



## Standard Operating Procedure for recording SANDWICH training

### Target

By the end of the 8 week training period 80% of PICU staff should have received training to participate in the SANDWICH intervention. The denominator is the number of staff members in the unit (medical, nursing **and other relevant healthcare professionals**) during the training period. The numerator is the number of staff who have completed training on the four core components of the intervention.

### Training

SANDWICH training can be delivered in multiple forms: online; face to face using the training materials; and bedside teaching. The SANDWICH online module includes the four core components of training and each section has an assessment. Face to face training will also include all four components.

### Record of completion

A list of medical, nursing staff (all grades) **and other relevant healthcare professionals** involved in the process of weaning from ventilation within the PICU will be obtained prior to commencing the training period.

Staff who will be absent during the training period, e.g. on maternity leave, annual leave, or prolonged sick leave will be highlighted and will not be included in the training report.

To document completion of training we will require either the online record of having completed all four assessments (obtained from LearnPro) or a signed record of having completed face to face training (obtained from the PICU research nurse).

Number of staff completing training/PICU will be recorded at the end of the 8-week training period and this report will be sent to the NICTU.