A Checklist For Course Organizers
Training Course On
Promoting Rational Drug Use

(A checklist for course organizers)

Note: This checklist was prepared primarily for the organizers of international and regional courses. However, many recommendations may also apply to the organisations of local and national courses. The checklist is based on more than ten years experience in organizing such courses. Any suggestions for additions/amendments are welcome and should be sent to either INRUD or WHO/EDM.

BEFORE THE COURSE

A. Venue

1. Identify the venue of training/hotel accommodation

➢ Training sessions and accommodation should be on the same site. The venue should be reasonably priced, with plenty of room for people to gather and move around especially during group work and informal discussions. Since the facilities contribute considerably to the comfort and interaction of participants, it pays to shop around for the best value/suitability ratio.

➢ Visit the hotel to inspect and evaluate the facilities and services that it can provide:

- The lecture room should allow for a horseshoe or semi-circular-shaped seating arrangement. This layout encourages participation, good interaction between trainers and participants and creates a logical central space for role-play (see Annex A). Ideally the room should be squared shaped-avoid any rooms that are narrow rectangles.
- Equipment should be as follows: 1 overhead projector, 1 screen, public address system, 1 microphone, 1 slide projector, 3-4 large boards of Gallery of Experts and later display of posters, 1 flipchart per group (for group presentations), video, along table (s) for display of publications.
- The menu should provide options for those with special dietary requirements (e.g. halal food, vegetarian).
- A room for a secretariat should be available for the duration of the course where equipment and supplies can be kept. The secretariat should be comprise of two people, with computer and office skills, available full-time to assist participants and trainers.
- Hotel-airport transport should be available and approximate cost of this known.
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- A list of restaurants where participants can have dinner close to the hotel should be prepared.

- Make a tentative reservation for the proposed dates; pay a deposit when necessary. There should be options for other hotels/venues in case of unforeseen changes in plans.

- Prepare room assignments (twin-rooms-shared accommodation). It is advisable to select participants from different countries to share accommodations in order to encourage group dynamics.

- Reserve the training room and other function rooms for the duration of the course.

2. Identify venue for the Welcome and Farewell Dinners when they apply

- Make reservations for the dates, number of participants and menu (consider special dietary requirements).

- Arrange for function room set-up and any equipment needed.

B. FIELD VISITS

- Identify health facilities for field visits. Five to six participants can be assigned to a health facility. There should be one or two extra health facilities in case additional or replacements are needed. Include visits to drugstores/pharmacies.

- The health facilities should be visited; sources and type of data available should be identified.

- Give briefing on the objectives of the course, participants, date of the PRDU Course, and the purpose of the field visits.

- Co-ordinate with the officers of health facilities to arrange the field visits. Identify contract persons and agree on how to communicate and make further arrangements.

- Finalize and confirm the schedule of the field visits with health facilities. Make a request that a Medical Officer be present during the visit to answer queries. An official request to the facility and the confirmation of their agreement must be made available.

- Determine travel time from the hotel to the selected health facilities. It is important to consider the traffic situation in the area.

- Arrange for the debriefing site. Usually the debriefings for the two field visits are done in a restaurant where lunch can be organized, with facilities to accommodate group work and presentations. It can also be fun to debrief in an outside setting.
Note: Do not introduce any facility and/or programme change during the day of the actual field visit unless it is really necessary. This can be disruptive.

C. Human resources and funds

1. Human resources
   - Identify trainers/lectures/resource persons, the assigned topics and the schedule. This information should be communicated as soon as possible in order for them to make travel plans and prepared the modules that they will teach.
   - There should be an officer-of-the-day to oversee the activities of the course.
   - Hire a secretariat to assist in the administration and preparation of the course.

2. Budget
   - Prepare the budget for the course, including the expenses needed before and after the course.
   - Request the INRUD core funds from MSH or appropriate organisation in the case of national courses.
   - Get the commitment of collaborating agencies to support participants (see D).
   - Set up or identify an official bank account for transfer of payments.

3. Accounting
   - Receipts for the course and registration fees must be given.
   - Book keeping of financial statements and accounts should be maintained and a record kept of all expenses and receipts.
   - Prepare cash advance for the participants’ allowance. This should include a small allowance to cover dinner.

