



## **NFI Quality Assurance Training Policy QAT #003: NIDCAP Trainer**

### **Eligibility**

Persons eligible to apply for NIDCAP Trainer Certification are professionals who are associated with or on staff of a Newborn Intensive Care or Special Care Nursery that desires to develop or already has established a certified NIDCAP Training Center, are approved for training by the respective supervisors as well as the medical and nursing directors of the nursery, and have support for training to enhance their skills as NIDCAP professionals to a level sufficient to provide NIDCAP training and certification to other professionals.

### **Application Process**

A nursery's leadership team, its representative, and the professional, who seeks training to become a NIDCAP Trainer, contacts a NIDCAP Master Trainer and/or NIDCAP Master Training Center with a preliminary letter of intent that describes the circumstances and the goals of the training desired. Upon availability of the NIDCAP Master Trainer and with guidance to the applicant, the applicant submits to the Chair of the NFI Quality Assurance Committee a formal letter of intent and application to become a NIDCAP Training Center and develop one or two trainers, a site assessment, a 5-year financial and time plan, as well as the self-assessments of the professionals, who seek training to become NIDCAP Trainers. The Chair of the NFI Quality Assurance Committee reviews the submitted materials, in collaboration with the applicants assures their completeness, guides the applicants to secure the commitment of an APIB trainer and a NIDCAP Master Trainer, and presents the application to the Board for review, discussion and vote. If approved, the NIDCAP Training-Center-in-Development and the NIDCAP Trainers-in-Training proceed with the required steps of preparation as indicated and the required training steps.

NIDCAP Trainer Certification requires confidence and expertise in training and guiding other professionals to become certified NIDCAP Professionals.

### **Requirements for Reliability Certification of a NIDCAP Trainer**

Following are the required preparation and training components in which a NIDCAP Trainer-in-Training must demonstrate evidence of sufficient competency in order to achieve certification as a NIDCAP Trainer:

## 1. Preparation

- 1.1. Submission of the NIDCAP Professional's Advanced Practicum (AP) accompanied by the critical reviews of the respective NIDCAP Trainer, and by evidence of reliability achievement in the Advanced Practicum
- 1.2. Documentation of current or re-establishment of NIDCAP reliability
- 1.3. Submission of a current Self-Assessment of the Trainer-in-Training
- 1.4. Submission of a current Trainer-in-Training's Center Site Assessment
- 1.5. APIB Certification or Re-Certification  
This may be conducted by the respective NIDCAP Master Trainer should the respective NIDCAP Master Trainer be a certified APIB Trainer at the same time. Otherwise APIB training of the Trainer-in-Training may be conducted by an APIB Master Trainer associated with another Training Center. For the detailed process and requirements of APIB Trainer Development see the Policy on APIB Trainer Development.
- 1.6. Site Consultation by NIDCAP Master Trainer to the NIDCAP Training-Center-in-Development and the NIDCAP Trainer-in-Training.

## 2. Training

- 2.1. Preparation of NIDCAP Trainee Selection, NIDCAP Introductory Lecture, Introductory Workshop, Bedside Training, and Trainee Consultation and Feedback to be performed by the NIDCAP Trainer-in-Training.  
The NIDCAP Master Trainer guides the NIDCAP Trainer-in-Training in selection and review of the trainees' self-assessments, and in preparation of room set-up, time planning, and the required NIDCAP Introductory Lecture and Workshop materials, and of the Bedside Training. This preparation and guidance consists of the Master Trainer's discussion with, and critical review of the NIDCAP Trainer-in-Training's lecture outline and PowerPoint presentation, Workshop material outline, PowerPoint presentation, and review of the special preparations made for bedside training, as well as in feedback of plans for consultation to the trainees. The responsibility for the quality of training ultimately rests with the Master Trainer, who confers reliability to the Trainer-in-Training's trainees until the Trainer-in-Training is certified as independent Trainer.
- 2.2. On-Site Guidance of and Feedback to the Trainer-in-Training  
The Master Trainer observes and guides the Trainer-in-Training's Introductory Training Sessions with the two new trainees, conducted at the NIDCAP Training-Center-in-Development. Following the sequence of the introductory training components and the trainee guidance consultations conducted by the NIDCAP Trainer(s)-in-Training, the Master Trainer discusses and critically reviews these steps with the Trainer-in-Training, evaluates their adequacy and plans the next steps.

