

Promoting the Safe Delivery of Clinical-Based Face-to-Face Training across Wales during the COVID-19 Pandemic

Checklist for Training Organisers Version 2.1

This checklist must be completed by training organisers prior to any training event that requires face-to-face interaction being undertaken and a copy retained.

Before organising any face-to-face training event, organisers must-

- ensure that they have considered all alternative means of delivering training and are only proceeding with face-to-face delivery having received agreement of local organisers and management that it is safe to do
- read in full the most up-to-date version of the document 'Promoting the Safe Delivery of Clinical-Based Face-to-Face Training across Wales during the COVID-19 Pandemic – Guidance for Training Organisers'
- be familiar with the most up-to-date national and local guidance and legislation regarding COVID-19
- undertake risk assessments as required, and/or follow guidance in local risk assessments
- commit to appropriate action before, during and after any face-to-face training events to ensure the safe delivery of training
- (consult specific guidance where training involves close contact or Aerosol Generating Procedures)

Details of Training Event

Name of Organiser:					
Title of Event:					
Brief Description of Event:					
Name of Training Programme:					
Venue:					
Date:		Start Time:		End Time:	
Number of Attendees: (including trainer, speakers etc)					

Continued over...

I can confirm that:

Operational Arrangements

Please tick

- Agreement has been obtained from local organisers and management (Medical Director or designated deputy) to proceed with the training event.
- Training has been organised to ensure that operational arrangements minimise the risk of exposure to coronavirus for attendees
- The number of attendees does not exceed the maximum number of people allowed at the venue based on 2m social distancing calculations
- Measures have been put in place to ensure 2m social distancing can be maintained at all times (or where it cannot be maintained measures have been put in place to minimise the risk of exposure to coronavirus)
- The venue provides for measures to minimise the risk of exposure to coronavirus for attendees, and specifically –
- Access to ample washing facilities and/or alcohol gel
 - Good ventilation
- Measures in place will be reinforced over the duration of the training event e.g. through use of signage
- Provision of PPE has been arranged as determined in Appendix 1 of the 'Guidance for Training Organisers'
- Arrangements for cleaning (and decontamination, where required) are in place for training areas and equipment and/or single use equipment will be provided where possible
- The training event does not incorporate use of patients, actors or lay volunteers, or where necessary, permission has been secured from the Clinical Director and AMD Medical Education and risk assessment and consent procedures have been followed
- An attendee sign in sheet (template provided) will be made available at the start of the training event

Risk Assessment

- All attendees have undertaken an up-to-date COVID-19 risk assessment
- Discussion has taken place with –
- any attendee scoring 4 or more (high risk and above) to enable risk assessment of individual circumstances and a decision as to whether they should attend
 - any attendee who is clinically vulnerable to enable risk assessment of individual circumstances and a decision as to whether they should attend
- A policy is in place for action in the event of an attendees developing COVID-type symptoms during the training event

Communication

- Prior to the training event, attendees have been advised of:
- Need to discuss risk assessment outcomes prior to attending
 - Circumstances under which they must not attend
 - Measures to be taken in relation to attending (e.g. avoiding car-sharing, complying with face covering requirements during travel etc)
 - Information about how to minimise the risk of exposure to coronavirus during the training event including PPE requirements and behavioural expectations (e.g. social distancing, hand hygiene practices etc)
 - Requirement to record their attendance at the training event, in addition to their contact telephone number to facilitate contact tracing should circumstances require

Signature of Organiser:

Date of Signature:

Training Event Attendance Record

Details of Training Event

Name of Organiser:					
Title of Event:					
Name of Training Programme:					
Venue:					
Date:		Start Time:		End Time:	

Details of Attendees

Please note that your information is only collected for the purposes of forwarding to 'Test Trace Protect' to facilitate the process of contact tracing should circumstances require.

Full Name (IN BLOCK CAPITALS)	Contact Telephone Number	Signature	Time of Arrival	Time of Departure

Details of any other individuals entering the room during the training event who are not recorded above:

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