

NSSK Training Checklist

Instruction Sheet

- Mention the site for training.
- Write the dates of the training and also date of observation.
- Mention in the format the status and problems on various issues mentioned below:
 - Venue - mention whether the rooms are of appropriate size (to accommodate a batch of 6-8 people with additional space to gather around demonstration table, to keep TV and other training material.

- Participation of district official – mention whether district officials from health are informed, attended any session, keep track of training, etc.

- Preparedness and Coordination among Facilitators - mention whether facilitators have gone through their guides and aware/involved in various activities and are aware who is taking-up which section, etc.

- Facilitators' meeting – Mention whether facilitators' meeting was held prior and at the end of the day and the issues discussed.

- Critical feedback from participants – At the end of the training, take feedback from participants about course material, training technique, duration of training, etc. and mention two most critical feedbacks which could be helpful in improving the quality of training.

- Items given to participants – List materials including kit given to participants at the end of training.

Observers should fill the following quality assurance sheet

- Facilitator to participant ratio – Mention number of groups, number of participants and facilitator participant ratio.
- Training material – note whether training material such as module, baby mannequin, self inflating bag, masks, facilitator guide, display chart, performance check list, CDs, TV etc. are available in adequate quantity.
- Pre and post test – Mention whether pre and post test was conducted for all participants.
- Use of performance checklist - Mention whether all the facilitators used the correct performance checklist. **The instructor's questions are in quotes. Learner's questions and correct responses are in bold type.** Mention facilitator's performed & instructed to talk through the procedure as it is demonstrated and checked the box when action was completed correctly.
- Feedback on the performance: Individual feedback to the participants was given using the performance checklist. **Instructor should check boxes as the learner answers correctly.** If a step is done incorrectly, the box was appropriately circled so that the step could be discussed later. Similarly, whether individual checklists are filled at every step and used to find problems, and whether any additional efforts are made to demonstrate cases with left out signs.
- Skill Demonstration – Whether facilitators demonstrated the skills exactly the way they expected participants to do before participant's allocation. Also mention whether demonstration was done every day for each participant.
- Role play and video – Mention whether effective role plays were conducted during the training. Whether facilitator's moderated the discussion and feedback on the role play and videos.
- Self Evaluation – Were the participant able to fill up self evaluation and while taking individual feedback, learner's ability to analyze varied situations by asking varied questions.
- Megacode Assessment– Whether megacode was performed and evaluation of the participant's was done correctly.

Quality Assurance Sheet

Training Site			
Dates	start		end
Date of observation			
			Score¹
1	Facilitator to Participant ratio		
2	Whether planning session conducted before the start of the training?		
3	Items present at the training. Each group have individual supplies (Mark X against the item present)		
	<i>i. Baby Mannequin</i>		
	<i>ii. Self inflating bag, reservoir, oxygen tubing</i>		
	<i>iii. 2 Cotton sheets</i>		
	<i>iv. Shoulder towel</i>		
	<i>v. Preterm and term face mask</i>		
	<i>vi. Suction devices: catheter (12, 14 F) & Mucus trap</i>		
	<i>vii. Thermometer</i>		
	<i>viii. Name tag</i>		
	<i>ix. Stethoscope</i>		
	<i>x. Sterile tie & blade</i>		
	Total number of X marks		
4	Number of participant's for whom both pre & post test was conducted		
5	Whether the performance list was correctly used		
6	Feedback given using performance checklist		
7	List of skill demonstrations (Mark X conducted)	Demonstrated	Reverse demonstration
	<i>i. Preparation of birth</i>		
	<i>ii. Routine Care</i>		
	<i>iii. Initial Steps</i>		
	<i>iv. Bag and mask ventilation</i>		
	<i>v. Hand-washing</i>		
	<i>vi. Recording of axillary temperature</i>		
	<i>vii. Wrapping the baby</i>		
	<i>viii. Kangaroo mother care</i>		
	<i>ix. Correct Breast feeding technique</i>		
	<i>x. Expression of breast milk</i>		
8	Good quality video used in the training (Thermal protection and feeding)		
9	Mega code score conducted correctly (Performed for all 5 bold items)		
10	Number of participant's with less than minimum passing score:		
Total Score			

Total Score: 0-100

¹ Scoring process is given in the sheet below

Process of scoring

S.No	Parameter	Scoring process	Score
1	Facilitator to Participant ratio	1:4-5	5
		1:>5	0
2	Whether planning session conducted before the start of the training?	Yes	5
		No	0
3	Items present at the training. Each group have individual supplies (Mark X against the item present)		
	<i>i. Baby Mannequin</i>		
	<i>ii. Self inflating bag, reservoir, oxygen tubing</i>		
	<i>iii. 2 Cotton sheets</i>		
	<i>iv. Shoulder towel</i>		
	<i>v. Preterm and term face mask</i>		
	<i>vi. Suction devices: catheter (12, 14 F) & Mucus trap</i>		
	<i>vii. Thermometer</i>		
	<i>viii. Name tag</i>		
	<i>ix. Stethoscope</i>		
Total number of X marks		<i>x. Sterile tie & blade</i>	
		Count the number of X and write the total	
		If baby mannequin or bag is absent irrespective of the total X, score given to question 3 is zero	0
		If total X > 4	0
		If total X is 4-8, including item no i and ii	2
		If total X is 10	5
4	Number of participant's for whom both pre & post test was conducted	Write the number participant's under gone both pre & post test	
		If any test is not conducted	0
		If both are conducted, but not for all the participant's	2
		If both are conducted for all participant's	5
5	Whether the performance list was correctly used	Not used or incorrectly/partially used	0
		Used corrected	5
6	Feedback given using performance checklist	Not used or incorrectly/partially used	0
		Used corrected	5
7	List of skill demonstrations (Mark X conducted)	Each skill gets 5 if it is correctly demonstrated and reverse demonstration is conducted, otherwise score of 0 is given	0 -50
		Tally the total score for the skill	

		Videos not used	0
		Only one video used/partially / incompletely used	5
8	Good quality video used in the training (Thermal protection and feeding)	All videos used	10
9	Mega code score conducted correctly (Performed for all 5 bold items)	Mega code not used/ partially used	0
		Mega code correctly used	10
10	Number of participant's with less than minimum passing score: We will not score this but should keep the record for reference		
	Total Score: Minimum score = 0 and maximum score of the training =100		