




Arm Preparation

OJT Lesson Plan





Task XXX

Trainer Preparation


 <p>Prerequisites</p>	<p><u>Primary Pre-Requisite Tasks:</u></p> <ul style="list-style-type: none"> None 	
 <p>Materials, Supplies, and Equipment</p>	<p><u>SOPs:</u></p> <ul style="list-style-type: none"> SOP Title, Number 	<p><u>Training Materials:</u></p> <ul style="list-style-type: none"> Arm Prep Skill Block XXXX Training & Competency Record (TCR) TCR XXXX
	<p><u>Forms/Tags/Labels:</u></p> <ul style="list-style-type: none"> Form Title, Number (UBS) or Number Title (CA) Tag/Label title 	<p><u>Equipment / Supplies:</u></p> <ul style="list-style-type: none"> Equipment 1 Supply 1
 <p>Set-Up Instructions</p>	<ul style="list-style-type: none"> Consider work flow and schedule appropriately. Select actual work site or conference room. Make sure to schedule enough time for demonstration, practice, etc. 	

Trainer Notes:

Phase 1: Introduction for Trainee




 <p>Overview</p>	<p>(Open with a friendly greeting, put the trainee at ease, demonstrate your own interest in the training. Provide a brief overview of the task, background information, and explain how it fits into the larger process. Discuss how this relates to what they have already learned – their prerequisites).</p> <p><u>Explain:</u></p> <ul style="list-style-type: none"> ▪ What ▪ Who ▪ When <div style="text-align: center;">  <pre> graph LR A[Vital Signs] --> B[Arm Prep] B --> C[Phlebotomy] </pre> </div>
 <p>Purpose</p>	<p>(Include any compliance, regulatory, operational and/or customer service issues this task addresses. Be specific, no general issues. This is the why – why do we do this task)</p> <ul style="list-style-type: none"> ▪ An aseptic arm scrub is the only protection against bacterial contamination ensuring the safety, purity and potency of the blood product. ▪ SOPs, the AABB and the CFR 640.4 requires an aseptic scrub.
 <p>Objectives</p>	<p>(Ensure objectives can be demonstrated/measured and tie into the main activities the trainee will be able to do upon completion of the training.)</p> <ul style="list-style-type: none"> ▪ Identify suitable vein for phlebotomy. ▪ Perform appropriate scrub technique. ▪ Recognize when a re-scrub is necessary.

Phase 2: Content Delivery


 <p>Outline</p>	<p>Step 1 - Assign trainee to read and review Arm Prep SOP XXXX</p> <p>Step 2 – Assign trainee to complete Arm Prep Skill Block XXX</p> <p>Step 3 – Use the 3 Part Demonstration Model to demonstrate the task</p>
---	--

Trainer Notes:

3 Part Demonstration Model

 <p>Demonstration 1</p> <ul style="list-style-type: none"> SOP Title, Number XXX <p>Ensure trainee is following the SOP while demonstrations are being performed.</p>	<p>Trainer Demonstration –</p> <p>Focus Points</p> <p>Trainer demonstrates and describes the steps of the task and explains What? How? When? Why?</p>	<p>(List the major activities and critical control points Include documentation requirements, when to use the computer system, etc.)</p> <ul style="list-style-type: none"> Identification of suitable veins. Scrub area must be at least 3 inches in diameter. Allow the prepared area to dry for at least 30 seconds before performing phlebotomy. Do not touch the scrubbed area.
 <p>Demonstration 2</p>	<p>Trainee Guided Demonstration -</p> <p>Interactive Questions</p> <p>Trainee directs trainer through the steps of Arm Preparation while describing the task.</p>	<p>(Discuss interactive questions as the trainee directs you through the task)</p> <ul style="list-style-type: none"> When is this procedure performed? Immediately before phlebotomy. Why is this procedure important? To ensure no bacterial contamination How long do you need to scrub the area? At least 30 seconds Why should we avoid veins in areas of pitting or scarring? Areas of pitting and scarring are difficult to disinfect versus an area of "flat" skin
 <p>Demonstration 3</p>	<p>Trainee Demonstration</p> <p>Trainee demonstrates and explains the steps of the task.</p>	<p>Trainer Notes:</p>

Phase 3: Practice

 <p>Practice</p>	<p>(Explain activities/scenarios that need to be carried out, expected results and number of successful practices the trainee needs to complete if applicable)</p> <ul style="list-style-type: none"> ▪ Have the trainee practice the steps of arm preparation as indicated in the SOP and Skill Block. ▪ All practices must be conducted under direct supervision ▪ Answer questions and give positive feedback
--	---




Is the trainee ready for evaluation?


Observe trainee's competency and ask the trainee how comfortable he or she feels in performing the task.

If...	Then...
The trainee feels comfortable and ready for evaluation...	Proceed the evaluation.
The trainee is still unsure or not comfortable with the task...	Provide more supervised practice
The trainer feels that the trainee is not ready...	

Phase 4: Competency Assessment

 <p>Evaluation</p>	<p>Direct observation:</p> <ul style="list-style-type: none"> ▪ Observe the trainee performing each step of the SOP(s). <ul style="list-style-type: none"> ▪ Refer to the TCR for the activities and criteria to use for evaluating the trainee. <p>Competency is demonstrated when the trainee is able to:</p> <ul style="list-style-type: none"> ▪ Perform all the steps of the task without assistance ▪ Complete all required forms appropriately ▪ Explain the consequences of the task
--	--

Documentation

 <p>Documentation</p>	<ul style="list-style-type: none"> ▪ Initial and date each section of the TCR as the trainee performs appropriately. ▪ Ensure all required signatures are obtained ▪ Forward completed TCR for data entry and filing
---	---