



nidcap

NIDCAP Federation International

changing the future for infants in intensive care

Quality Assurance of Training - Inactive Status Policies

QAT-I #001 - 020

Table of Contents

Introduction.....	1
QAT-I # 001 – 008. NIDCAP Training Related Inactive Status Policies.....	1
QAT-I #001. Inactive Status of a NIDCAP Professional-in-Training.....	1
QAT-I #002. Inactive Status of a NIDCAP Professional.....	2
QAT-I #003. Inactive Status of a NIDCAP Trainer-in-Training.....	2
QAT-I #004. Inactive Status of a NIDCAP Trainer.....	3
QAT-I #005. Inactive Status of a NIDCAP Master Trainer-in-Training.....	4
QAT-I #006. Inactive Status of a NIDCAP Master Trainer.....	4
QAT-I #007. Inactive Status of a Senior NIDCAP Master Trainer-in-Training.....	5
QAT-I #008. Inactive Status of a Senior NIDCAP Master Trainer.....	6
QAT-I #009 – 014. NIDCAP Training Center Related Inactive Status Policies.....	6
QAT-I #009. Inactive Status of NIDCAP Training Centers in Development.....	6
QAT-I #010. Inactive Status of NIDCAP Training Centers.....	7
QAT-I # 011 – 018. APIB Training Related Inactive Status Policies.....	7
QAT-I #011. Inactive Status of an APIB Professional-in-Training.....	7
QAT-I #012. Inactive Status of an APIB Professional.....	7
QAT-I #013. Inactive Status of an APIB Trainer-in-Training.....	8
QAT-I #014. Inactive Status of an APIB Trainer.....	9
QAT-I #015. Inactive Status of an APIB Master Trainer-in-Training.....	9
QAT-I #016. Inactive Status of an APIB Master Trainer.....	10
QAT-I #017. Inactive Status of a Senior APIB Master Trainer-in-Training.....	11
QAT-I #018. Inactive Status of a Senior APIB Master Trainer.....	11
QAT-I #019 – 020. APIB Training Center Related.....	12
QAT-I #019. Inactive Status of APIB Training Centers in Development.....	12
QAT-I #020. Inactive Status of an APIB Training Centers.....	12

Introduction

There may be many reasons why a Professional and/or Center invested and involved in NIDCAP or APIB training must suspend or postpone training. The reasons may include economic, health, administrative and/or life changes, or lack of reasonable progress and/or activity, among others. Reasonable progress is defined by successful adherence to the timeline of accomplishments developed and agreed upon by the respective Trainee in collaboration with his or her Trainer at the respective levels of Training. In cases of dispute the Chair of the Quality Assurance Committee assumes the role of facilitator and arbiter. In certain situations the reasons and timing of suspension are obvious and well defined; in other situations there may be a lag time of indecision and effort to resolve a situation successfully along an earlier planned path. Once a significant amount of time has passed without progress or activity, the Professional and/or Center must make the decision to move formally into inactive status. A timeframe of two years of lack of active training activity or progress is the period defined by the NFI, after which inactive status must be declared. Should there be compelling extenuating circumstances that reasonably warrant an extension of the two-year period, an exception must be negotiated with and approved by the Chair of the NFI Quality Assurance Committee. The Director of a Training Center holds the responsibility for the Center's, its Trainers' and Trainees' activities and progress, and for their compliance with the NFI's policies. The decision to move from active into inactive status is a serious step. Therefore the Chair of the NFI Quality Assurance Committee must be informed in writing when this step is taken.

Inactive Status, thus, is defined as suspension of active status for a period of up to two years. When prior to or at the end of two years the respective Professional and/or Center fails to reactivate the prior training status, the Professional and/or Center must terminate their status. The Professional and/or Center and the respective supervisory professionals responsible for the Professional and/or Center will be informed by the NFI Executive Director of the termination of the inactive status. Should at a future time point the Professional and/or Center wish to apply for reactivation of status, the Chair of the NFI Quality Assurance Committee must also be informed in writing of the respective Professional and/or Center's wishes to reactivate the original training status. The Quality Assurance Committee will determine the course of action required to facilitate such reactivation.

During the period that a Professional and/or Center is classified as inactive, the Professional and/or Center continue to be governed by the By-laws of the NFI and are held to the same obligations that pertain to active status in regard to payment of the respective membership dues and to attendance at the Annual NIDCAP Trainers Meeting, in order to maintain inactive status in good standing. Membership benefits also continue unchanged. The Program Guide lists the respective Professional and/or Center's status as 'inactive'.

