



## TERMS OF REFERENCE

### Training of Trainers 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.

In support of the Ministry of Health and Social Protection (MoHSP) in implementing the Primary Health Care Development Strategy 2020–2025, HAP designed and piloted a new home care services model, which was officially approved by the MoHSP in October 2021. HAP is currently supporting the scale up of this model in 150 Health Centres (HCs) in the territories of 21 LUHCs.

As part of this process, strengthening the clinical and training capacities of home care nurses is a key priority. To ensure standardized delivery of nursing home services nationwide, HAP will organize a series of accredited Training of Trainers (ToT) sessions on **Standard Nursing Procedures for Home Care Services**.

For this purpose, HAP hereby invites qualified and experienced consulting companies to submit proposals for the delivery of accredited ToT sessions targeting selected nurses from the HCs under the respective LUHCs.

The selected provider will be contracted under a framework agreement and will be responsible for delivering the training in full compliance with these Terms of Reference, including accreditation requirements and reporting obligations.

#### II. OBJECTIVE

The objective of this agreement is the provision of accredited ToT, on **‘Standard Nursing Procedures for Home Care Services’**. One training session lasts 5 (five) days with 5 (five) effective hours per day.

The target group for these ToTs will be selected homecare nurses from HCs in the following LUHCs: Tirana, Durrës, Elbasan, Shkodra, Berat, Fier, Lushnjë, Mallakastër, Peshkopi, Bulqizë, Tropojë, Mat, Kavajë, Pogradec, Kukës, Lezhë, Korça, Kurbin, Malësi e Madhe, Vlorë, Mirditë.

- At the end of the training the participants should be able to:
  - a) perform the standard nursing procedures during homecare services provided 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:

- comprehensive nursing assessment – head-to-toe assessment, measurement and 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, use of inhalers, 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.
- 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 ToT on “Standard nursing procedures required for home care services” will be nurses working in the selected HCs located in the above-mentioned LUHCs. The participants will be appointed by the respective Health Operator / LUHCs in collaboration with the Directors of the targeted HCs.

### IV. APPROACHES AND ACTIVITIES

The approaches foreseen and activities to be carried out to achieve 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 include both theoretical and practical sessions, applying hands-on learning techniques and allocating dedicated time to strengthen the didactic and facilitation skills of 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 5 (five) effective hours per day. The number of ToT sessions is to be decided.
- The training will take place in venues located in the respective LUHCs: Tirana, Durrës, Elbasan, Shkodra, Berat, Fier, Lushnjë, Mallakastër, Peshkopi, Bulqizë, Tropojë, Mat, Kavajë, Pogradec, Kukës, Lezhë, Korça, Kurbin, Malësi e Madhe, Vlore and Mirditë.
- The number of trainees in one training session will be up to 15 but not less than 10 participants.
- 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 2 (two).
- The list of necessary moulages and devices/equipment that should be provided by the provider are as follows:
  - Mannequin with the following processes:
    - venous catheterization and venipuncture
    - urinary catheterization
    - gastric probe/tracheostomy
    - decubitus wound.

- stethoscope
- adult cuff sphygmomanometer
- pulse oximeter
- insulin pen
- bronchodilator pump
- apparatus for breathing exercises
- enema apparatus
- 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 ToT on “Standard nursing procedures for home care services”, to selected nurses working in targeted HCs.
- 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 printed 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 training agenda and calendar, to be reviewed and commented on by HAP, and finalized upon agreement between the provider and HAP prior to implementation.
- be responsible for obtaining the accreditation of the training, including payment of the accreditation fee to the Agency of Quality Assurance of Health and Social Care (ASCK). This cost will be reimbursed by HAP upon submission of the official invoice issued by ASCK and proof of payment.
- after each training session, submit to HAP the certificates bearing the name of each participant, signed by the provider, along with the corresponding signed attendance list, for co-signature and subsequent distribution to the trainees through the respective LUHC.
- has the responsibility for the transportation of trainers to the venue of the training.
- 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.
- 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 home care services”.
- will be responsible for providing logistic support during the training, such as accommodation for trainers and their drivers, meeting rooms, refreshments and meals for trainers and trainees.
- After receiving the 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 reporting on the service provided.

**VI. TIMING:** The services foreseen by this Frame-Contract will be provided during the period March to September 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 ASCK.
- the trainees' evaluation of the course and the trainer's performance.
- original list of participants
- training materials in word and PPT used.
- training calendar
- original certificates
- photos from activities