

Stem Cell Club Leader Training Workshop  
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Version 1 – November 27, 2016

To the Stem Cell Club Leader

- Congrats on getting this far and wanting to run your own drives!
- As a prerequisite for this workshop, you should have completed all stem cell club modules and post-module quizzes, and watched all stem cell club videos
- Following that, go through this workshop on your own, and think about how you would answer each of the questions
- Reach out to me to arrange a time to meet/skype to discuss your answers to the questions below
  - o Note that one skype session may not be enough time to cover all this material, depending on your experience and comfort level! And that's fine too.
- Once you are comfortable with the material below, and can demonstrate that through this workshop, you are set to run your own drive.

Before event

- What steps do you need to take to plan a stem cell drive?
- How do you arrange to promote the drive?
- Explain how training works in stem cell club
  - o How will you use the online modules? Post-module quizzes? Youtube videos?
  - o What will you do if a new volunteer shows up at a drive without any prior training?
- When and how do you notify OneMatch of your plans to run a drive?

Prescreening

- What do you say to potential registrants to explain the drive
- List OneMatch eligibility criteria
- List characteristics of most needed donors (and why they are relevant)
  - o Who are we targeting?
- Train a volunteer to recruit the most needed donors and ensure eligibility
- Scenario: there is an over-enthusiastic volunteer pressuring people to register as donors. What do you do?
- Scenario: A registrant asks you: *"I have been told by CBS I cannot donate blood, so I cannot register for OneMatch, right?"* What do you say?
- Scenario: A registrant approaches your drive and says *"I am a gay male and have been told by CBS I cannot donate blood, so I cannot register for OneMatch, right?"* What do you tell him?

Redirecting

- Scenario: A young registrant approaches the drive and says: *"I am sixteen years old and will be turning 17 in two weeks, my mother is here, and can she sign for me. Can I still register?"* What do you say?
- Scenario: A 34 year old Caucasian woman approaches your drive. What do you say
- Scenario: A 25 year old male approaches your drive. *"My cousin desperately needs a transplant and I was told to come here today to register for her. I only want to be tested and donate to her if I am identified as a match."* What do you tell him?
- Scenario: A healthy 36-year-old male approaches your drive and wants to register. What do you do?
- Scenario: An international student approaches your drive. "I only have healthcare coverage through my university" What do you do?
- Train a volunteer to redirect donors who are ineligible

Informed consent

- Demonstrate properly informing a registrant
- Train a volunteer to secure informed consent

Registration

- Outline your approach to error-checking the registration forms

- Discuss confidentiality and privacy of the data collected
  - o Scenario: A registrant asks you, "Whats this about my data being shared with the RCMP. Whats that about??" What do you tell him?
- Train a volunteer to run this station
- Scenario: A registrant is filling out his paperwork, and his friends are watching over his shoulder and reading his answers out loud. What do you do?
- Scenario: At the registration station, a registrant exclaims: "*Wow, this form looks completely different from the last time I registered.*" What do you do?

#### Swabbing

- Educate a registrant on how to swab
- Scenario: You are performing an informed consent checkpoint and you ask if they the risks involved. The registrant becomes upset, "what, there are risks??" What do you do?
- Demonstrate correctly labelling the swab kit components
- Train a volunteer to run this station

#### Reconciliation

- Demonstrate what needs to be done at this station
- Demonstrate competence in completing the three reconciliation forms
- Train a volunteer to run this station
- Scenario: A kit makes it to reconciliation with one barcode label on the envelope but a different barcode label on the consent form. What do you do?

#### Shipping and post event

- Outline what happens after a drive
  - o How and when do you complete a post-event report?
- Outline shipping procedures
- Demonstrate competence in completing the shipping forms

#### Drive supplies

- Outline the supplies needed at each station

#### Drive setup

- Demonstrate setup of a drive