WFSA Safer Anaesthesia from Education (SAFE) Reporting Guide

ALL course directors must submit a short report about their course. The information provided is essential in continuing to develop SAFE and to secure funding and plan future courses.

1. **Cover Page**
   - Course Type (OBS/PAEDS/OR)
   - Location (Country and Region/Town)
   - Dates (From DD/MM/YYYY to DD/MM/YYYY)

2. **Summary / Executive Summary**: This can be a bullet pointed summary of the report including any highlights and key figures such as numbers trained.

3. **Country or Region Background**
   - Very brief overview of the country’s economic and political environment.
   - Anaesthesia practice / workforce in the country
   - Any specific conditions/circumstances relevant to the region where the course is being delivered.

4. **Course Aims (s)**: Who and how many did the course aim to train: For instance, 30 Nurse anaesthetists from ABC Hospital and 7 anaesthesiologists from XYZ University as Trainers.

5. **Course Partners**: Please list all organisations involved in funding, preparation and delivery.

6. **Planning and Preparation**
   - Brief overview of steps involved in preparing for the course such as organising logistics, liaising with local partners.
   - Outline any specific challenges you faced and/or recommendations you have.

7. **Course Faculty**: List course faculty and their home country, clinical profession and level.

8. **Course Location / Venue**: Provide a brief description of the venue of the course, accommodation arrangements and any feedback suggestions.

9. **Training of Trainers or ToT**
   - Type (anaesthesiologist, anaesthesia resident, nurse anaesthetists etc.) and number of ToT participants. Home institutions and other details.
   - If possible, include pictures
   - Add any specific feedback, challenges, comments about the ToT course

10. **SAFE Course**
    - Type (anaesthesiologist, anaesthesia resident, nurse anaesthetists etc.) and number of ToT participants. Home institutions and other details.
    - Include pictures
    - Add any specific feedback, challenges, comments about the ToT course

11. **Monitoring and Evaluation**
    - Summary of Knowledge/MCQ and Skills Assessment Scores (Averages/graphs)
    - Clearly indicate any outliers or participants who did not complete pre/post-tests with reasons.

12. **Feedback**
    - ToT Feedback
    - SAFE Course Feedback
    - Highlights of Feedback Comments

13. **Concluding Remarks**: Any concluding Remarks and Acknowledgements

*Raw data and full participant lists and individual pre/post scores need not be included in the report, as they are part of the M&E log. The WFSA can provide a sample course report if needed.*