

How to Organise a Short-Term Course on Neonatal Nursing

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Introduction

NEONATAL Nursing being a specialised branch of Nursing demands a high standard of Nursing care. A Neonatal Nurse is expected to have a high sense of responsibility, devotion to work, keen power of observation, alertness and readiness to make quick decisions. A neonatal nurse has to assume the role of a substitute mother looking after the comforts of new born. The use of monitors, respiratory and other electronic equipments call for expertise. It has been observed that both maternal, foetal and neonatal mortality rates are very high in developing countries particularly in India. Neonatal deaths constitute over 50% of all infant deaths, significant reduction in infant mortality can be achieved by offering maximum care of the neonate. Nurses play a vital role in the health care of high risk infant. Therefore, it becomes imperative for us all, to organize conferences, discussions, workshops, seminars where nurses could share their knowledge, experience among their counterparts. This would facilitate to update the knowledge and promote the expertise among nurses in our country.

STEEP INVOLVED IN CONDUCTING A SHORT TERM COURSE

1 Planning

It involves :

- enrolment estimate—check No., expected to join
- selection of teaching staff/resources staff
- selection of participants :—Open system restricted
- publicity, announcement
- facilities : classroom, seminar hall, conference hall, clinical, A.V. equipments
- Budget—participants teaching staff clinical staff stationery and material

2. Prepare Course Outline

It involves

- course title
- duration of the course
- teaching staff/resource staff/Programme Director
- course description
- course objectives
- course content/topics (curriculum)
- methods of teaching
- A.V. Aids
- time-table sheduled/programme
- bibliography

3. Conduct Course - Action Check List

4. Evaluation Course—Participants, teachers, followup.

5. Maintain records, check accounts and prepare report.

Objectives

—To provide a means by which the various Nursing personnel can critically analyse the problems related to neonatal nursing in India.

—To highlight the importance of introduction of curriculum on neonatal care in our nursing training programme.

—To provide an excellent opportunity for nurses to update their knowledge, skills and competence in responding

—To provide a forum for neonatal nurses to work together with international experts to clarify the concepts of risk approach in relation to Nursing role and responsibility.

—To strengthen the quality of neonatal nursing in our country.

—The training of Nursing teachers will be oriented to the concept of organizing short-term courses and its implementation.

Planning

Open a file

BUDGET ($E = (T + S) N \times 1.25$)

E=Estimate, T=cost of return travel

S=Living expenses (Accommodation, food)

N=No. of participants

T+S=80% of total cost

get your budget approved

Sponsoring Agencies/Organisations

- World Health Organisation
- UNICEF
- Donations
- TNAI
- Red Cross

Date of the Workshop

Consider the following :

- Season
- examinations
- annual conference
- public or religious holidays
- political meeting

Choosing the Place for the Workshop

- place should be agreeable
- comfortable enough for participants

Booking a Meeting Room and Hotel Accommodation 6 months before workshop

- written letters and written confirmation
- the meeting room should be arranged to allow participants to sit at small tables in groups of 5
- Room should be away from noise
- Look like a classroom

Criteria for Selection of Participants

- No. of participants : 35 participants can be handled by one organizer
- No strict rules

Type of Participants

- National ; Regional
- Homogeneity like Nurses as : Nurse educationist; Nurse Administrators; Practising Nurses in the hospital,
- Mixed
- Voluntary participants

Committee of Sponsors

- Regional; National
- Regional: District Hospitals ; Medical Colleges; Research Institutions

Authorities can be

- Directors of these Institutions
- Deans
- Principals of Medical Colleges
- Medical Superintendents of District Hospitals.

Faculty

- Type : Nursing; Medical
- Nursing faculty can be chosen from specialised areas like Neonatal, Paediatrics, etc.

