



TIPS & BEST PRACTICES FOR SETTING UP AND FACILITATING YOUR CLASS

These tips are suggestions from other instructors. If you have tips to share, please let us know.

BEFORE THE CLASS

Read all the materials and be familiar with the course curriculum. Don't deviate from the protocol or curriculum too much. We want the training to be consistent.

Gather all your materials several days before the class. If you're missing something, e.g. diluent, you still have time to get it.

Recruit your Skills Stations facilitators early. Remember, instructors facilitating the clinical Skills Stations(s) must be licensed nurses. Facilitators for the Storage & Handling and Registry Skills Stations do not need to be licensed.

School kids sometimes need volunteer hours. Don't hesitate to ask student workers to make packets.

Ask pharmaceutical representatives for demos, especially non-injected vaccine like FluMist, to use during the Skills Stations.

DURING THE CLASS

Once participants sign in, encourage them to start on the pre-test. That will save you some time.

Make the training interactive. Engage the participants. Ask them to introduce themselves and tell you something about themselves, like where they work and how long they've been giving shots. There are activities built into the PPT script to help. Small groups at the Skills Stations also help.

Review the packet of materials at the beginning of the class. Remind them most items are available for download from immunize-utah.org or EZIZ.org.

Consider setting up a display table. It's a good way to share educational and promotional items. Depending on the season, you can distribute disease-specific materials, like flu or back-to-school information.

The optimal class size is 15-18 participants. This size optimizes training effectiveness and provides greater opportunity for interaction between instructors and participants.

The course is designed specifically for MAs. Repetition and modeling are deliberately built into the curriculum. Participants hear about, watch, and then demonstrate the skills.

All the participants should go to all the Skills Stations.

AFTER THE CLASS

Summarize the evaluations and share the results with the staff that helped with the class.

Thank everyone who worked in the class. Recognition and thanks go a long way!