D. Course announcements/participants

   - Prepare the announcement with the other support group(s) such as INRUD-MSH, EDM-WHO. Base this on the previous course announcement. Get the consent of the trainers before including them in the announcement:
     - Send the announcement to prospective participants and sponsoring agencies such as international organisations involved in pharmaceuticals, health ministries/departments, and former INRUD participants. The WHO, UNICEF, USAID, AusAID can be suggested as possible sponsors.
• Interested participants can be advised to approach the local offices and regional offices of these agencies. Information is available for INRUD-MSH.
• There should be at least six-months between the distribution of announcement and the date of the course. This is necessary to get enough participants and for them to look for agencies to support their participation.
• Sometimes it may be necessary to send another set of invitations two months before the course if the response rate to the first announcement is not satisfactory.
• It is advisable to keep to a maximum of 40 participants. Thirty to thirty-five participants are the ideal numbers to ensure revenue gain form the course without compromising the quality of interaction between trainers and participants.
• Communicate regularly with interested participants. Assist when needed, especially with their requirements for processing travel papers.

➢ Prepare travel advisory note for participants:

• Remind them of the need to obtain visas and that this is their responsibility. Warn them to apply for visas well in advance as these may take some time.
• Advise them on the schedule, address of the hotel and contact persons in the host country. Inform them about the schedule of the welcome ceremony so they can schedule their flight if they wish to attend this occasion.
• Inform the participants of the airport situation, the weather, and clothing that they should bring.
• Give instructions on how they can get to the hotel from the airport, the fare that they should pay the taxi and any necessary precautions that they should take. As far as possible arrangements should be made to pick up the participants from the airport. For some, this may be the first time that they travel to another country.
• Advise them to keep some free space (8 kilos) in their luggage allowance for the documents that they will take home after the course.

➢ Prepare a directory of participants, trainers and organizers including the date and time of arrival, flight, and airline. The directory should be finalized and updated during the course.

E. Programme/schedule of activities

➢ Finalize the programme, schedule of activities and lectures. The programme of the previous course can be used as a model. Minor changes can be made
to accommodate trainers, however take care to keep the logical sequence of lecture topics. Keep trainers informed and give them copies of the schedule.

- Include a free day, which is usually a visit to a scenic spot near the area. Make arrangements for locations to be visited. Inquire about fees and reservations. Group discounts can be requested. There can be a half-day schedule for a city tour. Alternatively this can be arranged after hours. Tourism can be coordinated with Ministry/Department of Tourism. Requests can be made for pamphlets and tourism information about the country.

- Prepare a programme for the welcome and closing ceremonies. Dinners are usually arranged for these occasions. There are protocols that may be necessary such as inviting key people form the Ministry of Health, the WHO representative, and professionals or other bodies with influence in implementing pharmaceutical policies. The welcome ceremony should be scheduled in the evening before the first day of the course.

- Arrange transportation services for the field visits, city tours and activities that will require transport of participants and trainers.

- Arrange session for group souvenir pictures.

F. PRDU modules, documents and other course materials

- Print and prepare the session and trainer modules at least a month before the training.
  - There should be clear divisions of the session materials for participants. Colored dividers can be used. There should be a clear index for each session.
  - Have extra copies of the session modules for the trainers.
  - Each trainer should get a copy of the trainers’ module for his or her session at least one month before the course.

- Session guides are given to participants at the start of the course, but copies of the trainer’s guide should only be given to participants on the last day. If given in advance this pre-empts the freshness of the lectures and there can be some confusion.

- Request INRUD-MSH and EDM-WHO for documents and publications to be distributed to participants (Annex B).
  - Follow the instructions of trainers on the distribution of materials related to their sessions. It is advisable to distribute related documents one day before each session.
• Gather additional local materials and documents on RDU that will provide information and background to the participants and trainers especially for the field visits.
• Gather information and education materials to be presented and discussed during the session on Drug Education and Design of Effective RDU Educational Materials.