The following policies govern the applicability of inactive status as defined above at the respective levels of training.

QAT-I # 001 – 008. NIDCAP Training Related Inactive Status Policies

QAT-I #001. Inactive Status of a NIDCAP Professional-in-Training

In the event that a NIDCAP Professional-in-Training (NIDCAP Trainee) fails to make reasonable progress and/or suspends active training, i.e. moves to inactive status while engaged in a training relationship with a NIDCAP Trainer, a written document, signed by the respective Trainee and his or her Supervisor, as well as the NIDCAP Trainer and the NIDCAP Training Center Director must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The

document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It becomes part of NFI Training Archives.

When the NIDCAP Professional-in-Training wishes to reactivate the training relationship, a document signed by the Professional-in-Training, his or her Supervisor, and the Trainer and Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective NIDCAP Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It becomes part of the NFI Training Archives. In the event that neither the Trainer nor another Trainer from within the Center that provided the original training, is still available to accept the NIDCAP Professional-in-Training, the Professional-in-Training, and his or her Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the commitment of another Training Center and Trainer to take on the training responsibility. It becomes the responsibility of the new Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

QAT-I #002. Inactive Status of a NIDCAP Professional

In the event that a NIDCAP Professional moves to inactive status, i.e. suspends the role of active NIDCAP Professional, or fails to make reasonable progress, a written document, signed by the respective NIDCAP Professional and his or her Supervisor as appropriate, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

When the NIDCAP Professional is ready to reactivate the original status, a document signed by the Professional, and his or her Supervisor, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

When the NIDCAP Professional wishes to reactivate the original position in a different hospital setting than the original certification and position was obtained, the NFI Quality Assurance Committee Chair will assist the NIDCAP Professional and the new hospital setting in the design of a reentry path in order to assure the NIDCAP Professional's security and up-to-date competence in the role as NIDCAP Professional.

QAT-I #003. Inactive Status of a NIDCAP Trainer-in-Training

In the event that a NIDCAP Trainer-in-Training moves to inactive status, i.e. suspends the role of an active NIDCAP Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective NIDCAP Trainer-in-Training, his or her Supervisor as well as the Master Trainer and Master Training Center Director engaged in the training of the Trainer-in-Training, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event of unavailability of a certified Trainer at the Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees (NIDCAP Professionals in training) of the inactive NIDCAP Trainer-in-Training, and the NICU director and NIDCAP coordinator, of the Trainer and Training Center that provide continued training for the NIDCAP Professionals-in-Training at the original site.

When the NIDCAP Trainer-in-Training is ready to reactivate the original status, a document signed by the NIDCAP Trainer-in-Training, his or her Supervisor, Master Trainer, and Master Training Center

Director must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective NIDCAP Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the Master Trainer, who provided the original training, is no longer available to accept the NIDCAP Trainer-in-Training, the NIDCAP Trainer-in-Training, and his or her Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the commitment of another Training Center and Master Trainer to take on the training responsibility. It becomes the responsibility of the new Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the NIDCAP Trainer-in-Training wishes to reactivate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the NIDCAP Trainer-in-Training and the new hospital setting in the design of an application for Center Development and a training and development path for the NIDCAP-Trainer-in-Training, in collaboration with and consultation to the original Master Trainer and/or a newly identified Master Trainer.

QAT-I #004. Inactive Status of a NIDCAP Trainer

In the event that a NIDCAP Trainer moves to inactive status, i.e. suspends the role of an active NIDCAP Trainer, or fails to make reasonable progress, a written document, signed by the respective NIDCAP Trainer and his or her NIDCAP Training Center Director must be prepared, and sent to all those hospitals or other settings where there reside Trainees with whom the Trainer and Training Center are engaged in an active training relationship in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive trainer's current trainees. It is the responsibility of the Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the Board develop a plan for the completion of training for each of the respective trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new Trainer(s) and/or Training Center(s). A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives.

When the inactive NIDCAP Trainer is ready to reactivate trainer status, a document signed by the Trainer, and his or her NIDCAP Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the NIDCAP Trainer wishes to activate the original position in a different hospital setting than the original Training Center, the NFI Quality Assurance Committee Chair will assist the NIDCAP Trainer and the new hospital setting in the path to Center Development and the NIDCAP Trainer's reentry path in order to assure the NIDCAP Trainer's security and up-to-date competence in the role as NIDCAP Trainer at a certified NIDCAP Training Center.

