

KNCV, November 17, 2011

## **REFRESHER TRAINING COURSE AND WORKSHOP IN TB INFECTION CONTROL 30 January – 3 February 2012, Jakarta, Indonesia**

### **Organized by**

TB CARE I partners: KNCV Tuberculosis Foundation (KNCV), World Health Organization (WHO) and Management Sciences for Health (MSH) and funded by the United States Agency for International Development (USAID).

### **Background**

The present Refresher Training Course and Workshop in TB-IC is part of the project which focuses on continuing to build up the pool of TB-IC consultants through advanced training and mentoring of consultants who have previously participated in other TB-IC trainings and currently do or aspire to provide TB-IC consultancies.

### **Target group**

Course prerequisite: a completed TB-IC training. Preference will be given to (1) applicants with experience working in TB control; (2) applicants with consulting skills and experience; (3) applicants with public health background and understanding of TB programs.

### **Training Objectives**

1. To refresh and enhance participants' knowledge of TB-IC with emphasis on managerial activities and administrative controls;
2. To update participants on new developments, best practices and tools in TB-IC;
3. To train participants' skills of providing consultancy and giving advice on managerial activities and administrative controls;
4. To exchange experiences and challenges from recent TB-IC consultancies, conducted by participants and co-facilitators;

### **Expected outcomes**

After completion of the course participants will:

- have an understanding of the principles, which underlie TB-IC strategy
- have practiced skills to perform a health facility TB-IC assessment and to evaluate the implementation of managerial activities and administrative TB-IC control measures
- prepare individual development plan to help them build their capacity as TB-IC consultants

### **Dates and Place**

30 January – 3 February 2012 in Jakarta, Indonesia (arrival to Jakarta on 29 January). The course will be held in the Gran Melia Hotel.

### **Language and Faculty**

The course will be offered in English, applicants are expected to speak and understand English well. Handouts of lectures will be provided, electronic version of lecture presentations will be available. The faculty is composed of highly experienced professionals, working in TB and TB-IC from KNCV (Netherlands), MSH (USA), and WHO.

### **Course Fee**

Course fee, materials, lunches and coffee breaks are covered by the course organizers.

All other expenses must be covered by participants themselves, e.g.:

- visa
- travel to and from Jakarta
- transportation to and from the training venue
- accommodation

There is a limited number of scholarships available (covering transportation and accommodation), if a participant absolutely does not have other funds to support coming to this training and would like to apply for scholarship this has to be indicated in the application.

### **Preparation**

Participants are expected to prepare and share in class their experiences of providing TB-IC consultancy (for instance, bring an example of an actual Facility level TB IC plan), more detailed instructions will be given before the course. If available, participants should bring their own portable computer to be used during training.

**Application**

Application forms (with motivation and reference letters) are accepted **latest by 15 December 2011**. Applications will be evaluated continuously upon reception, until the maximum number of participants is reached, which may be earlier than the application deadline.

**Please email your application to Monica Boona [BoonaM@kncvtbc.nl](mailto:BoonaM@kncvtbc.nl)**

We thank you in advance for submitting your application.

**Annexes**

1. Training program
2. Application form

**REFRESHER TRAINING COURSE AND WORKSHOP IN TB INFECTION CONTROL**  
**30 January – 3 February 2012, Jakarta, Indonesia**  
**Provisional Training Program**

