

EXERCISE 4 – MANAGING OPERATIONAL INFORMATION
LEARNING OBJECTIVES

General Learning objectives	Specific learning objectives	Performance learning objectives
1. To recognise the main tools for EMT data collection and reporting	1.1. To be familiar with the format and information included in the Minimum Data Set (MDS) form 1.2. To correctly interpret the information from patients files and tally sheets 1.3. To correctly fill in the MDS form	- All team members recognise the tally sheet and the MDS form as data collection and reporting tools - Each group includes in the situation report the EMT activities compiled in the tally sheet - Each group transfers the information from the patients files and tally sheet to the MDS form correctly
2. To correctly analyse and interpret data related to EMT activities	2.1. To identify the relevant information among the data available 2.2. To use the conclusions extracted from the data to plan for EMT activities	- Each group recognises the issues to tackle among the information provided (e.g. no stock of tetanus vaccine) - Each group prioritises their activities according to the urgency of the needs detected (e.g. first ensure availability of medical equipment, later deal with staff training)
3. To report EMT data following the established pathways	3.1. To understand the importance of reporting EMT activities to the EMTCC, MoH and EMT Headquarters regularly 3.2. To detect specific situations that need to be reported 3.2. To appropriately write a situation report	- The team leader reminds the team members of the need for reporting to the HQ and the EMTCC - Each group considers to report the case of sexual violence on the MDS form - Each group writes the situation report in a clear and organised format including all relevant information
4. To use available information to develop adapted clinical protocols	4.1. To dedicate part of the team efforts to deal with the protocol for cases of sexual violence 4.2. To follow established EMT SOPs	- Some team members within each group concentrate on dealing with the preparation of the protocol - The medical team members propose appropriate actions to deal with the cases of sexual violence, that are adapted to Montyland context and in line with pre-established EMT SOPs or protocols for the management of these cases
5. To work collaboratively during data collection and reporting tasks	5.1. To organise as a team in an effective way to achieve the proposed tasks 5.2. To understand that all team members are responsible for data management and reporting	- Team members divide the workload to achieve the tasks in the given timeframe - All team members agree to collaborate in the data collection and reporting activities and recognise it as part of their tasks