Medical Faculty

- Neonatal
- Obstetric
- Paediatric
- Anaesthesia
- Ratio : 50% each

Selection of Assistant Organizer

- (4 months early)
- for more than 15 participants, we need assistant organizer
- responsible for answering to questions for participants

Working Language

- Language acceptable to all

Invitation to the Participants

- 4 months before workshop
- a personal letter to posting up a notice
- aims of the workshop
- working methods
- theme of workshop
- requisite no. of copies made by means of stencils
- dates of workshop be mentioned

- full time participation

- lastly mention successful applicant, will be informed of his selection at least 45 days before workshop and basic documents will be sent.

Job Description of Various Personnel

During Workshop

Chairman

- Conducting group meetings, forming different working groups
- explaining group work functioning
- delegating responsibilities to different groups
- should be available for help and guidance
- evaluating day's programme
- writing workshop report

Co-coordinator

- Coordinating the group work with chairperson
- keeping liaison between the coordinator, teacher, organizing group for day-to-day work
- organizing group in coordination with chairperson
- writing minutes
- writing workshop report with chairperson

Registration Committee

- 3 persons needed
- preparation, typing of registration forms and despatching them to participants
- Collecting T.A. subscription forms from participants
- Collecting and distributing files to participants
- Arranging for accommodation
- Assisting participants in adjusting to the setting

A.V. Aid group

- 3 persons
- Collection of software items from A.V. Aid unit
- Prepare welcome and sign boards
- Arranging the equipments for the work session in collaboration with the chairperson for the coming day
- Prepare A.V. Aids materials of different groups

Resource Committee

- Identify the existing resources in terms of personnel and material
- Meeting the workshop coordinator to discuss about financial or paying remuneration for the resource personnel (external)
- Fixing appointment and confirmation of their presence on the appointed date
- Ensuring their payment

Financing Committee

- 2 persons
- Opening a fund
- Collecting and keeping all the bills
- Meeting the coordinator to find out the financial resources
- Making a financial expenditure statement

Refreshment

- 2 persons
- Arranging morning and evening snacks
- Serving

Curriculum

Curriculum should be dynamic, changing with the needs & demands of programme

The four 'C' curriculum planning are :

- Cooperation
- Continuous
- Comprehensive
- Concrete

Course Content/Curriculum Proposed for One Week Short-term Course

- Development of foetus
- Examination of new born
- Neonatal asphyxia
- Thermoregulations
- L.B. wt.
- Electrolyte balance
- Disorders of nutrition and its management
- Perinatal infections
- Neonatal jaundice
- Cong. Disorders
- Impact of intensive care unit
- Physiological monitoring therapy
- Strategy to reduce neonatal mortality in develop-

ing countries

Practicals

- I. Resuscitation of new born—care of new born
- II. Thermoregulations
- III. Management of L.B.wt.
- IV. Neonatal monitoring-neonatal transport
- V. I.V. therapy
- VI. Practical procedures related to Nursing
- VII. Respiratory therapy
- VIII. Prevention of sepsis
- IX. Equipment maintenance
- X. Preparation of feeds
- XI. Phototherapy
- XII. Introduction to breast milk bank

Methods of Teaching

- Theoretical Lectures
- Practical Discussions
- Demonstrations

Time Allotment

- More practical oriented
- Lectures-40%
- Theory-40%
- Discussions-20%

Teaching Aids Used

Projection Aids like :

Slide projector
Transparencies/overhead projector
Opaque projector
Epidioscope
Others like :
Chalk board
Roller board
Charts

EVALUATION :

Before

During

After

Before Evaluation

Aims : to see whether all participants are at the level to achieve the objectives, if not, what methods will be adopted to modify the programme. So it is necessary to get information on :

General education of participants

—Professional qualification

—present position

—previous experience in that field

—present facilities available

—Areas to mention to specify the need for learning more

During Evaluation

Pretest

Daily evaluation at the end of each session

After Evaluation

Evaluation questionnaire

post-test

Long-Term Evaluation

Can be done by

—Questionnaire

—Individual interviews

—Bringing all participants together for one day

Report summing up the result

Letter of Thanks

15 days after workshop : Sponsoring Committee

Thanks every body who : provides funds

Has helped like : Assistant Organizer

Report of Workshop

15 days after workshop

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