1. **Before Device Deployment and Onsite Training (at least 2 weeks ahead of onsite training**)

* Communicate with facility management (District Health/Medical Officer, Facility in-charge/Facility coordinator) and present the purpose of the training; confirm their availability and that of the staff involved.
* If the device is already at the site and in use for TB testing (GeneXpert), communicate with the lab manager to find out the device status (condition, functionality, software version, availability of test cartridges, etc.). If needed, reach out to the manufacturer to ensure that the device is working. If the device is not already at the facility, check if the new device is already in country and ready to be installed.
* Get a letter from the designated MOH officer (Director of Lab Services Department or Regional Delegate) to represent official communication.
* Prepare the activity materials in advance and meet the training and mentorship team.
* Contact the facility a few days before the training to re-confirm it is ready and staff will be available.

2**. One Day Prior to Device Deployment and Onsite Training**

* Check the functionality of the POC device and accessory machines to ensure they are in good condition.
* Prepare the materials and tools needed for deployment and training:
	+ mPima or GeneXpert device and accessories (bring extra from supplier to facilitate training) *Note: need Thermomixer C and Smart Block for GeneXpert EID DBS samples*
	+ mPima connectivity pack (with SIM card)
	+ POC EID sample collection kits
	+ POC device specific cartridges
	+ Rolls of mPima thermal paper (at least 2 rolls, if applicable)
	+ POC log or register (if no register is already at the site)
	+ Delivery note (chain of custody documentation for commodities)
	+ Job aids and SOPs, QA log, maintenance log, and error tracking log (if not available at the site)
	+ End- user’s training kit/materials (note pad, pen, copy of training modules and forms to use for exercises)
	+ Additional POC training set-up materials (lab coat, sharps bin, biohazard bin, gloves, disinfectant, blue pads, tourniquet, EDTA tube, evacuated needle, adapter, etc.); the set-up materials will depend on the product and methods used for sample collection and type of sample applicable for the device
	+ Assessment checklist to use for practical assessment (varies by platform)
	+ Copies of training agenda
* Confirm all logistics (materials, transportation, allowances, etc.)

3**. During Deployment and Onsite Training**

* Bring all necessary materials to the facility
* Pay a courtesy call to DHO/DMO and facility in-charge
* Set up the training room/hall in the facility where instructed
* Split the training session into two parts (General Information (M01) and Technical/lab, Clinical system (M02/M03)). Invite all key players in the facility to the first section of the training to sensitize staff at all levels. The second part of the training should include both operators and clinicians.
* Allocate time for facility in-charge or DMO to provide a message of welcome and commitment to emphasize their support for POC testing and encourage ownership of the POC EID testing program
* Collect facility staff contact information
* Start the technical, lab, and clinical system trainings
* Ensure that all knowledge and practical sessions are completely covered
	+ M01: Introduction to EID and POC EID
	+ M02: Lab System: Quality Assurance, Safety and Waste Management, Connectivity and Data Management, Supply Chain Management, Supervision and/or Mentorship
	+ M03: Clinical system: Clinic flow
	+ M04: POC EID Product Pesentation and Use from Supplier (including sample collection, testing, troubleshooting and error codes, etc.)
	+ S01: Sample Collection and Handling (if not covered by the manufacturer’s training package)
	+ SC02: Data Management: Use of Logbooks
	+ Demonstration and Practical Assessment
	+ Plan for Next Steps - Certification process, placement of the device at the facility, patients flow (prioritization, criteria to use, etc.), laboratory workflow, QA/mentorship schedule
* Prepare the handover of the device, accessories, and materials to the facility in-charge and ensure that he/she signs the delivery note for accountability and documentation purposes.