QAT-I #005. Inactive Status of a NIDCAP Master Trainer-in-Training

In the event that NIDCAP Master Trainer-in-Training moves to inactive status, i.e. suspends the role of an active NIDCAP Master Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective NIDCAP Master Trainer-in-Training, his or her Supervisor as well as the Senior Master Trainer and Training Center Director engaged in the training of the Master Trainer-in-Training, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event of unavailability of a certified Master Trainer at the Master Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees of the inactive NIDCAP Master Trainer-in-Training, and their NICU director and NIDCAP coordinator, of the new Master Trainer and Training Center that will provide continued training for the trainees of the NIDCAP Master Trainer-in-Training at the original site.

When the NIDCAP Master Trainer-in-Training is ready to reactivate the original status, a document signed by the NIDCAP Master Trainer-in-Training, his or her Training Center Director, and the Senior NIDCAP Master Trainer, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective Senior NIDCAP Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event that the Senior NIDCAP Master Trainer, who provided the original training, is no longer available to accept the NIDCAP Master Trainer-in-Training, the NIDCAP Master Trainer-in-Training and his or her Training Center Director must apply to the Chair of the NFI Quality Assurance Committee for the assignment of another Training Center and Senior NIDCAP Master Trainer to take on the training responsibility. It becomes the responsibility of the new Senior NIDCAP Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the NIDCAP Master Trainer-in-Training wishes to activate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the NIDCAP Master Trainer-in-Training and the new hospital setting in the design of an application for Center Development and a training and development path for the NIDCAP Master-Trainer-in-Training, in collaboration and consultation with the original Senior NIDCAP Master Trainer and/or a newly identified Senior NIDCAP Master Trainer.

QAT-I #006. Inactive Status of a NIDCAP Master Trainer

In the event that a NIDCAP Master Trainer moves to inactive status, i.e. suspends the role of an active NIDCAP Master Trainer, or fails to make reasonable progress, a written document, signed by the respective NIDCAP Master Trainer and his or her Training Center Director must be prepared, and sent to all those hospitals or other settings where there reside Trainees with whom the NIDCAP Master Trainer and Training Center are engaged in a training relationship, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the NIDCAP Master Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive NIDCAP Master Trainer's current trainees. It is the responsibility of the Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the Board develop a plan for

the completion of training for each of the respective trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new NIDCAP Master Trainer(s) and/or Training Center(s). A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives. When the inactive NIDCAP Master Trainer is ready to reactivate NIDCAP Master Trainer status, a document signed by the NIDCAP Master Trainer, and his or her NIDCAP Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the NIDCAP Master Trainer wishes to activate the original position in a different hospital setting than the original Training Center, the NFI Quality Assurance Committee Chair will assist the NIDCAP Master Trainer and the new hospital setting in the path to Center Development and the NIDCAP Master Trainer's reentry path in order to assure the NIDCAP Master Trainer's security and up-to-date competence in the role as NIDCAP Master Trainer at a certified NIDCAP Training Center.

QAT-I #007. Inactive Status of a Senior NIDCAP Master Trainer-in-Training

In the event that Senior NIDCAP Master Trainer-in-Training moves to inactive status, i.e. suspends the role of an active Senior NIDCAP Master Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective Senior NIDCAP Master Trainer-in-Training and his or her Training Center Director, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event of unavailability of a certified Senior NIDCAP Master Trainer at the Senior NIDCAP Master Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees of the inactive Senior NIDCAP Master Trainer-in-Training, and their NICU director and NIDCAP coordinator, of the Senior Master Trainer and Training Center that will provide continued training for the NIDCAP Master Trainer-in-Training's trainees at all levels.

