



# Setting up a TST Workshop

Jessica Quintero, M.Ed.  
Director of Education & Training  
Heartland National TB Center



# Before you begin, consider this...

- Is this a true training need?
- What is happening in current practice?
- What is the goal of the training?
  - What do I want participants to walk away with?
- What/who are your resources?



# Training Planning Timelines

- Advanced preparation
  - Months prior
  - Day prior
- Day of training
- During training
- After training



# Advanced Preparation

MONTHS PRIOR

DAY PRIOR



# Setting up a TST Workshop

Months prior

- Logistics
  - Registration
  - Target audience
  - Agenda
  - Partnership
  - Location
  - Supplies
- Pre/Post assessments
- Evaluations
- Certificates



# Registration

Months prior

- Purpose
- Format
- What to collect



# Identify your target audience

Months prior

- Public health
  - Nurses
  - Outreach workers
  - Administrative staff
- Other health entities
- Experience level
- Participant training goal



# Agenda

Months prior

- Determine date and time of training
- Select your presentations
- Create flow, do the topics build on each other?
- Breaks – 15 minutes every 2 hours
- Allow time to do practicum of skin test placement if part of class; will need helpers to assist participants





# Identify potential partners

Months prior

## Pros

- Share expertise
- Divide supply list
- Share resources
- Shared exposure

## Cons

- Conflicting practice
- Not always equally divided



# Training Location

Months prior

- Determine your AV needs
- Identify a location that is easily accessible
- Identify facility restrictions
  - Security
  - Parking
  - Time frame (are you limited to accessing the room from 8-5)
- Cost



# TST Practicum Supplies

Months prior

- Placement exercises
  - Box of disposable gloves (medium size)
  - Cotton balls
  - Alcohol swabs
  - Tuberculin syringes (1 ml- 27G x ½")
  - Normal saline (**DO NOT use sterile water**)
  - Disposable sharps container
  - Hand sanitizer
  - Disposable towel pad
- Reading exercises
  - Practice arms with stands:
  - Case scenarios & answer sheet
  - Caliper



# Pre/Post Assessments

Months prior

- Test
- Self evaluation/assessment
- Serves as an introduction and summary
- Provides instruction feedback

Be sure that all questions on test are covered  
in the training!



# Evaluations

## Months prior

- Why use evaluations
- What to include
- Types of evaluations
- What to do with results

**HEARTLAND NATIONAL TB CENTER  
Participant Evaluation Form**

We greatly appreciate and value your opinion. Your anonymous responses will be used to revise this activity and to plan future educational activities. Please personalize this evaluation by adding any additional comments or elaborating on any of your responses.

**Activity Title:** TB Skin Test Practicum: Teach Back  
**Sponsored by:** Heartland National TB Center and Mayo Clinic Center for Tuberculosis  
**Date(s) of Activity:** May 30 – 31, 2017  
**Place of Activity:** Pacific Star Resort and Spa, 6278 Pale San Vitores Road, Tumon, 96913, Guam

**NO Commercial Support was given or received for this Heartland-provided continuing education activity.**

**Your Evaluation of the Activity:** Rate each learning objective with respect to the following:  
*Objective Achieved*—I can achieve the stated objective.  
*Speaker Expertise*—The speaker was knowledgeable in the information presented.  
*Teaching Effective*—The teaching strategies were effective (i.e., format, audiovisuals, etc.) in enhancing the learning experience?

