Family planning training resource package

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Keeping up with the updated materials...



What, When, Where, How, Why Do We Need Standardized Training Materials?

- Internet is a common source for training materials
- Too many and non-standardized tools
- Lots of materials are outdated
- Not sure which material is based on evidence
- Materials do not use adult based educational methods
 - Too many lectures
 - Minimal interactive and participatory sessions
 - Inappropriate use of role plays and discussions, etc.
- Not competency based



A Training Resource Package for Family Planning (TRP)

- A comprehensive set of materials designed to support up to date training in family planning and reproductive health.
- Used evidence based technical information from WHO publications: Family Planning: A Global Handbook for Providers (WHO), MEC, and SPR.
- A web-based collection of the curricular components and tools needed to design, implement and evaluate training.











A Training Resource Package for Family Planning

- Can be used by facilitators and curriculum developers to implement high quality training and education.
- The materials are appropriate for pre-service and in service training and applicable in both the public and private sectors.
- Incorporates up-to-date technical content and proven training methodologies.
- Content can be customized to meet needs of specific training audiences.
- Can be used by trainers with different levels of training experience guidance is provided (facilitator's guide).



THE TRAINING RESOURCE PACKAGE FOR

FAMILY PLANNING



Welcome to the TRP!

This website offers curriculum components and tools for trainers to design, implement, and evaluate family planning and reproductive health (FP/RH) training.

All materials can be downloaded for free, and you may adapt or translate them for your own work. If you do use or adapt these materials, please let us know!

Learn More

A Partnership in Development, Review and Dissemination

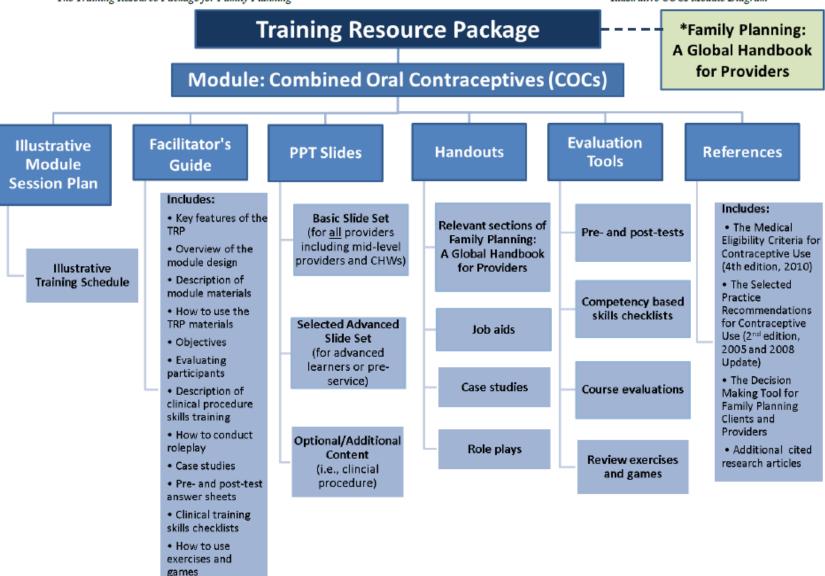
- Joint effort of USAID, WHO and UNFPA, in collaboration with many Cooperating Agencies and organizations, including
 - FHI 360
 - CDC
 - IPPF
 - Engender Health
 - Institute for Reproductive Health
 - IntraHealth
 - Jhpiego
 - Johns Hopkins University
 - Management Sciences for Health
 - Pathfinder International (current secretariat)











^{*}The technical information for these materials is based on the Family Planning: A Global Handbook for Providers Last revised: 27 July 2012



Page 3 of 57

The Training Resource Perkage for Family Planning

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Module Session Plan

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COC

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Combined Oral Contraceptives (COCs): Session Plan

Notes to Facilitator:

The slides and session plan provide presentation support for conveying technical information and for conducting the interactive learning activities.

