

Administrative Guide for Organizing Accredited Drug Shops (ADS) Training Workshops

February 2014

Timetable for Organizing ADS Training Workshops

	Items	Timing
1	Make a to-do list	Six months to planned training date
2	Identify tutors for training course and training-of-trainers (TOT)	Five months to planned training date (this is a one-off for the institution, so once it is done the first time it can be removed from the checklist)
3	Identify and engage health facilities for placement of trainees; prepare memorandum of understanding	Three months to training date
4	Prepare a training budget and have it approved	Three months to training date
5	Make a funds request	Three months to training date
6	Conduct a sensitization meeting with target district health team members, including the District Assistant Drug Inspector (DADI)	Two and half months to training date
7	Work with DADI to mobilize participants	Two months to training date
8	Draft admission letters	Two months to training date
9	Procure workshop logistics, including training materials	One month to training date
10	Draft a training programme and assign specific tutors to sessions	One month to training date
11	Draft trainee certificates these will be completed after obtaining trainee photos	Two weeks to training date
12	Prepare pre- and post-test assessment and final exams	One month to training date
13	Prepare training workshop report after the course is completed	After training

Workshop Checklist

	Item	Status
1	To-do list	
I.	Prepare budget	
II.	Make funds request	
III.	Book venue	
IV.	Send invitation letters	
V.	Print training materials	
VI.	Set pre- and post-tests	
VII.	Set session evaluation tests	
VIII.	Set final course examinations	
IX.	Prepare course evaluation forms	
X.	Establish training programme	
XI.	Conduct training	
XII.	Prepare and distribute certificates	
XIII.	Prepare training workshop report	
2	Workshop logistics	
I.	Printer + cartridge + power & data cables	
II.	Camera + charger + data cable + memory card	
III.	LCD projector + power & data cables	
IV.	Presentation laser pointer	
V.	Small stapler + 2 packets of staples	
VI.	Big stapler + 2 packets of staples	
VII.	Punching machine	
VIII.	Daily registration forms	
IX.	Daily evaluation forms	
X.	Empty tins for medicines	
3	Manuals for each participant	
I.	Handbook for ADS	
II.	PowerPoint slides	
4	Training guides	
I.	Facilitators' Guide—both Business and Technical Training	

II.	Participants' Guide—both Business and Technical Training	
5	ADS tools for role plays	
I.	Filled prescription	
II.	Blank prescriptions	
III.	Rapid diagnostic test kits	
IV.	Gloves	
6	Job aids—to be issued to each participant	
I.	Cleaning the ADS	
II.	Storage of medicines	
III.	Inventory management at the ADS	
IV.	Dispensing Medicines at the ADS	
V.	ADS expanded list of medicines	
VI.	Checklist—how to be sure client is not pregnant	
VII.	Checklist—initiating mothers on oral contraceptives	
VIII.	Family planning flip chart	
IX.	Integrated Community Case Management (ICCM) job aid	
7	Printing and stationery	
I.	File folders	
II.	Ream of duplicating paper	
III.	Masking tape	
IV.	Pens	
V.	Notebooks	
VI.	Name tags	
VII.	Flip charts	
VIII.	Packets for materials	
IX.	Markers	
X.	Workshop photocopying	
XI.	Photo shoot for closing ceremony	
8	Artificial ADS shelf	
I.	Cupboard	
II.	Drugs for demonstration	See below
III.	Packing envelopes	
9	Items to be received from National Drug Authority (NDA) at their medicine shops after successful	

	participant training	
	ADS overcoat	
	Dispensing logbook for recording	
	Supervision book	

List of Medicines in the Sample ADS Shop for Training

	Name	Quantity
1	Hydrogen peroxide mouthwash	2 bottles
2	Amoxicillin powder for suspension	2 bottles
3	Paracetamol tablets	100 strip pack
4	Metronidazole tablets	100-strip pack
5	Paracetamol syrup	2 bottles
6	Co-trimoxazole suspension	2 bottles
7	Combined oral contraceptives	5 cycles
8	Progestin-only contraceptives	5 cycles
9	Oral rehydration solution sachets	5 sachets
10	Dispersible amoxicillin tablets	30 tablets

Venue for ADS training

The venue for the training should have a training hall, which is spacious to enable group work and role plays.

It should have power and a standby generator to enable delivery of PowerPoint presentations using an LCD projector.

The venue should have clean accommodations or have nearby accommodations so that the participants can be in the training hall by 8 a.m.

The training venue should have good hygiene; washrooms should be clean and have hand-washing facilities and water.

Meals should be hygienically prepared and palatable.

Note:

- The Family Planning Register is intended to be printed for each ADS. However, in case of resource constraints, each seller should copy the format shown in the training material and record them in a counter book.
- Each participant should receive a certificate of attendance with his/her photograph imprinted in it.