

Announcement Approach Training Protocol and Checklist

Physician Educator Tasks	✓	Assistant Tasks	✓
Before the day of the Training			
Schedule clinic for training		Reserve space	
Make sure materials are updated (Disclosure information and HPV vaccination rates)		Prepare participant materials (sign in sheet, handout, and possibly surveys)	
Slides on USB or laptop		Projector—test presentation to make sure slides appear correctly and videos play.	
Confirm presentation 2 days in advance		Check seating	
Before Presentation			
Arrive 30 min early		Arrive 30 min early	
Check in with clinic staff		Set out participant materials at their seats or at the front of the room	
Set up screen, projector and computer with slides		Set out sign-in sheet	
Greet attendees		Greet attendees	
Request participants complete the pre-training survey		Request participants complete the pre-training survey	
		Check in with physician educator about number of pre-training surveys outstanding to determine whether an announcement is necessary	
During Presentation			
Give Presentation		Sign in late-arriving attendees	
Do Announcement Approach demonstration, as the provider (if video doesn't play)		Direct late-arriving attendees to complete pre-training survey	
Guide participants through the practice exercise		Make note of clinician questions and other intervention observations	
Finish presentation		Take part in the Announcement Approach demonstration as the parent (if video doesn't play)	
Ask them to complete the post-training survey		During practice exercise, encourage participants to be in pairs and to do exercise	
		Collect post-training surveys	
After Presentation			
		Send feedback and any notes or observations to: Susan Alton Dailey (sadailey@email.unc.edu) 135 Dauer Dr. 310A Rosenau Hall CB#7440 Chapel Hill, NC 27599	