When the Senior NIDCAP Master Trainer-in-Training is ready to reactivate the original status, a document signed by the Senior NIDCAP Master Trainer-in-Training, his or her Training Center Director, and Senior NIDCAP Master Trainer, who provides the training, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective training Senior NIDCAP Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event that the Senior NIDCAP Master Trainer, who provided the original training, is no longer available to accept the Senior NIDCAP Master Trainer-in-Training, the Senior NIDCAP Master Trainer-in-Training and his or her Training Center Director, must apply to the Chair of the NFI Quality Assurance Committee for the assignment of another Training Center and Senior NIDCAP Master Trainer to take on the training responsibility. It becomes the responsibility of the new Senior NIDCAP Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the Senior NIDCAP Master Trainer-in-Training wishes to activate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the Senior NIDCAP Master Trainer-in-Training and the new hospital setting in the design of

an application for Center Development and a training and development path for the Senior NIDCAP Master-Trainer-in-Training, in collaboration and consultation with the original Senior NIDCAP Master Trainer and/or a newly identified Senior NIDCAP Master Trainer.

QAT-I #008. Inactive Status of a Senior NIDCAP Master Trainer

In the event that a Senior NIDCAP Master Trainer moves to inactive status, i.e. suspends the role of an active Senior NIDCAP Master Trainer, or fails to make reasonable progress, a written document, signed by the respective Senior NIDCAP Master Trainer and his or her Training Center Director must be prepared, and sent to all those hospitals or settings where there reside trainees with whom the Senior Master Trainer and Training Center are engaged in active training relationships, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the Senior Master Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive Senior Master Trainer's current trainees. It is the responsibility of the Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the Board develop a plan for the completion of training for each of the respective trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new Senior NIDCAP Master Trainer(s) and Training Center(s) as appropriate. A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives.

When the inactive Senior NIDCAP Master Trainer is ready to reactivate Senior NIDCAP Master Trainer status, a document signed by the Senior NIDCAP Master Trainer, and his or her Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the Senior NIDCAP Master Trainer wishes to activate the original position in a different hospital setting than the original Training Center, the NFI Quality Assurance Committee Chair will assist the Senior NIDCAP Master Trainer and the new hospital setting in the path to Center Development and the Senior NIDCAP Master Trainer's reentry path in order to assure the Senior NIDCAP Master Trainer's security and up-to-date competence in the role as Senior NIDCAP Master Trainer at a certified NIDCAP Training Center.

QAT-I #009 – 014. NIDCAP Training Center Related Inactive Status Policies

QAT-I #009. Inactive Status of NIDCAP Training Centers in Development

In the event that a NIDCAP Training Center in Development chooses to move to inactive status, a written document, signed by the respective Directors of the NIDCAP Training Center in Development and of the respective NIDCAP Master Trainer and Training Center must be formulated and signed, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date, and reason for inactive status. Responsibility for the disposition of the respective NIDCAP Trainees involved is spelled out in QAT-I #001-004. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee, whose duty it is to inform the Board. The document will be deposited in the NFI Training Archives. Once the Center is ready to reactivate the

development process, the prospective Director of the NIDCAP Training Center in Development and the respective NIDCAP Trainers-in-Training must formulate a document stating date and commitment to reactivate the development status, sign it and apply to the Chair of the NFI Quality Assurance Committee for reactivation of the development process. The policies spelled out above in QAT-I #001-003 govern the reactivation of the Trainers-in Training at the reactivating Center in Development.

QAT-I #010. Inactive Status of NIDCAP Training Centers

In the event that a NIDCAP Training Center, - may it be the home of certified NIDCAP Trainers, NIDCAP Master Trainers-in-Training, NIDCAP Master Trainers, Senior NIDCAP Master Trainers-in-Training and/or Senior NIDCAP Master Trainers -, chooses to move to inactive status, a written document, signed by the Director of the NIDCAP Training Center must be formulated. The document must specify date and reason for inactive status. Responsibility for the disposition of respective active NIDCAP Trainees at the various training levels is spelled out above in QAT-I #005-006. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee, whose duty it is to inform the NFI Board. The document ultimately will be deposited in the NFI Training Archives. Once the Center is ready to reactivate the status as NIDCAP Training Center, the Director of the NIDCAP Training Center and the respective NIDCAP Trainers must formulate a document stating date and commitment to reactivate their status, sign it, and apply to the Chair of the NFI Quality Assurance Committee for reactivation of the Center. The policies spelled out above in QAT-I #004-008 govern the reactivation of NIDCAP Trainers at varying levels at reactivating Training Center.