To use this presentation most effectively, please:

- Read the COCs Facelitator's Guide, on the Using the Training Reson for guidance on selecting and idapting TRP materials for the learning malience.
- Next read this session plan, which includes detailed learning objective module and describes how to use this presentation and other material prepare for and conduct the learning activities

Training Process	
Session I: Characteristics of COCs	
Session I Objective: Describe the characteristics of COCs in a ma anderstand.	mner ti
Welcome and Introduction (15 min.) Greet participants and introduce yourself.	Slide
Objectives Divirusion (3 win.) The sension is designed to address the COC-related objectives inted in the Facilitatos's Citate and Side 2. Review objectives with participants. Explain that the learning objectives will be assessed through knowledge assessments, role plays and the use of skills checklists. Solicit input about whether the planned objectives match participant's expectations of the training. Distribute the gree-out.	
Pre-Test Questtonnaire (39 min.)	Const Cont (COC
What are COCs? Traits and Types Discussion (20 min.)	Slide Pout
Exploite: (Slide 3): The key points to remember about COCs are that one pill most be taken every day, effectiveness depends on the weer; COCs are very safe, they help reduce menstrual bleeding and cromps, some women have sale effects at first (these are not hammful; and COCs don't provide protection against STIs or HIV/AIDS.	and C Stide COC Type

Last Revised: 27 July 2012

Training Process
Session II: Who Can and Cannot Use COCs
Session II Objective: Demonstrate how to screen clients for medical eligibility for COC use.
COCs Are Safe for Nearly All Women Slide 2: C

Lecturette (10 min.) Safe for N Women

Use slides to show women who can safely use COCs:

The Training Resource Pockage for Family Planning.

- Nearly all women can use COCs safely and effectively.
 Must health conditions do not affect safe and effective use of COCs and only few conditions or situations may affect a woman's disgloility to use COCs.
- The WHO medical eligibility criteria were developed to reassure providers about conditions that do not interfere with safe use of contraceptives and highlight all the conditions that affect a woman's eligibility to use any given contraceptive method.

Who Can and Cannot Use the Pill Lecturette (15 min)

Explain that most women can safely use the pill as mentioned in the provious slide. Use slides to show who should not use COCs

Medical Eligibility Criteria Brainstorming (10 min.)

- · This activity has two purposes:
- To give participants an opportunity to share what they
 know about the eligibility criteria used in their national
 family planning gradedines or the WHO modical
 eligibility criteria (WHO MEC) so that the facilitator can
 determine whether the participants understand the
 criteria and how they are used or whether they need
 additional background information before proceeding.
 To introduce to be able that belto accessioners understand.
- To introduce job nids that help participants understand eligibility criteria (and that they may also use at their workshired, such as the WHO Medical Eligibility Criteria Wheel for Contraceptive Use, or the Quick Reference Chart for the WHO Medical Eligibility Criteria for Contraceptive Use.
- Brainstorming instructions:
 Use slide 7 to introduce the concept of medical eligibility

Last Revised: 27 July 2012

The Drawing Resource Prologe for Family Flaming

cocs

raining Process	Resources
anagement of COC Side Effects: Bleeding Changes	Side 15: Management
refunette (15 min.)	of COC Side Effects.
Fire visites to apprent the following:	Bleeding Changes