	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
08.30-09.30	1. Welcome remarks logistics, program; ice-breaker	8. Community TB-IC	14a. Environmental controls	19. Practical exercise/field visit: making of SOPs	22. Operational research and research agenda
09.30-10.30	2. Training expectations (Hopes & Fears) and testimonies of former training participant(s)	9. Examples of assessment tools and check-lists	14b. Environmental controls: exercises (ACH)		23. Funding for TB-IC: Global Fund and TB CARE program – USAID
10.30-11.00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11.00-12.00	3. Managerial activities and administrative controls	10. The TB-IC Implementation Framework	15. Personal Protective Equipment	Preparation of field reports	24. Discussion of personal development plans individually
12.00-12.30	4. WHO Global Plan to Stop TB and positioning of TB-IC	11. Ethical considerations in TB-IC	16. Fit-testing exercises		End-of course evaluation and closure
12.30-13.30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13.30-14.30	Participant share experiences of providing consultancy	Participant share experiences of providing consultancy	Participant share experiences of providing consultancy	Group presentations and discussion	Departure
14.30-15.30	5. Latest insights and references in TB-IC	12. Surveillance and Improving health worker access to HIV and TB services	17. Facility plans and standard operating procedures: examples	Participant share experiences of providing consultancy	
15.30-16.00	Coffee break	Coffee break	Coffee break	Coffee break	
16.00-17.00	6. Supporting the development and implementation of a National TB-IC Plan	13a. Human Resource Development (HRD): competencies and curriculum development	18a. Effective consultant skills	20. Discussion of TB-IC Competencies for Consultants	
17.00-17.30	7. Budgeting tool	13b. Practical exercise on curriculum development	18b. Practical exercise on effective consultant skills	21. Making individual assessments and personal development plans	
17:30 - 17:40	Evaluation of the day	Evaluation of the day	Evaluation of the day	Evaluation of the day	

**Application Form**

**REFRESHER TRAINING COURSE AND WORKSHOP IN TB INFECTION CONTROL  
30 January – 3 February 2012, Jakarta, Indonesia**

Please email the Application form together with Motivation letter & Reference letter  
**No later than 15 December 2011**

To Ms. Monica Boona, **boonam@kncvtbc.nl**

If you do not have email, fax to: **+31 70 358 40 04** attn. Ms. Monica Boona

First name Participant:

Family name Participant:

Country:

Organization:

Address:

Tel.:            Fax:

Email:

Need an invitation letter for applying visa to enter Indonesia Yes    No

There is a limited number of scholarships available (covering transportation and accommodation), if you absolutely do not have other funds to support your coming to this training and would like to apply for scholarship please tick this box

Please indicate the exact title and full name as you would like to appear on your certificate of participation:

Please indicate if you have any specific dietary or other requirements, related to you stay, in case participation is granted to you:

**In order to select the most suitable candidates for this course, may we kindly ask you to fill in the Short professional profile:**

Sex (to ensure gender balance of participants)	
Current position, name of organization	
Indicate your professional background	Public health    TB-IC Consulting        Other:
What are your current tasks and responsibilities in the field of infection control?	
Name and contact details of your direct supervisor/coordinator	

Have you ever before participated in training in TB infection control?	Yes	No  If yes, please specify:
Do you speak and understand English to enable your full participation in this course? Do you speak and understand language of the countries where you plan to provide TB-IC consultancies?	Yes	No  No

Please attach motivation letter (see instruction) and tick the box:  attached

Please attach reference letter (see instruction) and tick the box:  attached

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**Motivation Letter**

Considering the scope and purpose of the TB-IC course and workshop, you are requested to explain your motivation to attend the course in a motivation letter. Please see format below.

Clearly state the following:

- 1) Why you are interested in providing TB-IC consultancies and what kind of consultancies
- 2) Your understanding of TB-IC situation and needs nationally and regionally
- 3) What competencies (knowledge, skills) you already have which qualify you to potentially provide this kind of consultancies
- 4) What competencies (knowledge, skills) you still have to develop in order to provide this kind of consultancies
- 5) Confirm your availability to provide 2-4 TB-IC consultancies (approximately 12 to 40 working days) per calendar year nationally or regionally

In addition to confirming availability, self-employed persons should provide an indication of their average daily fees, charged for providing TB-IC consulting services.

Please use the space below:

Name:            Date:

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**Reference letter**

Priority during selection will be given to candidates who provide a reference letter from current employer (if applicable):

- (1) recommending the candidate for the mentored field visits program and
- (2) stating that the candidate will be available for 2-4 TB-IC consultancies per calendar year.

Please use the space below:

Name:

Date: