

Annual Training and Education Checklist

The **Annual Training and Education Checklist** is provided to identify current capabilities with respect to staff and patient emergency preparedness training and exercises. By answering these questions it will help to identify opportunities to enhance existing training plans.

Key Areas to Consider

Annual Training and Education	Yes	No	Action Required
<p>Does the CKD program have a CKD emergency management training program in place for Program Staff?</p> <p>How often is training provided for staff?</p> <p>When was the last training session provided?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the CKD program have a CKD emergency management training program in place for Patients?</p> <p>How often is training provided for patients?</p> <p>When was the last training session provided?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the CKD program have a CKD emergency management training program in place for Program Volunteers?</p> <p>How often is training provided for volunteers?</p> <p>When was the last training session provided?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>When training CKD program staff, are training exercises conducted on all shifts?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

What forms of emergency management training are used?

- Seminars
- Table Top Exercises
- Mock Disasters

Seminars: Informal education designed to inform and educate on emergency management policy and procedures.

Tabletop Exercises: Staff meet to review emergency management plans without an actual simulation of the disaster. Tabletop exercises may be case-based to focus on specific response efforts and used to assess existing plans, policies and procedures.

Mock Disasters: Staff are involved in a simulated disaster scenario training; training may involve more than one program/agency in order to implement and evaluate effectiveness of response.

Does your program have patient education materials on emergency preparedness?

Do emergency management training sessions include scenarios on emergency patient evacuation procedures to alternative sites of care?

Do emergency management training sessions include scenarios on managing CKD surge demand?

Annual Training and Education (Cont'd.)

Yes

No

Action Required

Does the CKD Program conduct debriefing sessions after training exercises in order to identify opportunities for improvement?

Do CKD program staff participate in other local or regional emergency management training?

Do CKD program staff support other local or regional emergency management training?

Notes

