TEMPLATE

 BlooD collection Officer TRAINING WORKSHOP

AGENDA

*NOTE FOR ADOs: The content of this agenda should be used to train DCOs and BCOs in the collection of blood samples. If your DCOs are trained in-person, the content here should be incorporated in that training. If you follow the example of the proposed agenda here, you could invite both DCOs and BCOs to this training. The flow and outline provided in this template is an example which could also be used to develop online material. The template agenda includes a ‘Notes’ column. This is to provide you with additional guidance as you develop your agenda and the content of the workshop. The ‘Notes’ column must be deleted. You could replace it with a column that identifies the staff that will be leading the various sessions. Please delete this text box once you have revised this agenda.*

**Objective**

To acquire the theoretical background and practical skills necessary to meet all requirements of blood collection in accordance with the World Anti-Doping Code and applicable International Standards.

**Desired Outcomes**

* Awareness of [ADO]’s anti-doping program and its sample collection personnel program.
* Acquire theoretical knowledge to fulfill the role of BCO.

**When**

* [insert days and times]

**Location**

* [insert location, address, etc.]

**Agenda: Day 1 – [insert specific day]**

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| **Time** | **Topic** | **Notes**  |
| 07:30 - 08:30 | Breakfast and Registration |  |
| 08:30 - 08:45 | **Welcome*** Opening remarks
* Introductions
* Overview of the day
 | *The welcome should be done by a senior official of your organization.*  |
| 08:45 - 09:15 | **Anti-Doping and Blood Collection*** Purpose and importance of blood collection
* Intelligence, ABP Program
 | *You can use the content you developed for the position description.* |
| 09:15 - 09:45 | **Sample Collection Personnel – DCO and BCO*** DCO and BCO role and expectation
 | *You can use the content you developed for the position description. You can consult Section 2.0 ‘Sample Collection Personnel Team’ of the Template DCO Manual.* |
| 09:45 - 10:30 | **Sample Collection Procedures** * Mock demonstration of blood

(and urine to provide full process) | *Here, members of your staff should do a demonstration of the urine and blood sample collection process.* |
| **10:30 - 10:45**  | **break** |  |
| 10:45 - 11:15 | **Preparing for Blood Collection** * Equipment
* Types of blood testing
 | *You can consult Section 4.0 ‘Authorization and Preparation for Sample Collection’ of the Template DCO Manual.* |
| 11:15 - 12:15 | **Blood Sample Collection Procedures Overview** * Step-by-step approach
* Key points
 | *You can consult Section 6.2 ‘Blood Sample Collection Procedures’ of the Template DCO Manual.* |
| **12:15 - 13:15** | **Lunch** |  |
| 13:15 - 14:45 | **Blood Sample Collection - Practical Session** | *Here, ask your DCOs/BCOs to pair up and practice. Members of your staff should walk around, observe and provide feedback as needed.* |
| **14:45 - 15:00** | **break** |  |
| 15:00 - 16:15 | **Blood Sample Collection Observation and Feedback** | *This is where your staff evaluates and documents this evaluation. The ‘Training Feedback Form’ can be used for this. Since DCOs/BCOs would be working in pairs, evaluate one DCO/BCO at a time.* |
| 16:15 - 16:30 | **Questions, Clarifications, and Wrap Up** |  |