### 2.3. Support, Critical Review, and Guidance for the Trainer-in-Training in Support of Trainees' Observations and Reports

The Master Trainer is available to the Trainer-in-Training in the course of the training process of the trainees, and assists with problem solving, guidance and reviews, and guides feedback letter formulation, critical formal report reviews, and guidance.

### 2.4. Work Days

The Master Trainer guides, assists in planning and subsequently observes the Workdays conducted by the Trainer-in-Training with the trainees, and provides on-site guidance and feedback to the Trainer-in-Training regarding conduct of the Work Days. At least one Workday observed and critiqued by the Master Trainer is required; it must precede the Advanced Practica conducted by the trainees.

### 2.5. Advanced Practica

The Workday, when deemed adequate, is followed by the Trainer-in-Training's guidance and feedback, and subsequent planning and implementation of the NIDCAP Trainees' Advanced Practica. The Trainer-in-Training submits for critical review and evaluation the respective NIDCAP Trainees' Advanced Practica, which must be accompanied by the Trainer-in-Training's critical reviews and evaluations. The NIDCAP Master Trainer critically reviews the work submitted by the Trainer-in-Training, gives guidance and feedback and evaluates the work accomplished.

### 2.6. Reliability Days

The Master Trainer provides guidance and subsequently on-site supervision and feedback to the Trainer-in-Training for the Reliability Days conducted with the two trainees. Again this is followed by planning and guidance to the Trainer-in Training, who gives feedback to the Trainees, elicits their reflections on their accomplishments to this point, shares with them the decision as to their reliability and qualifications for certification, and plans with them the appropriate next steps as newly reliable NIDCAP professionals, as appropriate.

## 3. Processes

The processes involved in NIDCAP Trainer development consist of on-site contact work and long-distance work.

### 3.1. On-Site Contact

On-site contact of the NIDCAP Master Trainer and the Trainer-in-Training at the site of the NIDCAP Training Center-in-Development is required on average four to five times. Each contact session typically is four to five days in duration. The contact sessions are as follows:

#### 3.1.1. NIDCAP Site Consultation

#### 3.1.2. Introductory NIDCAP Training Supervision and Guidance;

#### 3.1.3. NIDCAP Workday Supervision and Guidance

#### 3.1.4. Final NIDCAP Reliability Supervision and Guidance

### 3.2. Long Distance Work

Long Distance work involves the work of the Master Trainer with the Trainer-in-Training, with the following components:

- 3.2.1. Master Trainer's Review and feedback to the Trainer-in-Training regarding the Trainees' self and site assessments; review of the Trainer-in-Training's work in guidance and critical evaluation of the NIDCAP Trainees' reports and Advanced Practica
- 3.2.2. Master Trainer's Review of the Trainer-in-Training's feedback letters to the NIDCAP Trainees
- 3.2.3. Master Trainer's Review of the Trainer-in-Training's correspondence, telephone discussions, and Trainer-in-Training's availability to the respective trainees.

## 4. Quality Control

Quality control consists of continued correspondence review and intermittent face-to-face contact and re-reliability sessions, as indicated to assure progress and growth in the provision of high quality training.

## 5. Costs

The Trainer-in-Training and his or her Training Center are responsible for the payment and reimbursement of the Master Trainer. Payment is expected as per the negotiated agreement between the respective parties. Minimum expectation is typically the level of the Master Trainer's current daily fee structure.

Site development and consultation to the site of the Trainer-in-Training is an integral requirement of the training process. It must be included in the initial cost projections for Training Center development, and Trainer training.