➢ Print all transparencies and slides to be used for the training. This is necessary, as a back up, even if CD-ROM will be used. Some trainers may wish to make some adjustments to their sessions and they may prefer to use transparencies.

➢ Order bags for the course kit with logo of organizer and other main support groups.

➢ Print ruled paper with logo of INRUD and collaborators to be used as work sheets for activities.

➢ Prepare evaluation forms, for daily evaluation and certificate of attendance to be signed by INRUD, EDM-WHO, and Course Director.


F. Important reminders

➢ Follow-up all arrangements made to confirm accommodation, reservations, field visits and other activities during the course preparation period. There should be a checklist that is constantly updated.

➢ Conduct regular meetings with the group (local organizers) to keep everyone updated on the progress of the course preparation.

➢ Follow-up all arrangements to check and confirm 1-2 days before the actual schedule (i.e. transportation, health facilities, and place for debriefing, photo session and other activities).

DURING THE COURSE

➢ The secretariat must be prepared and ready to receive the participants at the hotel a day before the first day of the course.

➢ All the equipment such as microphone, projectors, CD-ROM, should be tested the day before the course.

➢ The room layout to accommodate the expected participants should be checked as well. As mentioned, a horseshoe layout is the recommended floor plan.
Necessary equipment:
- Copier, computer and equipment supplies
- First Aid kit
- Polaroid camera for the Gallery of Experts (alternatively, participants, trainers and organizers can be requested to bring passport size pictures)
- A regular camera for documentation must be available; it is best to take photos of all sessions
- Other materials (Annex C).

Optional: It is a good idea to find a volunteer to bring a camera and take pictures of some of the sessions, particularly the fieldwork. This provides a good visual record of the course and can be used for reporting and later advocacy and promotion.

- Course evaluation must be done at the end of the day.
- Always prepare materials needed a day before the session. The Course Director should review the events for the next day with the secretariat.
- During field visits, bring materials and supplies needed for the processing of data. Include clipboards, Manila paper, evaluation forms and worksheets.
- Arrange the confirmation of flight bookings for participants and trainers at least 3 to 5 days before the return trip. This should take note of all connecting flights to the final destination.
- Collect all group outputs especially during the field visits, country project and reports, as well as the evaluation reports. These will be needed for the final PRDU Course Report.
- Circulate an address list of participants/facilitators and ask for any corrections to be made directly on the list. Provide an amended copy of the list to all participants/facilitators before their departures. Note that for the courses sponsored by WHO, whether international, regional or national, the list of participants should state whether they are male or female since WHO monitors and reports on gender balance in supported activities.

AFTER THE COURSE

- Settle all accounts and unpaid bills.
- Send thank you letters to health facilities, etc.
- Prepare initial PRDU Course Report Summary
Send pictures and news clip of the course to INRUD-MSH for the INRUD Newsletter and to EDM-WHO for the Essential Drugs Monitor.

Audit all profit and expenses made in conjunction with the course.

Prepare detailed PRDU Course Report for distribution to participants and sponsors. Previous PRDU Course Reports can be used as a pattern.

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ANNEX A

Facilitator’s Table

Participant’s Seats
ANNEX B

A. Books: (Available from Essential Drugs and other Medicines*/World Health Organisation, Geneva, Switzerland)


* The Essential Drugs and other Medicines department (EDM) includes the former Action Programme on Essential Drugs (DAP) and most components of the Division of Drug Management and Policies (DMP).

* Copy for each participant


Action Programme on Essential Drugs. Infection Use and practices in Uganda, 1994 (WHO/DAP 94.18)*


* Copy for each participant
ANNEX C

Supplies
- art paper
- paper for flipcharts
- Xerox paper
- brown paper
- calculators (2 per group of participants)
- camera and film
- large (poster size) sheets of paper (various colors)
- colored separators
- crayons
- double adhesive tapes
- drawing pens (various colors)
- envelopes (large and small)
- folders (large and small)
- pens (various colors)
- puncher
- rulers, erasers, pencils, ball pens (at least one for each participants plus for secretariat)
- seminar bags
- stapler
- thumbtacks
- transparencies (5 boxes)
- transparency pens (various colors)
- white board markers (black, blue and red)