**Rating Scale: 5 = Completely 4 = Almost 3 = Neutral 2 = Somewhat 1 = Not at all**

LEARNING OBJECTIVE	OBJECTIVE ACHIEVED	SPEAKER EXPERTISE	TEACHING EFFECTIVE
<b>Session 1 Title: Current State of Tuberculosis: An Epidemiologic Overview</b> • Describe current TB epidemiology. <i>Speaker: Catalina Navarro, RN, BSN</i>	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 2 Title: Pathogenesis and Presentations of Tuberculosis</b> • Explain the transmission of tuberculosis. • Describe the stages of tuberculosis. <i>Speaker: Shea Rabley, RN, MN</i>	5 4 3 2 1 5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 3 Title: Targeted TST Guidelines</b> • Discuss tuberculin skin testing. <i>Speaker: Catalina Navarro, RN, BSN</i>	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 4 Title: Evaluation and Treatment Following a Positive TB Skin Test</b> • List follow up screening required to rule out TB disease. • Discuss TB infection treatment options. <i>Speaker: Shea Rabley, RN, MN</i>	5 4 3 2 1 5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 5 Title: Myths and Misconceptions of TB Skin Test</b> • Discuss the most common myths and misconceptions associated with the tuberculin skin testing. <i>Speaker: Catalina Navarro, RN, BSN</i>	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 6 Title: Using the TST as a Diagnostic Tool with Practicum</b> • Describe the correct administration and interpretation of the tuberculin skin test (TST). • Demonstrate proper administration and interpretation of the TST. <i>Speaker: Catalina Navarro, RN, BSN; Shea Rabley, RN, MN</i>	5 4 3 2 1 5 4 3 2 1	5 4 3 2 1	5 4 3 2 1
<b>Session 7 Title: Setting up a TST Workshop</b> • Describe the details of setting up for a TST workshop. <i>Speaker: Jessica Quintero, M.Ed.</i>	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1

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# Written Comments

- Program Comments/Suggestions
- Topic suggestions for future workshops
- What skill(s) or attitude change will you take back to your workplace as a result of this training



# Certificates

Months prior

- What is the need?
- Attendance
- Successful completion
  - What does that mean?
    - Are there pre-determined criteria that was met?



# Set up training room

Day prior

- Are materials, supplies, and equipment available?
  - Set them up
    - Flip charts/ markers, handouts, exercises, training arms
- Is the room arrangement conducive to learning?
- Test the AV equipment
  - Can you log into the computer
  - Are presentations pre-loaded?
  - Do you have/need an advancer
  - Test the acoustics





# Day of Training



# Day of training

- Sign in participants
- Name tags/ table tents
- Make sure the room is comfortable



# Tips

- Be prepared for any and all problems by having a back up plan.
- Be able to use multiple presentation formats
  - Handouts
  - Slides
- Be flexible
- Make positive situations out of negative ones.



# During Training



# Engaging participants

- Introductions and ice breakers
- Allow time for questions and answers
- Dealing with difficult participants
  - Do not want to be there
  - Do not need to be there
  - Disruptive



# Introducing the exercises

- Prepare yourself
  - Review the exercise for understanding
  - Determine what participants will do and how they will work
- Prepare your participants
  - Provide **VERY CLEAR** instructions
    - Verbally and in writing
  - Provide materials
  - Ask for questions and clarification
  - Repeat instructions



# Managing the exercises

- Pre/Post Test
- Skin test placement exercise
- Skin test reading exercise
- Case scenarios



# Manage the time

- Keep participants on task
  - Walk around the room and check on participants to ensure they are following the instructions
  - Ensure that all tasks are completed
- Keep exercises on time
  - Remind participants when certain tasks need to be completed
  - Let them know when they have only 5 minutes left and when it is time to stop.





# Concluding the exercise

- Review the purpose of the exercise
- Review the results
- Provide feedback that is positive and constructive
  - Not critical
  - Sandwich method
- Clarify questions, concerns, and problems that occurred



# After Training



# Closing out a training

- Keep records of participants
- Send thank you letter to host site, staff, speakers, and participants.
- Develop contact list of participants for future updates and follow- up.
- Write up a summary for future planning purposes.



# Now what?!

- Do the math
- Look for trends
- Reflect on your presentation
- Use the feedback to  
improve your presentation



# TST Training Manual

- Exercises
- Mantoux
- Resources
  - Resources for the healthcare worker
  - Resources for the patient
- TB TST Presentation
  - Additional related presentations
  - TB TST Practicum Teach Back
- TB TST Training Resources



# Manage the Training

- As the facilitator: you are the manager of the training course.
- You are responsible for creating a training that successfully meets the goals and objectives.



# Use Effective Organizational Skills

- Organize the training logically
- Follow a plan
  - Stick to the agenda
- Use a check list for things that **MUST** be done
  - Before, during, and after the training
- Keep everyone informed



Now It's Your Turn...

THANK YOU

