



# Setting Up a TST Workshop

*Lauren Warren-Fields, MEd, BA* has the following disclosures to make:

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- No conflict of interests
- No relevant financial relationships with any commercial companies pertaining to this educational activity



# Objectives

At the end of this presentation, participants will be able to...

- plan a TST workshop by:
  - scheduling out a timeline for the training
  - identifying what supplies will be needed for the training
  - identifying a target audience for the training
  - outlining administrative procedures needed before, during, and after the training
  - organizing documents needed before, during, and after the training



# So, You Want a TST Workshop...

## Consider the following:

- 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 have learned after walking away from the training?
- What/Who are your resources?



# TST Workshop Planning Timeline

This presentation will be outlining the timeline of events for planning a TST in the following sections:

## I. Advanced Preparation

- Months Prior
- Days Prior

## II. Day of the Training

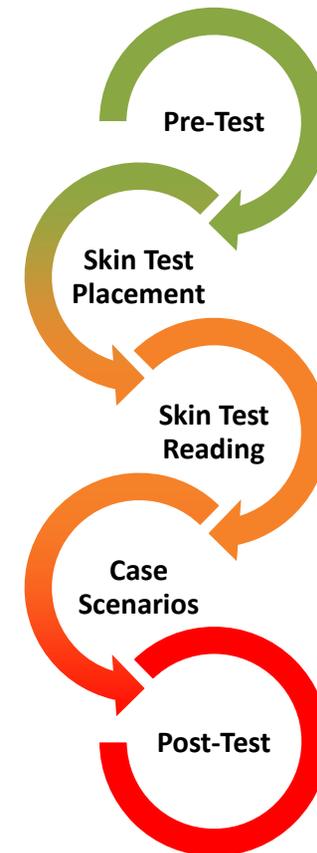
## III. During the Training

## IV. After the Training



# Use Effective Organizational Skills

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



**SECTION 1:**  
**Advanced Preparation**  
**(Months and Days Prior)**



# Months Prior: Setting Up A TST Workshop

## Logistics:

- Registration
- Target Audience
- Agenda
- Partnership
- Location
- Supplies

## Pre/Post Assessments

## Evaluations

## Certificates



# Months Prior: Registration

- Purpose:

- To provide an opportunity
- To collect information from potential registrants

- Format:

- Paper copies
- Electronic forms  
*(recommended)*

- What to Collect:

- Names  
(first/last, preferred)
- Contact information
- Years of experience
- Primary role /  
Responsibilities
- Main Goal(s)



# Months Prior: Identify Your Target Audience

- Public Health:
  - Nurses
  - Outreach Workers
  - Administrative Staff
- **Other Health Entities**
- **Experience Level**
- **Participant Training Goal(s)**



# Months Prior: Agenda

- Determine date and time
- Select your presentations & presenters
- Create flow  
*(Do the topics build on each other?)*
- Plan break times  
*(15 mins per every 2 hours)*
- Allow ample time for practicum, if applicable

## **Friday, October 28, 2022**

8:00 am – 8:15 am	<b>Registration, Welcome &amp; Introductions</b> <i>Delphina Sánchez, MA, Heartland National TB Center</i>
8:15 am – 8:45 am	<b>Targeted Tuberculin Skin Testing</b> <i>Monica Rodriguez, BAS, LVN, Texas Center for Infectious Disease</i>
8:45 am – 11:15 am	<b>Using the Tuberculin Skin Test as a Diagnostic Tool with Mantoux Tuberculin Skin Test Video and Practicum</b> <i>Monica Rodriguez, BAS, LVN, Texas Center for Infectious Disease</i>
11:15 – 11:30 am	<b>Myth's, Misconceptions, and FAQs of the Tuberculin Skin Test</b> <i>Catalina Navarro, BSN, RN, Heartland National TB Center</i>
11:30 am – 11:45 am	<b>Q&amp;A, Evaluation and CNE's</b>
<b>11:45 am</b>	<b>Adjourn</b>



# Months Prior: Identify Potential Partners

- Pros:

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

- Cons:

- Conflicting practice
- Not always equally divided workload(s)



# Months Prior: Training Location

- Cost of venue
- Determine your AV needs
- Identify a location that is easily accessible
- Identify facility limitations:
  - Security
  - Party
  - Time limits to access



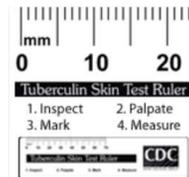
# Months Prior: TST Practicum Supplies

- 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 sheets
- Caliper



# Months Prior: Pre/Post Assessments

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

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



# Months Prior: Evaluations

- Why use evaluations?
- What should be included in evaluations?
- Types of evaluations:
  - Scale evaluations
  - Written comments
- What can you do with evaluation 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, 627B 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					SPEAKER EXPERTISE					TEACHING EFFECTIVE				
	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
<b>Session 1 Title:</b> Current State of Tuberculosis: An Epidemiologic Overview <b>Speaker:</b> Catalina Navarro, RN, BSN															
<b>Session 2 Title:</b> Pathogenesis and Presentations of Tuberculosis <b>Speaker:</b> Shea Robley, RN, MN															
<b>Session 3 Title:</b> Targeted TST Guidelines <b>Speaker:</b> Catalina Navarro, RN, BSN															
<b>Session 4 Title:</b> Evaluation and Treatment Following a Positive TB Skin Test <b>Speaker:</b> Shea Robley, RN, MN															
<b>Session 5 Title:</b> Myths and Misconceptions of TB Skin Test <b>Speaker:</b> Catalina Navarro, RN, BSN															
<b>Session 6 Title:</b> Using the TST as a Diagnostic Tool with Practicum <b>Speaker:</b> Catalina Navarro, RN, BSN; Shea Robley, RN, MN															
<b>Session 7 Title:</b> Setting up a TST Workshop <b>Speaker:</b> Jessica Quintero, M.Ed.															

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# Months Prior: Certifications

- **What is the need?**
- **Attendance**
- **Successful completion:**
  - What does that mean?
  - Are there pre-determined criteria that need to be met?
  - How will you track that information?



# Day Prior: Setting Up Training Room

- **Are materials, supplies, and equipment available?**
  - Set-up flipcharts, markers, handouts/booklets, exercises, pens, training arms, etc. in respective areas
- **Is the room arrangement conducive to learning?**
- **Is the AV equipment functioning properly?**
  - Can you log into the computer for presentations?
  - Are presentations pre-loaded?
  - Do you have/need a slide advancer?
  - Test the acoustics to ensure videos or audio contents are at an appropriate volume



**SECTION 2:**  
**Day of the Training**



# Day of the Training

- Have participants sign-in upon entering the training
- Distribute name tags / table tents
- Make sure the room is comfortable



# Day of the Training

- 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.



# **SECTION 3: During the Training**



# Engaging Participants

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

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“Before we start, shall we go round the table, and each share our name and a horrible dark secret from our past.”



# 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.



# Introducing the Exercises

- **Prepare yourself**

- Review the exercises for understanding
- Determine what participants will do and how they will work

- **Prepare your participants**

- Provide **VERY CLEAR** instructions (verbally & in writing)
- Provide materials
- Ask for questions and clarification
- Repeat instructions



# Manage the Time

- **Keep participants on track**

- 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 only have 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



# **SECTION 4: After the Training**



# Closing Out a Training

- **Keep records of participants**
- **Send thank you letter(s) 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(s)
- Use the feedback to improve your training



# TST Training Manual

- Exercises
- Mantoux Training Video
- 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



**Now It's Your Turn...**



?? Questions ??



# THANK YOU



**Lauren Fields**  
Heartland National TB Center  
June 2023

