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## Course Announcement

### SLMTA 1 In-Person Training of Trainers Workshop (TOT)

**Dates: June 17 – 28, 2024**

**Location: Protea Hotel Johannesburg Wanderers, South. Africa**

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**Strengthening Laboratory Management Toward Accreditation (SLMTA) is a structured quality improvement program.** It is designed to help laboratory managers implement practical quality management systems in resource-limited settings using available resources. With a series of short courses and work-based improvement projects supported by site visits and mentoring, SLMTA aims to achieve immediate, measurable improvement in laboratories.

To date, SLMTA has been implemented in **1643** laboratories in **56** countries in Africa, Asia, Latin America, the Caribbean, and the Oceania, and has helped **397** laboratories attain accreditation to international standards (see [webpage](#) for details).

**This Training-of-Trainers (TOT) is based on the original curriculum launched in 2009 and has recently been updated to reflect the new [SLIPTA checklist V3](#) published in 2023.** While we have moved other SLMTA courses online, such as *Illuminating the Path to ISO 15189* ([webpage](#)) and *Statistical Quality Control and Method Validation/Verification* ([webpage](#)), we feel that for the TOT to be effective, it is best done in-person.

**Class size will be limited to 24 participants.** Countries may submit as many candidates as they want, and their applications must be rank-ordered so we know whom to admit first. A financial

support letter must accompany the application form.

**For PEPFAR supported countries, candidates must be submitted by CDC in-country Lab Advisors,** who are responsible for screening the applicants with their MOH counterparts.

Pay special attention to the selection criteria below. Acceptance will be based on participant qualifications and program needs, so detailed justifications are important. Please note that if the demand is high, some countries may not get a slot in this workshop.

#### **Costs**

We do not provide any travel sponsorship. Enrollment is free, but participants must come with their own financial support to attend the workshop. **No application will be accepted without a proof of financial support.** This is to avoid repeating the situation where an accepted applicant cancels at the last minute due to lack of funds to travel.

When estimating travel expenses, keep the following things in mind:

- Although the workshop begins on Monday, we strongly recommend that **candidates arrive in Johannesburg on Saturday** before the workshop begin. This extra day will not only help reduce the impact of jet lag, but more importantly, it pre-emptively addresses the possible flight cancellations or delays, which seems

to occur frequently in the post-COVID era. Participants will not get their workshop certificates if they miss any portion of the training.

- Participants are strongly encouraged to **purchase travel insurance** if their health insurance does not cover medical needs in a foreign country. We have had participants in previous workshops who fell sick and needed medical and dental care.

### Candidate Selection Criteria

Ideal candidates are those who have been trained in the SLMTA program and have successfully implemented improvement projects in their laboratories. Additional qualifications include:

- Available to train – Countries must ensure candidates will be available and committed to the program.
- Designated by MOH to implement SLMTA in support of the accreditation preparedness process
- Highly motivated
- Excellent training and communication skills
- Technical laboratory experience in a clinical setting
- Proven ability to manage or mentor a laboratory successfully
- **IMPORTANT!!** Proficient in English (they will be required to teach the activities in English and receive immediate feedback)

### Application Timelines

- Deadline for application is **March 1, 2024**.
- Acceptance notification will go out no later than **March 11, 2024**. This ensures that participants will have sufficient time to obtain entry VISA and make travel arrangement.

### Workshop Goals

Participants will learn to:

- Facilitate the training activities in the SLMTA 1 curriculum through Teachback<sup>®</sup> and feedback from the Master Trainers.
- Devise improvement plans based on gaps identified in baseline audits.
- Follow the guidelines to implement the SLMTA process appropriately.

### Workshop Format

This TOT is known as a “boot camp.” It is very demanding – previous participants reported that they had never been to a training that kept them on their toes for 2 weeks. Participants will be required to learn the curriculum, teach it back to their peers, and receive immediate feedback on their performance. They should expect long working days and daily homework throughout the entire workshop, including the weekend.

After the workshop, we will provide a performance report of each participant to their supervisors as well as in-country SLMTA team.

## TO CDC LAB ADVISORS

- You may nominate as many candidates as you want. Make sure they have never attended any SLMTA TOT before. Please rank the candidates in terms of priority (i.e., #1 will be admitted before #2).
- Make sure you provide the rationale for their nominations and rankings using the far-right column of the table below.
- Submit a complete application package, which includes 1) the completed table (below) and 2) a financial support letter for each candidate.
- Application forms are submitted separately by the candidates using an online form. Please make sure the nominees submit the online application before the deadline. See details on the next page.

Order of Priority	Candidate Name & Email	Financial Support Letter Attached?	Rationale: Explain the reason for the nomination and ranking
1		Y / N	
2		Y / N	
3		Y / N	

### TO THE CANDIDATES

**You must submit your application online by clicking the [link](#).** The application form below is provided for your reference only so you may preview the questions asked.

**Do not submit the form below. Use the online form for your application once you have been nominated.**

Surname (Family Name):	
Given Names:	
Gender:	
Country:	
Work Telephone:	Mobile:
Email:	Alternate Email:
Employer: (Including the laboratory/site where you work)	Job Title:

<b>1.</b> Please describe your laboratory background and training (for example, chemistry analysis 5 years, degree in clinical laboratory science, etc.)
Please keep it brief (<200 words or <10 short bullets).
<b>2.</b> Please describe your experience managing a laboratory. List any lab management training you received.
Please keep it brief (<200 words or <10 short bullets).
<b>3.</b> Please describe your experience in mentoring and training others.
Please keep it brief (<200 words or <10 short bullets).
<b>4.</b> Have you attended SLMTA training before? If yes, please describe (when, organizer, etc.)

**5. Please describe how you plan to use the knowledge after this course. Keep your responses brief.**

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