- Use stides to present the following:
 - If a closet complains about inregular or breakforcough bleeding, the growther should first under more the client in saking the pills convertly, without universe gills. The provider should also sak whether the client is taking any drugs that many interest with COCs, such as rifunption or rifubutia, which make COCs less affective. If none of these situations applies, providers can explain that COCs make the unetted limit phinner, and it may start shedding, early, resulting in this type of bleeding. The provider can assure a woman that this bleeding does not mean that anything is wrong and usually diminishes with time. Soggest that the take pills at the surre time each day this may hadp to reduce integralle bleading.
- If the irregular bleeding is macceptable to the cheat, the provider may want to consider giving her ibaprofen, up to 800 mg these times per day for five days, or an equivalent amount of another non-steroidal antiinflammatory drug other than superio.
- If the woman is experiencing unexplained, heavy, or prolonged voganic blooding that may suggest a various medical condition nor enlared to the method, this should be referred for evaluation as soon or possible. Assectories may simply be a sign that the pills are
- working effectively. Removae the closul that it does not saficout a health problem and no medical tensistent is necessary. If the client overleps amenorhea while using gills incorrectly or after using COCs for only a short time, the provider should determine if the client is pregnant.
- Sometimes side effects may diminish or disappear if the closest switches to another formulation of COCs. A provider may prescribe a different pill board if available.
 If side effects persist and are nucceptable to the client.
- If side effects persist and are macceptable to the client, the provider should help her to choose mother contraceptive method.

Warning Signs of Rare COC Complications Lecturette (5 min.)

- Use stides to present the following:
 - Ou very rare occasions, wanter who use COCs can develop serious complications, usually due to thrombouls or thromboembolimp—a blood clot that may form in the

Slide 10: When to Rettern Warning Sogns of Bare COC Complications



Last Revised: 27 July 2602 Page 32 of 37

COCs Module

Facilitators' Guide

Combined Oral Contraceptives (COCs): Facilitator's Guide to the Training Resource

Table of Contents

- L. What is the Training Resource Package for COCs?
- II. What is the Purpose of the Training Resource Package for COCs?..
- III. Who Can Use the Training Resource Package for COCs? ...
- IV. Using the Training Resource Package COCs Module to Develop Tr
- V. Using the Training Resource Package for Pre-Service Training ...

VL Overview of the Design of the Technical Resource Package Module (see Diagram, mest page)......

- a. The Learning Objectives......
- b. Illustrative Module Session Plan with Illustrative Training Schedule
- c. Facilitator's Guide ...
- d. Presentation (PowerPoint slides)
- e. Handouts
- f. Evaluation Tools
- g. References

VII. Clinical Practicum

- a. Selecting a Clinical Training Site ...
- b. Steps in Developing a Clinical Training Site...
- c. Selecting a Clinical Trainer...
- d. Clinical Procedure Skills Training......
- e. How Much Clinical Practice is Needed for Certification?
- f. What is the Proper Length of Clinical Training and Ration of Training
- g. Steps for Guiding a Clinic-Based Practicum...
- h. Training Follow-up.....

Last proceed: 27 July 2012

The Treating Resource Package for Family Planning

COCs Modele

Combined Oral Contraceptives (COCs): Facilitator's Guide to the Training Resource Package

I. What is the Training Resource Package for Combined Oral Contraceptives? This Facilitator's Guide will help you make effective use of The Training Resource Package

(TRP) for Combined Oral Contraceptives (COCs). The TRP for COCs is part of a global resource package for trainers, supervisors, and program managers. It contains his friendly materials and resources for designing, conducting and evaluating training planning (FP) providers. The resource package is specifically designed for mid-lout also contains more advanced materials for physicians and can be adapted for level community health workers.

II. What is the Purpose of the Training Resource Package for COCs?

This training maistral was developed for use in training physicises, surves, midwitypes of community health workers. It is designed to actively involve the trainee process. Sessions include PowerPoint presentations, simulation skills practice in roleplays, decussions, case studies and practice, and using objective competency checklists.

At the end of this module, the trainee will be able to describe COCs as an effecticounsel and screen cheats seeking COCs, respond to rumors and misconceptions COCs, provide services for COC clients, recognize and manage common side efcomplications, and provide follow up care for COC acceptors.

III. Who can use the Training Resource Package for COCs?

The training materials are designed to be used by clinical trainers and pre-service a thorough understanding of adult learning principles and the ability to provide c on FP topics in pre-service or in-service settings.

