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.

Name / nickname: _____ Team: _____ Date: _____

Use the pages for your assigned team; keep the other checklist for later supervised practice.

TEAM A | NP COACHING

Blood draw practice

11:15-12:30 | Share practice time with vitals; use the simulation arm

Name / nickname: _____ Team: _____ Date: _____

Role today: clinical practice / front-office observer / communication helper

Today's goal

Explain the safety checks, practice on the simulation arm and recognize when to get help. Check only what you practiced.

My practice checklist [1, 4]

- ☐ Match two fictional patient identifiers with the test order and required tubes.
- ☐ Ask about prior fainting, allergies and preparation; describe a relaxed, supported position.
- ☐ Prepare supplies, labels and sharps disposal; demonstrate hand hygiene and gloves.
- ☐ Follow the trainer's device-specific collection sequence on the simulation arm.
- ☐ Use the lab's tube order, fill and mixing instructions; label the simulated specimen.
- ☐ Demonstrate safe completion, needle safety activation, disposal and cleanup.
- ☐ Say when I would stop and get help: dizziness, sharp pain, swelling or another concern.

Front-office / observer role

Identify three supplies and practice calling the Provider with the location and observed change. Use the role assigned by the NP.

My feedback and next step

One thing I did well:

One thing to practice again:

Trainer initials: _____ Practiced / coached retry needed / observed only

References [1, 4]: WHO phlebotomy and CDC injection safety. Links: facilitator page 5.

TEAM A | NP COACHING

Vitals and mock chart

11:15-12:30 | Share practice time with blood draws; use fictional chart information

Name / nickname: _____ Team: _____ Date: _____

Role today: clinical practice / front-office observer / communication helper

Measure, record and communicate [3]

- [ ] Check cuff fit, a bare arm at heart level, supported back, feet flat and uncrossed legs.
- [ ] Use five minutes of quiet rest for routine BP checks; follow device instructions.
- [ ] Practice BP, pulse, breathing rate, temperature and oxygen saturation with available equipment.
- [ ] Record the reading, units and context; report concerning findings to the NP promptly.

Mock rooming record - training only

Fictional patient: Training Patient A | Training record: SIM-001

Measure / context	Measured or supplied case values
BP reading(s), mmHg	
Pulse (beats/min); RR (breaths/min)	
Temperature (C/F), method; SpO2 (%)	
Time / arm / position / cuff / repeat	
Concern / notified / time / response	

Identify supplied case values as fictional. Leave unmeasured values blank; do not guess or copy a prior visit.

One finding or missing item I would report:

NP feedback / next supervised practice:

Front-office role

Recognize equipment, record supplied fictional values and communicate an incomplete handoff within your assigned role.

Trainer initials: _____ Practiced / coached retry needed / observed only

Reference [3]: AHA BP measurement guidance. Link: facilitator page 5.

TEAM B | RN COACHING

IV practice

11:15-12:30 | Use the IV skin demos; rotate learner roles within Team B

Name / nickname: _____ Team: _____ Date: _____

Role today: clinical practice / front-office observer / communication helper

Today's goal

Prepare the setup, practice with the training device and explain the response to a problem. All needle attempts use simulation equipment.

My practice checklist [2, 4]

- ☐ Confirm the fictional order, identifiers, allergies, intended device and my assigned role.
- ☐ Prepare the catheter, antiseptic, gloves, connector, training flush, dressing and sharps disposal.
- ☐ Describe site assessment and restrictions; demonstrate skin preparation and drying.
- ☐ Keep connection points clean and untouched; follow the RN's device instructions.
- ☐ Demonstrate catheter handling and safety activation without reinserting the needle.
- ☐ Describe connection, assessment, securement and documentation with the trainer.
- ☐ If pain, swelling or resistance occurs: stop, do not force the flush and get clinical help.

Front-office / observer role

Name the supplies, communicate a problem clearly, bring requested equipment and get the RN or NP promptly.

My feedback and next step

One thing I did well:

One thing to practice again:

Trainer initials: _____ Practiced / coached retry needed / observed only

References [2, 4]: Merck Manual IV guidance and CDC injection safety. Links: facilitator page 5.