QAT-I # 011 – 018. APIB Training Related Inactive Status Policies

QAT-I #011. Inactive Status of an APIB Professional-in-Training

In the event that an APIB Professional-in-Training moves to inactive status, i.e. suspends the role of an active APIB Professional-in-Training, or fails to make reasonable progress, a written document, signed by the respective trainee and his or her Supervisor, as well as the APIB Trainer and the APIB Training Center Director must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It becomes part of NFI Training Archives.

When the APIB Professional-in-Training wishes to reactivate the training relationship, a document signed by the Professional-in-Training, his or her Supervisor, and the Trainer and Training Center Director must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective APIB Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It becomes part of the NFI Training Archives. In the event that neither the Trainer nor another Trainer from within the Center that provided the original training, is still available to accept the APIB Professional-in-Training, the Professional-in-Training, and his or her Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the commitment of another Training Center and Trainer to take on the training responsibility. It becomes the responsibility of the new Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training

QAT-I #012. Inactive Status of an APIB Professional

In the event that an APIB Professional moves to inactive status, i.e. suspends the role of an active APIB Professional, or fails to make reasonable progress, a written document, signed by the respective APIB Professional and his or her Supervisor as appropriate, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date

and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

When the APIB Professional is ready to reactivate the original status, a document signed by the Professional, his or her Supervisor, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

When the APIB Professional wishes to reactivate the original position in a different hospital setting than the original certification and position was obtained, the NFI Quality Assurance Committee Chair will assist the APIB Professional and the new hospital setting in the design of a reentry path in order to assure the APIB Professional's security and up-to-date competence in the role as APIB Professional.

QAT-I #013. Inactive Status of an APIB Trainer-in-Training

In the event that an APIB Trainer-in-Training moves to inactive status, i.e. suspends the role of an active APIB Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective APIB Trainer-in-Training, his or her Supervisor as well as the Master Trainer and Master Training Center Director engaged in the training of the Trainer-in-Training, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event of unavailability of a certified Trainer at the Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees (APIB Professionals in training) of the inactive APIB Trainer-in-Training, and the NICU director and APIB coordinator of the Trainer and Training Center that provide continued training for the APIB Professionals-in-Training at the original site.

When the APIB Trainer-in-Training is ready to reactivate the original status, a document signed by the APIB Trainer-in-Training, his or her Supervisor, the APIB Master Trainer, and Training Center Director must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective APIB Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event that the APIB Master Trainer, who provided the original training, is no longer available to accept the APIB Trainer-in-Training, the APIB Trainer-in-Training, and his or her Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the commitment of another Training Center and APIB Master Trainer to take on the training responsibility. It becomes the responsibility of the new APIB Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the APIB Trainer-in-Training wishes to reactivate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the APIB Trainer-in-Training and the new hospital setting in the design of an application for APIB Center Development and a training and development path for the APIB-Trainer-in-Training, in collaboration with and consultation to the original APIB Master Trainer and/or a newly identified APIB Master Trainer.

QAT-I #014. Inactive Status of an APIB Trainer

In the event that an APIB Trainer moves to inactive status, i.e. suspends the role of an active APIB Trainer, or fails to make reasonable progress, a written document, signed by the respective APIB Trainer and his or her APIB Training Center Director must be prepared, and sent to all those hospitals or other settings where there reside Trainees with whom the APIB Trainer and Training Center are engaged in an active training relationship, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the APIB Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive trainer's current trainees. It is the responsibility of the APIB Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the APIB Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the Board develop a plan for the completion of training for each of the respective trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new APIB Trainer(s) and Training Center(s). A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives.

When the inactive APIB Trainer is ready to reactivate trainer status, a document signed by the APIB Trainer, and his or her APIB Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the APIB Trainer wishes to activate the original position in a different hospital setting than the original Training Center, the NFI Quality Assurance Committee Chair will assist the APIB Trainer and the new hospital setting in the path to APIB Training Center Development and the APIB Trainer's reentry path in order to assure the APIB Trainer's security and up-to-date competence in the role as APIB Trainer at a certified APIB Training Center.

QAT-I #015. Inactive Status of an APIB Master Trainer-in-Training

In the event that an APIB Master Trainer-in-Training moves to inactive status, i.e. suspends the role of an active APIB Master Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective APIB Master Trainer-in-Training, his or her Supervisor as well as the Senior APIB Master Trainer and the Training Center Director engaged in the training of the APIB Master Trainer-in-Training, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event of unavailability of a certified APIB Master Trainer at the APIB Master Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees of the inactive APIB Master Trainer-in-Training, and their NICU director and APIB coordinator, of the new APIB Master Trainer and Training Center that will provide continued APIB training for the trainees of the APIB Master Trainer-in-Training.