IV. Using the Training Resource Package COCs Module to Develop Trainin All of the parts needed to develop a curriculum for COCs are included in the TR diagram following the Table of Contents shows how the different elements of the together. They are these to be adapted to fit the curcumstances in the country who used, the trainers who will be conducting training and the level of expertise and strainers. The TRP can be adapted to fit any kind of training. The module can be alone module or as part of a comprehensive course in family planning. The TRP resource for a reliebler training of for training new providers.

The following six steps can be used as to develop effective training using the TR

Step 1: Assess Training Needs

Before devoting time and resources to developing a training program, verify that and knowledge is a praniary cause of the performance problem or challenge that A training program can address only knowledge and skills deficits, it does not at other factors that influence workers' performance. Engage stakeholders in the as performance challenge. If a knowledge and skills deficit is identified, also ensure

Last proceed: 27 July 2012

The Drawing Records Package for Family Planning

COC) Appendix 4

Appendix A: Adult Learning

Adult Learning

A noted orderater, Dr. Malcolm, Knowley, devoted a throny of adult learning. Before Dr. Knowles published his theory, easest education issumed that adults learned part as children ded and that the teachers selve was in teach and the learners selve was just to learn. The teacher was to take full responsibility for the seeding-flearning process. She made all of the decreases about what should be learned, have it should be learned as a purple and expertee. In the 1960's, Dr. Knowley, and others theorized risk children and adults learned dufferently and the made the following assumptions that characterized adults as learners.

Adults as Learners

I. Adults have a need to know why they should learn comething.

Adults are motivated to learn when they are consumed that learning the new knowledge, attitude, or shill is supportant. Learning is a more meaningful experience for shifts if they can indeptitude they have do know.

2. Adults have a deep need to be self-directing.

"The psychological defination of an leaker to one who has achieved a self-concept of being my charge of his or her own life, of being responsible for making his or her own decisions, and histing with the consequences." Adults have a strong need to take responsibility for their own lives, including plentaling what they want to learn. Dr. Knewles specializes that when adult bearons are mested as children, they windfraw from the bearings stration. However, self-decreted learning deemst necessarily mean learning without help. Adults often need help in making the maintain from seveng themselves as dependent learners to becoming self-decreted learners. Trainers are still responsible for the plan or approach, but finesighout the training, the mater incolvers the pathospate.

3. Adults have a greater volume and different quality of experience than youth.

The longer we live, the more experiences we have. This affects learning in several ways. Adults bring to the learning experience a wealth of experience which can be need to enrich their learning and that of other participants.

Adults have a broader base of experience to whach to study new ideas and skills and give them richer meaning. Tyring learning activities to pair experiences can make them mans meaningful and will help participants remember them better.

Adult learners come together, in a group having had a wide range of experiences. They will have a wide range of differences in background, interests, shillites, and learning styles. Because of three differences, adult learning must be more sufficient and more varied. A wise times will find out what the interest shready haven and build on these experiences.

There is a potential negative effect of greater experiences—"it tends to cause people to develop labels of fungiti and limits to make private positions to be less open to new ideas." This potentially negative effect must be taken into accorda to planning learning experiences. Techniques must be developed to my to counter this tendency.

Last sectord: 37 July 2013

Fage 25 of 57



Combined Oral Contraceptive Pills (COCs)

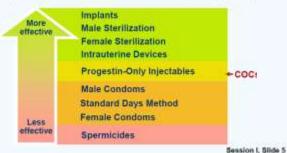
Session I: Characteristics of COC:



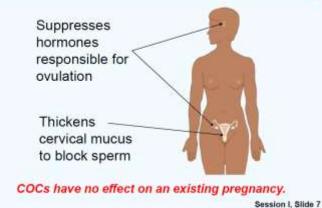


Effectiveness of COCs

In this progression of effectiveness, where would you place combined oral contraceptives (COCs)



COCs: Mechanism of Action



POWERPOINTS

Combined Oral Contraceptive Pills (COCs)

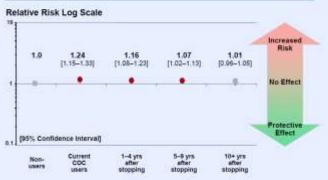
Advanced Slide Set





Advanced Slide Set, Slide #

Relative Risk for Breast Cancer among COC users and Non-users



Source: Collaborative Group on Hormanal Factors in Breast Cancer, 1996; Milne, 2005; Silvera, 2005.

