EDT Training Package

**Pre-training preparations**

*EDT training laboratory*

The EDT training is hands-on and involves use of computers. Computers to be used for the training need to be made available in advance (using own resources or outsourcing) and should be prepared and tested by IT staff latest on the day before the training begins. The minimum hardware and software specifications for EDT computers is found in Annex A. Details on how to prepare the EDT training lab can be found in Annex B.

*EDT printouts*

EDT training materials, including power point slides, toolkits, case studies, training evaluation forms, pre-tests, post-tests, and attendance registers should be printed out. Each training participant should have a copy of the power point slides, toolkits, and case studies to guide the practical learning experience. Power point training slides, toolkits, case studies, and training evaluation forms can be found in Annex C - F.

**Training instructions**

On the first day, before the training starts, participants should be presented with a pre-test to assess their general knowledge with regards to the EDT. The pre-test content is based on case studies from real world experiences (Annex E). Test content is presented to the participants in order to see how they would use the EDT to effectively manage ART processes at health facilities.

The EDT training is organised into multiple thematic sessions to cover essential processes that support good record keeping practices (GRKP) for ART services. Thematic areas include inventory management, maintaining an electronic patient record, dispensing to patients, managing changes in regimens, appointment planning and generating and analysing reports. Each training session begins with a power point presentation and a live EDT use demo by the facilitator (or any person designated). This is followed by a practical case study–based session on EDT use, where participants are given enough time to assimilate what they have learned through hands-on exercises. Guidance is provided throughout the practical sessions by the presenter and co-facilitators.

The training is arranged in such a way that the first session is on inventory management and participants are expected to update their ARV inventory by doing a stock take, placing an order (offline) and receiving the stock into the EDT system. This is important since the database is presented without data so that by the end of the training participants would be able to appreciate the effort of data entry, as they generate reports whose quality will be linked to how well they have used the system. The training program below highlights the structure of the training proceedings, including the recommended duration of each session.

(Training programme goes here)

**Target audience**

**Annexes**

**Annex A: Minimum hardware and software specifications for EDT computers**

The following hardware and software requirements are recommended for installation of the EDT software application:

Hardware specifications:

* Core i5 2.0GHz Processor
* 4GB of RAM
* 300 GB Hard Drive
* Monitor, keyboard and mouse

Software specifications:

* Windows 7 Professional 64bit
* MS Office Professional Plus 2010 (32bit)
* MS SQL Server 2008R2 Express (free)

Specifications for EDT computers currently in use at health facilities:

* Dell Vostro 260 Core i5 2.4GHz, 4GB, 460 GB HDD
* Dell 20” LCD Screen
* Epson LX300+ II Printer (not required during training)

Specifications for the current version of the EDT Mobile:

* Casio DT-930 M51E Scanner (EDT Mobile)
* Casio HA-E60IO (USB-Bluetooth cradle)
* Casio DT-969 CHGE (Charger for EDT Mobile)

**Annex B: How to Prepare the EDT Training Lab (EDT Installation Guide)**

This section introduces the setup steps that need to be carried out in order to prepare the EDT training laboratory. This task should be done by IT Technicians. An external hard drive with the EDT deployment folder (for training) containing all relevant software is required at this stage. The list of software programs in the EDT deployment folder include:

* EDT Apps – containing EDT and EDT reports installation packages
* Other Software
  + TrueCrypt 7.1
  + MS SQL Server 2008R2 Express (x86)
  + MS Office 2010 with SP2 (ver.14.0.7015.1000)
  + Adobe Reader
  + PrimoPDF Printer
  + 7Zip

There are two options for setting up the EDT training lab, which include installing the EDT on stand-alone computers, or installing the EDT on networked computers. Both options are illustrated below:

*Installing the EDT on stand-alone computers*

* Verify the installed Windows 7 version. It should be 64bit.
* Under calendar settings, ensure that the short date format is DD/MM/YYYY.
* Install EDT related software in the order as shown in the Deploy\Other Software folder
* Ensure that MS Office Professional Plus 2010 with SP2 (32bit) is installed and activated (ver.14.0.7015.1000)
* Use TrueCrypt to create a 10GB volume with password protection for the “data” drive and mount it as [Local Disk M:].
* Enable TCP/IP in SQL Server Configuration Manager
* Install the EDT apps (including the blank database) by running the programs in Deploy\EDT Apps folder
* Add the M:\EDT path to trusted locations in MS Access
* Test that the EDT and EDT reports open successfully
* Install driver software for the mEDT HA-E60 cradle before connecting the device as indicated in the corresponding installation guide (Deploy\mEDT), and test data upload and download from the mEDT

*Installing the EDT on networked computers (Client-Server)*

* To setup the server please follow the instructions above under *Installing the EDT on stand-alone computers*
* To setup all other client computers (workstations) follow the instructions above by installing programs found in the Deploy-WS folder

**Annex C: EDT Training Power Point Slides**

**Annex D: EDT and EDT Mobile Toolkit**

**Annex E: Case Studies for Practical Training Sessions on EDT**