When the APIB Master Trainer-in-Training is ready to reactivate the original status, a document signed by the APIB Master Trainer-in-Training, his or her Training Center Director, Supervisor, and Senior APIB Master Trainer, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation.

The respective Senior APIB Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the Senior APIB Master Trainer, who provided the original training, is no longer available to accept the APIB Master Trainer-in-Training, the APIB Master Trainer-in-Training and his or her Training Center Director and Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the assignment of another Training Center and Senior APIB Master Trainer to take on the training responsibility. It becomes the responsibility of the new Senior APIB Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the APIB Master Trainer-in-Training wishes to activate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the APIB Master Trainer-in-Training and the new hospital setting in the design of an application for APIB Training Center Development and a training and development path for the APIB Master-Trainer-in-Training, in collaboration and consultation with the original Senior APIB Master Trainer and/or a newly identified Senior APIB Master Trainer.

QAT-I #016. Inactive Status of an APIB Master Trainer

In the event that an APIB Master Trainer moves to inactive status, i.e. suspends the role of an active APIB Master Trainer, or fails to make reasonable progress, a written document, signed by the respective APIB Master Trainer and his or her Training Center Director must be prepared, and sent to all those hospitals or other settings where there reside Trainees with whom the APIB Master Trainer and Training Center are engaged in a training relationship, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the APIB Master Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive APIB Master Trainer's current trainees. It is the responsibility of the Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the Board develop a plan for the completion of training for each of the respective trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new APIB Master Trainer(s) and/or Training Center(s). A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives.

When the inactive APIB Master Trainer is ready to reactivate APIB Master Trainer status, a document signed by the APIB Master Trainer, and his or her APIB Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the APIB Master Trainer wishes to activate the original position in a different hospital setting than the original Training Center, the NFI Quality Assurance Committee Chair will assist the APIB Master Trainer and the new hospital setting in the path to Center Development and the APIB Master Trainer's reentry path in order to assure the APIB Master Trainer's security and up-to-date competence in the role as APIB Master Trainer at a certified APIB Training Center.

QAT-I #017. Inactive Status of a Senior APIB Master Trainer-in-Training

In the event that a Senior APIB Master Trainer-in-Training moves to inactive status, i.e. suspends the role of an active Senior APIB Master Trainer-in-Training, or fails to make reasonable progress, a written document, signed by the respective Senior APIB Master Trainer-in-Training, his or her Supervisor as well as the APIB Training Center Director, must be prepared, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event of unavailability of a certified Senior APIB Master Trainer at the Senior APIB Master Trainer-in-Training's Training Center, the Chair of the NFI Quality Assurance Center will inform the trainees of the inactive Senior APIB Master Trainer-in-Training, and their NICU director and APIB coordinator, of the Senior Master Trainer and Training Center that will provide continued training for the inactive APIB Master Trainer-in-Training's trainees at all levels.

When the Senior APIB Master Trainer-in-Training is ready to reactivate the original status, a document signed by the Senior APIB Master Trainer-in-Training, his or her Training Center Director, and the Supervisor, and Senior APIB Master Trainer, who provides the training, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the reactivation. The respective Senior APIB Master Trainer must specify the course of reentry training agreed upon. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives. In the event that the Senior APIB Master Trainer, who provided the original training, is no longer available to accept the Senior APIB Master Trainer-in-Training, the Senior APIB Master Trainer-in-Training and his or her Training Center Director, and Supervisor must apply to the Chair of the NFI Quality Assurance Committee for the assignment of another Training Center and Senior APIB Master Trainer to take on the training responsibility. It becomes the responsibility of the new Senior APIB Master Trainer to review the training progress achieved prior to the move to inactive status, and to design the steps required to resume training.

In the event that the Senior APIB Master Trainer-in-Training wishes to activate the original position in a different hospital setting from the original, the NFI Quality Assurance Committee Chair will assist the Senior APIB Master Trainer-in-Training and the new hospital setting in the design of an application for APIB Center Development and a training and development path for the Senior APIB Master-Trainer-in-Training, in collaboration and consultation with the original Senior APIB Master Trainer and/or a newly identified Senior APIB Master Trainer.

