

# Aged Care Infection Prevention and Control Training Tool

**For information** on how to use this template, please refer to the eLearning module on the [National Hand Hygiene Initiatives \(NHHI\) Learning Management System \(LMS\)](#): The Basics of Infection Prevention and Control: Train the Trainer module.

## Training session template

<b>Learning subject</b>	A learning needs assessment helps trainers to identify subject areas for improvement amongst staff groups, in both knowledge and practice so that priority areas of improvement can be addressed in training.
<b>Learning objectives</b>	Learning objectives ensure training sessions have a clear focus and sets expectations for assessing staff knowledge.
<b>Resources</b>	Training resources are the different tools and equipment used in various training activities and sessions.
<b>Activities</b>	Activities should be engaging, aligning with the learning objectives and assessment of learning to provide aged care workers with opportunities to develop relevant skills and knowledge in the subject area.
<b>Content</b>	When developing the content for a training session, it is important to consider who you are training, what their existing knowledge is and what they need to know to complete their job successfully.
<b>Assessment of learning</b>	Using a post-training assessment can be useful to reinforce the information and skills that have been taught. Consider the most appropriate method of assessment, whether it be individual or group and what type of format your assessment will be. For example, an assessment could be a post-training test or quiz, formal competency or one to one/group discussion.
<b>Expected duration of training</b>	It is important to practice good time management so that training sessions do not run over time. When estimating the duration of a training session, allow for extra time in case needed.

**This tool is designed to be used as a guide for developing and recording a training session, using the resources from NHHI's LMS eLearning module The Basics of Infection Prevention and Control: Train the Trainer module and your own experience.**

# Aged Care Infection Prevention and Control Training Tool

**For information** on how to use this template, please refer to the eLearning module on the [National Hand Hygiene Initiatives \(NHHI\) Learning Management System \(LMS\): The Basics of Infection Prevention and Control: Train the Trainer module](#).

## Recording Attendance template

<b>Learning subject</b>		
<b>Trainer/assessor</b>		
<b>Date of training session</b>		
<b>Location of training</b>		
<b>Duration of training</b>		
<b>Attendees</b>	<b>Name/employee number</b>	<b>Pass/fail (if required)</b>

This tool is designed to be used as a guide for developing and recording a training session, using the resources from NHHI's LMS eLearning module The Basics of Infection Prevention and Control: Train the Trainer module and your own experience.