

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.