TERMS OF REFERENCE
(FRAME CONTRACT)

Training-of-trainers (ToT) on Standard nursing procedures for home care services.

I. BACKGROUND

Health for All (HAP) is a project of the Swiss Agency for Development and Cooperation (SDC) of the Swiss Government and is being implemented in Albania since 2015. Its overall goal is that the Albanian population benefits from better health due to improved and inclusive primary health care. Since 1 April 2023 the Swiss Tropical and Public Health Institute (SwissTPH) and the HAP Centre are implementing the Consolidation Phase (third phase) of HAP.

As part of the support to the Ministry of Health and Social Protection (MoHSP) in implementing the Primary Health Care Development Strategy (PHC) 2020-2025, HAP designed and tested a new homecare services model, which was approved by MoHSP in October 2021. HAP is currently providing ongoing support for the upscaling of these services, covering a total of 120 (one hundred and twenty) Health Centers across 17 (seventeen) geographic areas, such as Korça, Durrës, Elbasan, Shkodra, Tirana, Berat, Fier, Lushnje, Mallakastër, Peshkopi, Bulqizë, Mat, Kavajë, Pogradec, Kukës, Lezhë, and Mirditë.

To strengthen the clinical skills of homecare nurses involved at the level of service and care provision, HAP will provide further support to the Health Operator and the respective Local Units of Health Care (LUHCs) through a series of Training of Trainers (ToT) in the above-mentioned areas. For this purpose, HAP will contract a consulting company to provide accredited training for trainers on "Standard Nursing Procedures for Home Care Services" targeting home care nurses and specialists from the respective LUHCs. A framework contract will be signed with the selected provider.

II. OBJECTIVE

The objective of this agreement is the provision of accredited training-of-trainers (ToT), on **''Standard nursing procedures for home care services".** One training session lasts 5 (five) days with 6 (six) effective hours per day. The target group for these ToTs will be selected homecare nurses from HCs in the LUHCs of Korçë, Durrës, Elbasan, Shkodër, Tiranë, Berat, Fier, Lushnjë, Mallakastër, Peshkopi, Bulqizë, Mat, Kavajë, Pogradec, Kukës, Lezhë, and Mirditë.

- At the end of the training the participants should be able to:

a) perform the standard nursing procedures to offer HBC services in their daily practice *and to*,
b) transfer these clinical skills to their colleagues at health center level.

The topics to be covered during the training are as follows:

- general nursing assessment - head to toe assessment, measurement, interpretation of vital signs – ear examination, lung sounds, blood pressure, pulse, respiration, pain assessment scale (perform and documentation in nursing assessment form).
- ear lavage, oral cavity care, rapid urine test, urinary catheterization, stoma care, tracheostomy care, placement of the naso-gastric tube, oro-naso-pharyngeal aspiration, use of inhalers, use of the pump with bronchodilators, administration of oxygen therapy, evaluation and treatment of pressure ulcers, treatment of malignant wounds, diabetic foot treatment, IV catheterization, lymphedema treatment, perform electrocardiography, using of insulin pen, performing enema, breathing exercises, performing basic exercises for people with limited mobility, patient hygiene in bed and nail care, venipuncture, standard of BP measurement, administration of opiates in the home premises.
- interpretation of fats, cardiovascular risk assessment, health education for meds, documenting the visit in the nursing chart.
- the teaching of didactics and pedagogical skills to enable participants fulfil the trainer's role from the perspective of 'Standard nursing procedures required for home care services''.

III. Participants in the ToT

Participants in the Training of Trainers on "Standard nursing procedures required for home care services" will be nurses working in the respective HCs and LUHCs covered by HAP. The participants will be appointed by the respective Health Operator / LUHCs in collaboration with the Directors of the targeted health centers.

IV. APPROACHES AND ACTIVITIES

The foreseen **approaches** and **activities** to be carried out for achieving the objectives are:

The Provider will deliver:

- Training of trainers (ToT) on ''Standard nursing procedures for home care services'', aiming to a) strengthen the practical skills of trainees enabling them to offer effective health care at the patient's home, and b) enable the trainees to transfer these clinical skills to their colleagues involved in care provision level.
- Training courses should be composed of theoretical sessions as well as practical ones applying "hands on" learning techniques including dedicated time to build the didactic skills of the future trainers. The training should be oriented towards the main goal that the participants not only learn practical skills for themselves but also be able to convey these practical skills to their colleagues. The ToT is intended to engage trainers in coaching new trainers that are less experienced with a particular nursing skill, or with training overall. This means to prepare trainees to convey information effectively, respond to participant questions, and lead activities that reinforce learning.
- The practical activities should be carried out with the support of moulages, devices/equipment and simulated patients.
- One ToT training session lasts 5 (five) days with 6 (six) effective hours per day. The number of ToT sessions is to be decided.
- The training will take place in venues located in Korça, Durrës, Elbasan, Shkodra, Tirana, Berat, Fier, Lushnje, Mallakastër, Peshkopi, Bulqizë, Mat, Kavajë, Pogradec, Kukës, Lezhë, and Mirditë.

