TWO TEAMS | 10:00 AM-12:30 PM

Our session plan

First half: slides and games | Second half: supervised hands-on practice

Time	Session focus
10:00-10:05	Welcome and would-you-rather
10:05-10:12	Aseptic technique and sterile fields
10:12-10:32	Vitals, calculations and GTPAL
10:32-10:39	Drawing up injections
10:39-10:47	Blood draws
10:47-10:54	Peripheral IVs
10:54-10:57	Lab orders: self-pay and insurance
10:57-11:05	Take-home preparation, GLP-1 requests and GYN instruments
11:05-11:10	Fainting and emergency response
11:10-11:15	Quiz winner, break and team transition
11:15-11:50	Practice round 1 | Demonstrate and practice
11:50-12:30	Practice round 2 | Coached retries and feedback

Choose focus slides, short video segments and selected phone questions. The full 125-slide collection is available for review; start hands-on practice at 11:15.

Team / facilitator	Practice focus	Learner pages
Team A / NP	Blood draws and vitals	2-3
Team B / RN	IV practice	4

Teams stay with their assigned facilitator for both rounds. Rotate practicing, observing and recording roles within each team.

Winner: announce at slide 123 before practice. Most correct quiz answers wins; ties share the win. Would-you-rather votes do not count. Only winner display names appear publicly.

Prepare: 9 learner packets and 2 facilitator packets. Split learners into teams of four and five; include a new MA and a front-office learner in each. Each coaching sheet has spaces for all 9 learners. Mark only the learners you observe.

TEAM A | NP

Blood draw coaching

11:15-12:30 | Mark only what you observed; rotate learner roles within the team

Trainer: _____ Date: _____ Team size: 4 / 5

Learner 1: _____ 2: _____ 3: _____

Learner 4: _____ 5: _____ 6: _____

Learner 7: _____ 8: _____ 9: _____

D demonstrated | **C** completed with coaching | **R** retry needed | **O** observer role
Blank = not assessed. Record the assigned role; these marks are not a pass/fail credential.

Observed behavior	1	2	3	4	5	6	7	8	9
Identity, order, preparation and tubes verified									
Patient comfort and fainting history addressed									
Supplies, hand hygiene and clean technique demonstrated									
Training-device sequence demonstrated with supervision									
Specimen handling and labels checked									
Sharps safety and cleanup demonstrated									
Change in patient/site recognized; help requested									

Pause, correct, retry

Stop an unsafe attempt, explain the concern and rehearse the correction. Use the lab chart and device instructions. Balance turns on the arm with vitals practice.

Front-office participation

Ask observers to identify supplies and deliver a clear call for help. Record their assigned communication task.

Feedback / specific action to retry:

Learner needing follow-up, trainer and date:

[1] WHO phlebotomy; [4] CDC injection safety. References: page 5.

TEAM A | NP

Vitals and chart coaching

11:15-12:30 | Mark only what you observed; rotate learner roles within the team

Trainer: _____ Date: _____ Team size: 4 / 5

Learner 1: _____ 2: _____ 3: _____

Learner 4: _____ 5: _____ 6: _____

Learner 7: _____ 8: _____ 9: _____

D demonstrated | **C** completed with coaching | **R** retry needed | **O** observer role
Blank = not assessed. Record the assigned role; these marks are not a pass/fail credential.

Observed behavior	1	2	3	4	5	6	7	8	9
Quiet rest, cuff fit and supported BP position explained									
Measurement follows the available device instructions									
BP, pulse, breathing rate, temperature and SpO2 practiced									
Readings, units, time and relevant context recorded									
Missing data identified; fictional case values labeled									
Concerning findings and notification communicated									

Pause, correct, retry

Review a missed setup or chart detail, demonstrate the correction and have the learner repeat it. Leave unmeasured values blank.

Front-office participation

Practice equipment recognition, recording fictional readings and a clear handoff. Match tasks to the assigned role.

Feedback / specific action to retry:

Learner needing follow-up, trainer and date:

[3] AHA BP measurement guidance. References: page 5.

TEAM B | RN

IV coaching

11:15-12:30 | Mark only what you observed; rotate learner roles within the team

Trainer: _____ Date: _____ Team size: 4 / 5

Learner 1: _____ 2: _____ 3: _____

Learner 4: _____ 5: _____ 6: _____

Learner 7: _____ 8: _____ 9: _____

D demonstrated | **C** completed with coaching | **R** retry needed | **O** observer role
Blank = not assessed. Record the assigned role; these marks are not a pass/fail credential.

Observed behavior	1	2	3	4	5	6	7	8	9
Order, identifiers, allergies and assigned role verified									
Device and supplies prepared for simulation									
Site assessment, antisepsis and drying explained									
Catheter handling follows the device instructions									
Needle safety and clean connections demonstrated									
Assessment, dressing and documentation explained									
Pain/swelling/resistance prompt stopping and clinical help									

Pause, correct, retry

Correct contamination, unsafe needle handling or a forced flush immediately. Repeat on the skin model. Confirm the device, training flush and supervision.

Front-office participation

Ask observers to name equipment and communicate the problem to the RN/NP. Use O for observation tasks.

Feedback / specific action to retry:

Learner needing follow-up, trainer and date:

[2] Merck Manual IV guidance; [4] CDC injection safety. References: page 5.

NP + RN | KEEP COMPLETED RECORDS PRIVATE

Prepare, coach and follow up

Use throughout practice | Finish feedback and reset supplies by 12:30

- [ ] Set out the simulation arm, six IV skin demos, BP cuffs, training labels and safe disposal.
- [ ] Confirm devices, clinic workflow and learner roles; test screen audio and phone join.
- [ ] Give each learner an assigned turn and feedback. Record any skill needing further supervised practice.

Follow-up record - all nine learners

Use the same learner numbers on every coaching sheet and in this follow-up record.

Learner / role	Skill or action to revisit	Trainer / target date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

The quiz winner is announced before practice. Coaching notes stay private; observed performance and quiz scores are separate.

References

Source links checked September 13, 2026. Follow current device instructions and the Provider-approved clinic workflow.

[1] WHO: Best practices in phlebotomy

[2] Merck Manual: Peripheral IV catheter insertion

[3] AHA: Blood pressure measurement

[4] CDC: Preventing unsafe injection practices