

Local Community Co-ordinators' Information



Participants & Registration

- **The CARE Course** is delivered to interprofessional teams comprised of nurses, physicians and pre-hospital providers, ideally all from the same community
- maximum numbers are 8 physicians, 8 nurses, 8 pre-hospital providers. It *may* be possible to accommodate different numbers but this needs to be discussed with **The CARE Course** – please no substitutions of participants from different professions without prior discussion.
- Participant information (full name, profession, email address) are needed by **The CARE Course** at least *four* weeks prior before the course to permit timely access to on-line pre-reading materials. Trying to ensure accurate emails and spelling of names is a perpetual challenge! We have developed a simple way for this to happen: The Local Community Coordinators (“Lo-Co-Co’s”) are sent a *link* to an on-line form, which *they* forward to *all* the participants (either by email or paper), who will be participating in the course. All participants need to complete the on-line form that is found at that link, to be considered as ‘registered.’ The on-line form, completed by each participant, tries to ensure the most accurate information possible. (i.e. Joe has to type in his own name and email address, rather than the Local Community Coordinators trying to get that information from each & every participant.) It sounds complicated, but is actually quite simple! :)
- **The CARE Course** will communicate with participants *directly* by email several weeks prior before the course. At that time, they will receive a log-in to the website, an outline of course objectives and an overview of the two-day schedule.

Venue

The course needs:

- four separate learning stations (sometimes five, if there is a larger number of participants)
- a central gathering area, ideally including space for participants to store their coats & bags
- a small area for registration
- an area for catering, ideally somewhat separate from teaching areas so when food is being setting up for meals or breaks, the noise does not interfere with ongoing scenarios. Equally, the area should not be too far away, to permit quick transitions between breaks and sessions.

Thus, the course requires *either* one very large room (at least 1200 sq ft) or ~4-5 smaller rooms.

Space options can be reviewed together during the initial discussions about course provision. It seems to work best to run the course in your local health care facility. This is the natural ‘home’ for the participants, so using that space contributes greatly to the sense of reality for the teaching and the scenarios. Ideally, the course uses 4-5 rooms in the hospital – a board room, physio department, several large patient rooms, the trauma room, etc. with the *full understanding* that we can (and will) evacuate if necessary for patient needs. Our commitment is to make it work with *whatever* space options are available in your facility.

The space is required for 2 ½ days – the two full days of the course and the half-day prior for set-up. The pack-up occurs in the evening of the second day. The course needs exclusive use of the space for that time (with the exception being the use of clinical space- i.e the trauma room – which we would vacate immediately for emergency needs.) The space needs to be prepped and ‘ready-for-use’ meaning that all unnecessary furniture, etc. should be vacated from the space prior to the faculty’s arrival of on the day before the course.

The CARE Course provides all the necessary equipment for the course. Approximately thirty large bins will be shipped to your community several days prior to the course. The equipment arrives on four large pallets. We request that the equipment is in the teaching area by 2pm the day before the course. **The CARE Course** faculty will do all the set-up and packing up of the course equipment, teaching areas, etc. but would much appreciate local responsibility for the removal of furniture and the restoration of the room(s) to their original state. The timing of the set-up and packing up of the course equipment is always quite tight, and there is no time for significant room preparation / restoration, although we certainly leave the area clean and tidy!

Additional Notes re space:

- adequate lighting is essential
- temperature control is critical. (People don't function well in rooms that are too warm. :)
- any larger room(s) should ideally have decent acoustics
- venue must have internet access on-site in room(s) – ideally wireless.
- It is best if housekeeping services can clean the area(s) used for the course late in the evening on Day 2, or early in the morning, the day after the course ends, so it is ready for other use.

Room(s) need:

- total of ~30 chairs (enough for all the participants, admin support and faculty)
- **20** large (6x2') tables with clean surfaces or adequate table covering
 - 12 for the four stations (3 at each: 2 for equipment, 1 as a table for the mannequin)
 - 2 for catering
 - 2 for registration / administration
 - 3 for equipment storage
 - 1 for projector



Sometimes this number can be modified/adjusted, depending on what other furniture is available for the admin & catering areas. It is even better if we can have four stretchers / hospital beds for the mannequins at the stations, eliminating the need for 4 tables. (They can be old/outdated beds, as long as they are safe for sitting on.)

**As mentioned earlier, if a larger group of participants is planned, then the number of tables and chairs will need to be increased.

