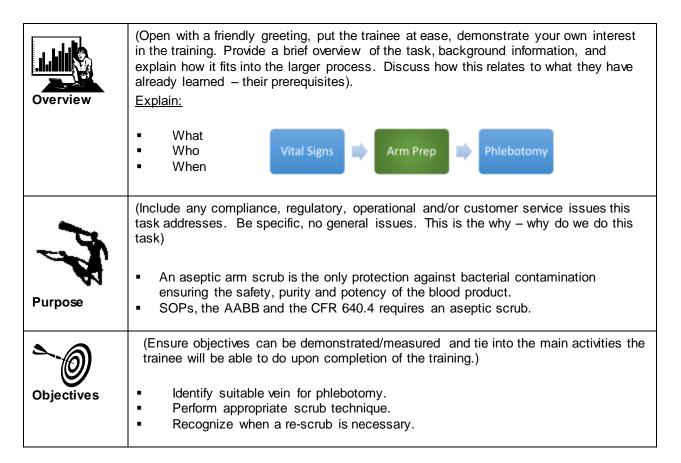
# Arm Preparation OJT Lesson Plan Task XXX

# **Trainer Preparation**

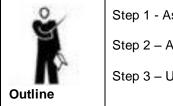
STOP	Primary Pre-Requisite Tasks:  None	
Prerequisites		
Materials, Supplies, and Equipment	SOPs:  SOP Title, Number	Training Materials:  Arm Prep Skill Block XXXX Training & Competency Record (TCR) TCR XXXX
	Forms/Tags/Labels:  Form Title, Number (UBS) or Number Title (CA) Tag/Label title	Equipment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

### **Trainer Notes:**

# **Phase 1: Introduction for Trainee**



# **Phase 2: Content Delivery**



Step 1 - Assign trainee to read and review Arm Prep SOP XXXX

Step 2 - Assign trainee to complete Arm Prep Skill Block XXX

Step 3 – Use the 3 Part Demonstration Model to demonstrate the task

#### Trainer Notes:

## 3 Part Demonstration Model



#### Demonstration 1

 SOP Title, Number XXX

Ensure trainee is following the SOP while demonstrations are being performed.

Trainer
Demonstration -

#### **Focus Points**

Trainer
demonstrates
and
describes the
steps of the
task and explains
What? How?
When? Why?

(List the major activities and critical control points Include documentation requirements, when to use the computer system, etc.)

- 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.



#### **Demonstration 2**

Trainee Guided Demonstration -

#### Interactive Questions

Trainee
directs trainer
through the
steps of Arm
Preparation
while
describing
the task.

(Discuss interactive questions as the trainee directs you though the task)

- 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



#### **Demonstration 3**

Trainee Demonstration

Trainee demonstrates and explains the steps of the task.

**Trainer Notes:** 

## **Phase 3: Practice**



Practice

(Explain activities/scenarios that need to be carried out, expected results and number of successful practices the trainee needs to complete if applicable)

- 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**



Direct observation:

- Observe the trainee performing each step of the SOP(s).
  - Refer to the TCR for the activities and criteria to use for evaluating the trainee

Competency is demonstrated when the trainee is able to:

- Perform all the steps of the task without assistance
- Complete all required forms appropriately
- Explain the consequences of the task

# **Documentation**



- 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