Advanced Slide Set, # 7





How to Use the Pill

Take one pill each day

If you miss 1 or 2 active pills in a row or start a pack 1 or 2 days late:

- Always take a pill as soon as you remember
- · Continue to take one pill every day
- No need for additional protection

If you miss 3 or more active pills in a row or start a pack 3 or more days late:

. Take a pill as soon as possible, continue tak 1 pill each day, and use condoms or avoid s for the next 7 days



 If you miss these pills in week 3, ALSO skip inactive pills and start a new pack.*



"With 21-pill packs, skip the pill-free interval and sta-

Remember:

When you miss 3 or more active pills in a row, hormonal pills in a row to get back to full protection.

If you miss three pills in a row during the first week of a pack

must be taken for 7 days and have unprotected sex, consider using

Combined Oral Contraceptives (COCs)-Clinicians Role Play Scenario 1-Adolescent client is interested in and is eligible for COCs

COCs Scenario 1-Client Information Sheet

Client Description

You are a 17-year-old female who has been counseled about the benefits of using family planning by a suite at the antenstal clinic You were pregnant but miscarried one month ago. You mad the pamphlet on family planning method options that was given to you by the provider at the clinic and have made a decision about which method you believe best suits your needs.

Offer this information only when the provider asks relevant questions:

- You have had a steady boyfneed for about six months.
- Your boyfriend was taking antibiotics recently after he went to see a doctor at the STI climic
- You do not use condoms.
- Your last period started five days ago and were very regular each mouth prior to the miscarriage.
- You feel healthy and have no health problems.
- You would like to have a child someday, but your boyfnend says he is not ready, so you have chosen to use COCs because you believe that COCs would best stat your needs.

COCs Scenario 1-Observe

Make note of whether the prov Asks about the client's re

- intentions, and life plans Environ that the client up
- described in the pamphlet and has made an informe Determines the cheut's m
- screening checkber Provides COCs, instructi
- if pills are missed, and inf
- Encourages her to be teste
- Explains the benefit of us counseling to support con
- Discusses benefits of heal noting it is best to wait un months after miscarriage

Methods for which the client in

- COCs DMPA or NET-EN
- Implants
- Male or female condoms
- Standard Days Method®

Training Resource Package for Family Planning, Combined Oral Contraceptives - Clinicians, Role Plays, 11:2011

HANDOUTS

CHAPTER I

Combined Oral Contraceptives

Key Points for Providers and Clients

- . Take one pill every day. For greatest effectiveness a woman must take pills daily and start each new pack of pills on time.
- Bleeding changes are common but not harmful. Typically. irregular bleeding for the first few months and then lighter and more regular bleeding.
- Take any missed pill as soon as possible. Missing pills risks pregnancy and may make some side effects worse.
- Can be given to women at any time to start later. If pregnancy cannot be ruled out, a provider can give her pills to take later, when her monthly bleeding begins.

What Are Combined Oral Contraceptives?

- Pills that contain low doses of 2 hormones—a progestin and an estrogen-like the natural hormones progesterone and estrogen in a woman's body.
- Combined oral contraceptives (COCs) are also called "the PIII," low-dose combined pills, OCPs, and OCs.
- · Work primarily by preventing the release of eggs from the ovaries (ovulation).

How Effective?

Effectiveness depends on the user: Risk of pregnancy is greatest when a woman starts a new pill pack 3 or more days late, or misses 3 or more pills near the beginning or end of a pill pack.