Medical & Teaching Equipment

The CARE Course provides all the necessary equipment for the course, including Lifepak 12 defib/monitors, that are used throughout the scenarios and learning stations. Feedback from previous participants has indicated that it is *really* helpful to use the community's *own* machines for some specific parts of the skill stations & scenarios. As such, access to your local facility ventilator and CPAP/BiPAP tools (if you have any) is very helpful. (We are happy to go get them from where they are stored for the specific moments in the course that it might be useful.) Similarly, if your facility has a *different* defib/monitors than Lifepak 12 or 15, then it would be great if we could use two of your defib/monitors for the cardiac pacing and defibrillation stations (which occur on the afternoon of day 2) for optimal 'hands-on' experience. Note: for monitors other than Lifepaks, we also need the *teaching* defib connection leads and the 'dump charge' device / mechanism. (If that makes no sense, just ask us, or your local ACLS instructors for help :)

We also ask that you supply the following:

- 1 full-size projector screen
- 1 LCD projector



- 2 power cord / extension leads
- 10 boxes of medical gloves (of appropriate sizes)
- 5 rolls of pink medical tape (“nurses’ duct tape” :)
- 10 sheets, 5 towels, 5 pillows
- 8 blue pads (absorbent liners)
- 5 garbage cans
- An appropriate shipping address and safe storage location for the course equipment that will be shipped to the community several days prior to the course.

Catering

The CARE Course is intense and fast-paced. People appreciate good quality, healthy, plentiful food.

- Catering should provide for a hearty breakfast and lunch, and beverages & light snacks for the mid-morning and mid-afternoon breaks.
- Tea and coffee and other non-caffeinated beverages should be available at all times.
- *Non*-disposable cups, cutlery and plates are preferred. In the welcome email prior to the course, we ask participants to bring their own reusable mug, to save costs and clean-up.
- We also ask that caterers be specifically asked **not to individually package** sandwiches, salads, etc. Large platters work effectively and permit participants to pick & choose their food. Please ask the caterers to put signs labelling what the food contains – with everyone’s different dietary needs/requests, this seems to help tremendously.
- Our experience is that participants appreciate low carbohydrate options, and that one-third to one-half of each meal should be vegetarian. (Not that this many people are vegetarian, but if offered vegetarian options, a large number of participants will choose this option.)
- Several bins for recycling and garbage should be easily accessible in the eating area.
- Caterers should be instructed *not* to take away any leftover food, as participants will continue to munch on them at breaks, and faculty appreciate leftovers at the end of the day as they set-up / pack-up for the following day. Any leftovers are usually offered to local on-site staff.
- Catering must arrive on time for course efficiency. Food should be *ready to go* by:
 - Breakfast - 7am
 - Morning snack – 10:20am
 - Lunch – 12:35pm
 - Afternoon snack - 3:20pm Breaks happen in one central area

Please provide the caterers with the separate **Catering Information document, which outlines these details.

During the course, catering must be delivered & set-up by non-course participants, as participants will be too busy with course activities to do the catering.

Media

A “Media Briefing” document can be provided to your local newspaper if they wish to come and take photos and/or write an article for your community. We usually suggest that they attend between 10:45–12:45 or 3:45-5:45 on *either* day of the course, as these are the times during which the scenarios run, which make the best photos!

Day Before the Course

- Faculty need unhindered/exclusive access to the venue in the afternoon of the day before the course for set-up and planning.
- Faculty usually start arriving at the facility in the early afternoon. It is helpful if one of the local coordinators is there to meet us and show us to the appropriate rooms. It is also very helpful if, later in the afternoon, once all faculty have arrived, a local healthcare provider takes the faculty on a brief tour of your facility. This permits the faculty to become acquainted with your facility & resources, and to hear of the usual referral patterns, unique challenges, staffing issues, etc. This helps greatly in tailoring the course to the specific realities of your community. We will also ask for your assistance in creating participant teams, to reflect local work, shift patterns, relationships, etc.

Course Schedule



- Faculty arrive at 6:45 am both days.
- Registration and breakfast occurs at 7:30 am on both days
- Course starts promptly at 8 am
- Course ends at ~6 pm both days. There is an *optional* additional skills practice session from 6-7pm on the evening of the first day. We offer this so participants can stay and ask further questions or practice a particular skill, as the timing of the course sessions is very tight.
- Lunch is only 40 min so participants should not anticipate having time to leave or attend to other activities at lunch

If other issues / concerns arise, that are not clearly outlined in this document, please let us know! Our goal is to make this work as best possible for your facility and community.

One last plea: **The CARE Course** goes to great lengths to have ample equipment at each course, but also to use equipment and supplies wisely. If you have any outdated supplies or equipment, we would be open and grateful to receive them. This includes everything from expired ET Tubes, to older / unused / outdated mannequins. As you will see in the course, we put them to great use, and are always looking for donations to the larger rural community.



Building Community, Building Capacity