

Facilitation: Preparation

Follow these guidelines to successfully facilitate this training session. **Read this in its entirety before presenting to ensure adequate preparation.**

Activity	Details
Slide deck	<p>Most of this module relies on a slideshow presentation. Plan ahead if a computer or projector is not available.</p> <p>Link to website with slide decks: https://www.dph.ncdhhs.gov/programs/epidemiology/communicable-disease/information-health-departments-and-providers/infection-prevention-education</p>
Welcome	Start the slideshow before participants arrive.
<p>Pre-assessment</p> <p><i>*For a shortened version, ask participants to complete this activity as they walk in</i></p>	<p>https://forms.cloud.microsoft/g/g2e0WYkgXf</p> <p>If participants do not have a smartphone or computer, print out copies of the post-assessment link (see below) to hand out at the end of the session. Ask participants to complete the post-assessment when they have access to the internet.</p>
<p>KWL Chart (Know, Want to know, Learned)</p> <p><i>*For a shortened version, skip both KWL activities</i></p>	<p><i>Supplies: Flipchart, sticky notes, markers or use a virtual whiteboard</i></p> <p>Create the outline for the KWL chart before the scheduled start time of the module. See what a KWL chart should look like on slide 3. Have sticky notes and markers already distributed to different tables in the room.</p>
Slideshow	Supplies: Projector or screen, computer hook-up
Glucometer Demo	<p><i>Supplies: Glucometer and appropriate cleaning materials according to manufacturer's instructions</i></p> <p>Before facilitating, familiarize yourself with appropriate cleaning and disinfection practices of your facility's glucometer. Make sure you have the appropriate products so that you can walk participants through how to identify and use the products correctly.</p>
KWL Chart	Use the same KWL chart from earlier in the module.
<p>Post-assessment</p> <p><i>*For a shortened version, let participants scan the QR code on their way out</i></p>	<p>https://forms.cloud.microsoft/g/F4GYFp87hL</p> <p>If participants do not have a smartphone or computer, print out copies of this link to hand out at the end of the session. Ask participants to complete the post-assessment when they have access to the internet.</p>
Thank you/Conclusion	

Facilitation: Activities and Steps

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Time	Activity	Details
	Slide deck	Link to website with slide decks: https://www.dph.ncdhhs.gov/programs/epidemiology/communicable-disease/information-health-departments-and-providers/infection-prevention-education
	Welcome	Welcome participants to the class.
5 min	Pre-assessment <i>*For a shortened version, ask participants to complete this activity as they walk in</i>	Go to slide 2. Ask participants to use their smartphones to complete the pre-assessment via the QR code on the screen. If participants do not have a smartphone, ask them to partner with someone else. Allow 5 minutes for participants to answer the questions. Remind everyone that their responses will be kept anonymous. If they ask the purpose of this assessment, share with them that this allows the infection prevention team to monitor the impact of our education.
10 min	KWL Chart (Know, Want to know, Learned) <i>*For a shortened version, skip this activity</i>	<i>Supplies: Flipchart, sticky notes, markers or use Canva Whiteboard</i> Go to slide 3. Share with participants that before we start today's education, we will complete the first two sections of a KWL chart. A KWL chart is a Know, Want to Know, Learned chart. The <i>Know</i> and <i>Want to Know</i> sections should be completed before the education to gather a sense of where your participants knowledge-base lies. This can help inform you, the facilitator, which sections to focus on and which don't need as much time and attention. Create the outline for the KWL chart before the scheduled start time of the module. Have the sticky notes and markers already distributed to different tables in the room. Sticky notes are not required to complete this activity. You can use markers to write directly on the chart instead.

Facilitation: Activities and Steps Part II

Follow these guidelines to successfully facilitate this training session. For questions or guidance, please reach out to infectionprevention@dhhs.nc.gov



Time	Activity	Details
15 min	Slideshow presentation	Present the information in slides 4 – 17. Refer to the slide notes for a script.
10 min	Glucometer Cleaning & Disinfection Demo	Walk participants through the cleaning and disinfection process of their facility-specific glucometer. Follow the manufacturer's instructions. Demonstrate how to read and check the EPA registration number. If a computer hook-up is available, show them how to look up the EPA registration number online.
10 min	KWL Chart <i>*For a shortened version skip this activity</i>	<i>Supplies: Flipchart, sticky notes, markers or use Canva Whiteboard</i> Go to slide 19. In their same groups, ask participants to brainstorm a few new things they learned about cleaning and disinfection. Ask them to write this on the provided sticky notes. After 7 minutes, ask each group to have a representative share with the larger whole and put their group's sticky notes on the KWL chart. Take a picture of the KWL chart to keep for records.
5 min	Post-assessment <i>*For a shortened version, let participants scan the QR code on their way out</i>	Ask participants to use their smartphones to complete the post-assessment via the QR code on the screen. If participants do not have a smartphone, as them to partner with someone else. Allow 5 minutes for participants to answer the questions. Remind everyone that their responses will be kept anonymous. If they ask the purpose of this assessment, share with them that this allows the infection prevention team to monitor the impact of our modules. (https://forms.cloud.microsoft/g/F4GYFp87hL)
	Final Remarks/Thank you/Conclusion	Thank participants for completing today's module on cleaning and disinfection. Ask if there are any lingering questions at this time. If not, they can always reach out to infectionprevention@dhhs.nc.gov in the future.

We appreciate your feedback! Send us comments, questions, pictures of your KWL chart to Infectionprevention@dhhs.nc.gov