Combined Oral Contraceptives



Combined Oral Contraceptives (COCs): Competency-Based Training (CBT) Skills Assessment Checklist for COCs

Place of Assessment: Facility	Classroom	
Name of Facility		
Type of Facility: 🗆 MOH/Gov't	□ NGO	□ Other
Level of Facility: D Primary Nume of the Service Provider	☐ Secondary	□ Territory

This assessment tool contains the detailed steps that a service provider should follow in counseling and providing client instructions for COCs. The checklist may be used during trai to monitor the progress of the trainer as whe acquires the new skills and it may be used durin the clinical phase of training to determine whether the trainee has reached a level of compete in performing the skills. It may also be used by the trainer or supervisor when following up of monitoring the trainer. The trainer should always receive a copy of the assessment checklist that s'he may know what is expected of her/him.

Instructions for the Assessor

- 1. Always explain to the client what you are doing before beginning the assessment. Ask for client's permission to observe.
- 2. Begin the assessment when the trainer greets the client.
- Use the following roting scale:
 - 1- Needs Improvement: Step or task not performed convertly or out of sequence (if necessary) or is omitted
 - 2= Competently Performed: Step or task performed correctly in proper sequence (if necessary) but participant does not progress from step to step efficiently
 - 3- Proficiently Performed: Step or task efficiently and precisely performed in the proper requence (if necessary)

Not observed: Step, task, or skill not performed by the trainee during evaluation by the trainer.

4. Continue assessing the trainer throughout the time whe is with the client, using the rating

Last revised: 11 June 2012 Page 1

EVALUATION TOOLS

The Triming Resource Parkage for Femily Plenning Past-test and Applied Learning Case Studies

cock

The Combined Oral Contraceptives (COCs) Post-Test

Participant Name

Instructions: Circle the latter(s) for all that apply. (Some questions a correct answer.) Follow specific directions for each section. There is

Scoring: Score each correct answer by 1. Multiply total correct answ percentage. Use whatever passing score is usually used in your count passing score is 80%.

- 1. Which of the following is correct about the hormonal content of C
 - a. COCs contain the synthetic hormones estrogen and progestin. b. COCs contain natural extrogen and exothetic properties.
- All formulations of COCs contain the hormones othinyl estrad. COCs contain more than two types of synthetic hormones.
- 2. COCs prevent pregnancy by:
 - a. Damaging sperm
 - Causing cervical mucus to become flucter
 - c. Preventing a fertilized egg from embedding in the sterine limit
 - d. Suppressing ovulation
- 5. The mechanism of action of COCs includes:
- a. destroying the overs
- b. suppressing hormones responsible for ovulation.
- c. hampering sperm transport by thickening cervical miscus
- 6. thickening cervical amous to block sperm
- 4. Consistent and correct use (perfect use) of COCs among 100 wor
- a. <1 pregnancy per 100 women in the first year of use
- b. 2 programmies per 100 women in the first year of use c. 6-8 pregnancies per 100 women in the first year of use
- d. 5 pregnancies per 100 women in the first year of use
- 5. Major advantages of the COC include the facts that:
 - a. It is highly effective if takes correctly
 - b. it protects against HIV/AIDS
 - c. It protects against ovarian and endometrial cancer il. it decreases risk of ovarian cysts
- a. It printeets against breast cancer

Page 1 of 6

COC+

The Combined Oral Contraceptives (COCs): Course Evaluation

Instructions: Rate each of the following statements as to whether or not you agree with them, using the following key:

- I Strongly disagree
- 2 Somewhot disagree
- 3 Neither agree not disagree

The Toxing Besonce Purkage for Faculty Planning.