- The number of trainees in one training session will be up to 15.
- The training must be carried out by qualified nurses. The number of trainers present during the practical training in the classroom should be no less than two.

❖ The list of necessary moulages and devices/equipment that should be provided by the provider are as follows:

- Mannequin with the following processes:
  - oral and nasopharyngeal aspiration
  - venous catheterization
  - or venipuncture
  - urinary catheterization
  - gastric probe
  - oro-nasopharyngeal aspiration
  - decubitus wound.
  - malignant lesion
- stethoscope
- adult cuff sphygmomanometer
- pulse oximeter
- glucometer
- insulin pen
- bronchodilator pump
- aspiration device
- nebulizer device
- apparatus for breathing exercises
- enema machine
- gastric tube
- urinary catheter
- IV catheter
- butterfly needle
- tubes for taking blood test.
- ECG machine
- pneumatic apparatus for lymphedema
- ear washing device.

V. Roles and responsibilities

The provider:

- has the responsibility to mobilize the trainers and to provide sessions of five-day accredited training-of-trainers on "'Standard nursing procedures required for home care services'', to selected homecare nurses working in targeted primary health centers and specialists of LUHCs.
- the trainers mobilized by the provider, will read, internalize, and master the following training materials 1) ''Manual of standard nursing procedures for the provision of health care in the home'' 2021, which can be downloaded at the following link: http://www.hap.org.al/ http/procedurat-

infermierore-KSHB. The trainers will use these materials to prepare the respective PPTs and any other working material.

- the print power point presentations and any relevant didactic material and/or electronic teaching resource and make them available to the trainees during the activity, therefore the respective printing cost will be under the provider.
- draft the agenda (Gagne type with detailed activities) and the calendar of the training that will be discussed and commented by HAP. The agenda and the calendar that will be implemented will be agreed upon by the provider and HAP.
- has the responsibility for the accreditation of the training including the payment of accreditation fee at the Agency of Quality Insurance of Health and Social Services (ASCK). This cost will be reimbursed by HAP against the respective invoice issued by ASCK and the evidence of payment made.
- after each training session, the provider will hand over to HAP the certificates with the name and surname of each participant signed by them, along with the corresponding signed list of attendees, for co-signature and distribution to the trainees through the respective LUHC.
- has the responsibility for the transportation of trainers to the venue of the training.
- will keep HAP informed about any difficulties, change of trainers or any hindrances that may affect or delay the provision of the service foreseen by this ToRs.
- will be in contact with HAP staff in charge of Home Care implementation, during the time of implementation of these ToRs.

HAP

- will revise the agenda of the training proposed by the provider for any comments or suggestions for a better alignment with these ToRs.
- will revise and approve the calendar of the training(s) proposed by the provider following the previous confirmations from the respective Health Operator / LUHCs.
- will make available to each training participant a copy of the "'Manual of standard nursing procedures for the provision of health care in the home".
- will be responsible for providing logistic support during the training, such as accommodation for trainers and their driver, meeting rooms, refreshments and meals for trainers and trainees.
- after receiving the provider signed certificates with the name and surname of each participant attached with the respective signed list of attendees, HAP will co-sign and distribute the certificates to the respective trainees through the respective LUHCs.
- HAP will reimburse the provider for the trainers' transport costs after the reporting on the service provided.

VI. TIMING:

TIMING: The services foreseen by this Frame-Contract will be provided during the period January 2025 to January 2026.

VII. DELIVERABLES

After the provision of training ''Practical trainings on standard nursing procedures for home care services'', the provider will send HAP a Summary Report describing the work done/service provided **(signed and submitted to HAP electronically and in hard copy),** attached with:

- the list of participants submitted to the Agency of Quality on Health and Social Care.
- the trainees' evaluation of the course and the trainer's performance.
- original list of participants
- training materials in word and PPT used.
- training calendar
- scanned original certificates.
- photos from activities