



NFI Quality Assurance Training Policy

QAT #004: APIB Trainer

Eligibility

Persons eligible to apply for APIB 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 APIB Training Center, who 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 and APIB professionals to a level sufficient to provide APIB training and certification to other professionals.

Application Process

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

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

Requirements for Reliability Certification of an APIB Trainer

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

1. Preparation

- 1.1. APIB reliability re-establishment with the APIB Master Trainer
- 1.2. Submission of a current Self-Assessment of the APIB Trainer-in-Training
- 1.3. Submission of a current APIB Trainer-in-Training's Center Site Assessment
- 1.4. Observation of APIB Master Trainer's Performance of the three formal components of APIB training, APIB Introductory Training Session, APIB Workday Session, and APIB Reliability Training Session.

This preparatory requirement may be accomplished concurrently with the APIB Trainer-in-Training's own training by the Master Trainer, yet each of the observation steps must precede the APIB Trainer-in-Training's own performance of this step. Scheduling of the observation steps as listed, requires that at minimum a half-day is set aside for the APIB Master Trainer's guidance to the APIB Trainer-in-Training following each of the Training Sessions observed. This serves to guide anticipatorily the Trainer-in-Training in his or her own preparation for the respective training step to be performed with his or her trainees.

- 1.5. Site Consultation by the APIB Master Trainer to the APIB Training-Center-in-Development and the APIB Trainer-in-Training

2. Training

- 2.1. Preparation of Selection of Two APIB Trainees, Preparation of Performance of APIB Introductory Training Sessions, APIB Workday Training Sessions, and APIB Reliability Training Sessions

The APIB Master Trainer guides the APIB Trainer-in-Training in selection and review of the APIB trainees' self-assessments, in preparation of room set-up, time planning, and the required APIB Introductory Training session and materials. This preparation and guidance consists of the Master Trainer's discussion with, and review of the special preparations necessary for APIB demonstration set-up, performance and scoring explanation, as well as of plans for consultation to the trainees. The responsibility for the quality of APIB training ultimately rests with the APIB Master Trainer, who confers reliability to the APIB Trainer-in-Training's trainees until the Trainer-in-Training is certified as independent APIB Trainer.

- 2.2. On-Site Guidance of and Feedback to the Trainer-in-Training

The APIB Master Trainer observes and guides the APIB Trainer-in-Training's Introductory Training Sessions with the two new trainees, conducted at the APIB Training-Center-in-Development. Following the sequence of the introductory training components and the trainee guidance conducted by the APIB Trainer-in-Training, the APIB Master Trainer

discusses and critically reviews the steps with the Trainer-in-Training, evaluates their adequacy and plans the next steps.

2.3. Critical Review and Guidance of Support for the APIB Trainees

The APIB Master Trainer is available to the APIB Trainer-in-Training in the course of the APIB trainees' training process and assists with problem solving, guidance and review, and guides feedback letter formulation.

2.4. Work Days

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

2.5. *Reliability Days*

The APIB Master Trainer provides guidance and subsequently on-site supervision and feedback to the APIB Trainer-in-Training for the APIB Reliability Days conducted by the APIB Trainer-in-Training with the two APIB trainees. Again this is followed by planning and guidance to the APIB Trainer-in-Training, who gives feedback to the APIB 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 APIB professionals, as appropriate.

3. Processes

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

3.1. On-Site Contact

On-site contact of the APIB Master Trainer and the APIB Trainer-in-Training at the site of the APIB Training Center-in-Development and at the site of the APIB Master Trainer's training activity (for the trainer preparation by observation) is required on average six times. Each contact session typically is three to four days in duration. They are as follows:

3.1.1. APIB Site Consultation

3.1.2. Observation of an Introductory APIB Training Session performed by the Master Trainer, followed by Debriefing and Guidance to the APIB Trainer-in-Training

3.1.3. Introductory APIB Training Session with Supervision and Guidance;

3.1.4. Observation of an APIB Workday Training Session performed by the APIB Master Trainer, followed by Debriefing and Guidance to the APIB Trainer-in-Training

3.1.5. APIB Workday Session with Supervision and Guidance

3.1.6. Observation of an APIB Reliability Training Session performed by the APIB Master Trainer, followed by Debriefing and Guidance to the APIB Trainer-in-Training

3.1.7. NIDCAP Reliability Session with Supervision and Guidance

3.2. Long Distance Work

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

3.2.1. The APIB Master Trainer's review and feedback to the APIB Trainer-in- Training regarding the Trainees' self and site assessments; review of the APIB Trainer-in-Training's work in guidance and critical evaluation of the APIB Trainees' administration, scoring and practice

3.2.2. The APIB Master Trainer's Review of the APIB Trainer-in-Training's feedback letters to the APIB Trainees

3.2.3. The APIB Master Trainer's Review of the APIB Trainer-in-Training's correspondence, telephone discussions, and APIB Trainer-in-Training's availability to the respective APIB trainees.

4. Quality Control

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

5. Costs

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

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