QAT-I #018. Inactive Status of a Senior APIB Master Trainer

In the event that a Senior APIB Master Trainer moves to inactive status, i.e. suspends the role of an active Senior APIB Master Trainer, or fails to make reasonable progress, a written document, signed by the respective Senior APIB Master Trainer and his or her Training Center Director must be prepared, and sent to all those hospitals or settings where there reside trainees with whom the Senior APIB Master Trainer and Training Center are engaged in active training relationships, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date and reason for inactive status. A copy of the signed document and the list of hospitals and trainees affected by the Senior APIB Master Trainer's inactive status must be sent to the Chair of the NFI Quality Assurance Committee. Furthermore, the document must specify the status and disposition of the inactive Senior APIB Master Trainer's current trainees. It is the responsibility of the APIB Training Center Director to communicate in a timely manner to the Chair of the Quality Assurance Committee the APIB trainees' status and any plans that the Center may have in place for completion of the trainees' training. Should no plans be in place, it is the responsibility of the APIB Training Center Director to request that the Chair of the Quality Assurance Committee in deliberation with the

Board develop a plan for the completion of training for each of the respective APIB trainees. A written plan must be developed that specifies the trainees' names, locations, status of training, assignment of and transfer to the respective new Senior APIB Master Trainer(s) and Training Center(s) as appropriate. A copy of the signed document, co-signed by the respective trainees, must be forwarded to the Chair of the NFI Quality Assurance Committee. It serves as the official record of training disposition and will be deposited in the NFI Training Archives.

When the inactive Senior APIB Master Trainer is ready to reactivate Senior APIB Master Trainer status, a document signed by the Senior APIB Master Trainer, and his or her Training Center Director, must be prepared in order to document mutual knowledge and understanding of the situation and decision. The document must specify the date of the anticipated reactivation. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee. It is deposited in the NFI Training Archives.

In the event that the Senior APIB Master Trainer wishes to activate the original position in a different hospital setting than the original APIB Training Center, the NFI Quality Assurance Committee Chair will assist the Senior APIB Master Trainer and the new hospital setting in the path to Center Development and the Senior APIB Master Trainer's reentry path in order to assure the Senior APIB Master Trainer's security and up-to-date competence in the role as Senior APIB Master Trainer at a certified APIB Training Center.

QAT-I #019 – 020. APIB Training Center Related

QAT-I #019. Inactive Status of APIB Training Centers in Development

In the event that an APIB Training Center in Development chooses to move to inactive status, a written document, signed by the respective Directors of the APIB Training Center in Development and of the respective APIB Master Trainer and Training Center must be formulated and signed, in order to document mutual knowledge and understanding of the situation and decision. The document must specify date, and reason for inactive status. Responsibility for the disposition of the respective APIB Trainees involved is spelled out in QAT-I #001-004. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee, whose duty it is to inform the Board. The document will be deposited in the NFI Training Archives. Once the Center is ready to reactivate the development process, the prospective Director of the APIB Training Center in Development and the respective APIB Trainers-in-Training must formulate a document stating date and commitment to reactivate the development status, sign it and apply to the Chair of the NFI Quality Assurance Committee for reactivation of the development process. The policies spelled out above in QAT-I #001-003 govern the reactivation of the Trainers-in-Training at the reactivating Center in Development.

QAT-I #020. Inactive Status of an APIB Training Centers

In the event that an APIB Training Center, - may it be the home of certified APIB Trainers, APIB Master Trainers-in-Training, APIB Master Trainers, Senior APIB Master Trainers-in-Training and/or Senior APIB Master Trainers -, chooses to move to inactive status, a written document, signed by the Director of the APIB Training Center must be formulated. The document must specify date and reason for inactive status. Responsibility for the disposition of respective active APIB Trainees at the various training levels is spelled out above in QAT-I #005-006. A copy of the signed document must be sent to the Chair of the NFI Quality Assurance Committee, whose duty it is to inform the NFI Board. The document ultimately will be deposited in the NFI Training Archives. Once the Center is ready to reactivate the status as APIB Training Center, the Director of the APIB Training Center and the respective APIB Trainers must formulate a document stating date and commitment to reactivate their status, sign it, and apply to the Chair of the NFI Quality Assurance Committee for reactivation of the Center. The policies spelled out above in QAT-I #004-008 govern the reactivation of APIB Trainers at varying levels at reactivating Training Center.