- 4 Somewhat agree.
- 5 Strongly agree

Overview

- 144	The time of the contract of th						
	The objectives of the modele were clearly defined.		2	3	4	1	
	The material was new to me.	1	2	3	4	5	
	The trainer understood the material being presented.	1	2	5	4	1	
*	The time spent on this modele was sufficient.	1	2	3	4	5	
+	Time for discussion and questions was sufficient.	.1	2	3	4	5	
*	The material in this module has provided me with sufficient information to conclude the sofety and effectiveness of COCs.	1	2	3	4	5	
+	The module has offered me the skills to provide COC services, including counseling, appropriate client screening and selection, and management and follow-up of clients.	1	2	3	4		

Meeting Conditions/Locations

. The pre-post-test accurately assessed my course learning.

~	The training was used on a convenient day and mate.	4.	-	Э,		2
	Necessary umplies were available.	110	2	5	a.	5

Training Methods and Materials

	The transers presentations were clear and organized.		-	3	-	-2
	I learned practical skills in the role plays and case studies	1	2	3	4	1
+	Class discussion was helpful.	4	2	3	4	5
	The trainers encommend are questions and inset	- 9	,	- 10	ä	4

The length of the course was (circle your answer):

Last seviced: 11 June 2012

Page 1 of 3

1 2 3 4 5



REFERENCES

The Training Resource Package for Family Planning

CDCs

Combined Oral Contraceptives (COCs): References

The main references for the COC module as well as for other TRPs are the World Health Organization's four cornerstones of family planning guidance:

- Family Planning: A Global Handbook for Providers (2011 update), This book serves as a quick-reference resource for all level of health care workers. It provides practical guidance on delivering family planning methods appropriately and effectively.
- The Medical Eligibility Crietria for Contraceptive Use (4th edition 2010. This
 resource provides guidance on whether people with certain medical conditions
 can safely and effectively use specific contraceptive methods.
- 3. Decision Making Tools for Family Planning Clients and Providers
- The Selected Practice Recommendations for Contraceptive Use (2nd Edition 2005) and the Selected Practice Recommendations for Contraceptive Use: 2008 Update.

Other resources related to COCs:

- Fact Sheet: Combined Oral Contraceptives (COCs)
 FactSheet COCs Generic (doc or pdf)
- Comparing Effectiveness of Family Planning Methods EffectivenessChart GlobalHB 2007.pdf
- If 100 Women Use a Method for One Year, How Many Will Become Pregnant? EffectivenessChart_AltVersion (doc or .pdf)
- Quick Reference Chart for the WHO Medical Eligibility Oriteria for Contraceptive Use QuickRefChartMEC 2011.pdf
- The WHO Medical Eligibility Criteria Wheel for Contraceptive Use MECwheel_WHO_2008.pdf
- Checklist for Screening Clients Who Want to Initiate Combined Oral Contraceptives
 MECchecklist COCs 2011.pdf
- National FP guidelines on managing COCs' side effects or COCs—Managing Any Problems, Global Handbook
 Managing Problems COCs Global Handbook 2011.pdf
- A Guide to Effective and Efficient Provision of Combined Oral Contraceptives (COCs)
 JobAid ProvidingCOCs Clin.pdf
- How to Use the Pill JobAid HowToUseCOCs Generic.ppt

Last revised: 11 June 2012

Page 1 of 4



Modules presently available

- Benefits of Family Planning (VF)
- Combined Oral Contraceptives (VF)
- Condoms- Male (VF)
- Condoms- Female (VF)
- Contraceptive Implants (VF)
- Emergency Contraceptive Pills (ECP)
- Emergency Contraceptive Pills (ECP) for Pharmacists
- Family Planning Counseling (VF)
- Intrauterine Devices (IUDs) (VF)
- Lactational Amenorrhea (VF)
- Progestin-only Injectable Contraception (Injectables) (VF)
- Standard Days Method
- WHO's FP Guidance documents and Job Aids (VF)
- Other modules still under development- Permanent Methods
- Plans for wider dissemination and technical support
- Plans for regular updating
- □ New French versions of other modules coming soon



www.fptraining.org USB drive





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https://www.who.int/teams/sexual-and-reproductive-health-and-research-(srh)/

