



NFI Quality Assurance Training Policy

QAT #008: NIDCAP Master Trainer

Eligibility

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

Application Process

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

NIDCAP Master Trainer Certification requires confidence and expertise in training and guiding other professionals to become certified NIDCAP Trainers and to develop certified NIDCAP Training Centers.

Requirements for Reliability Certification of a NIDCAP Master Trainer

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

1. Background Conditions

The following background conditions must be well understood agreed upon and met, in order to assure successful certification of a NIDCAP Master Trainer:

- 1.1. The Senior NIDCAP Trainers must demonstrate the ability to proactively seek, engage in and productively utilize supervision and mentorship from the Senior Master Trainer designated to provide the guidance training and supervision for NIDCAP Master Training Certification
- 1.2. The persons and centers involved in the NIDCAP Master Trainer training process, aside from the Senior NIDCAP Master Trainer, who provides the training, and the Senior NIDCAP Trainer, who seeks the training, are as follows:
 - 1.2.1. At minimum one, and preferably two NIDCAP Professionals, who seek and have been approved to receive training to certification as NIDCAP Trainers at a site that seeks and has been approved to develop a NIDCAP Training Center
 - 1.2.2. At least two professionals who qualify for and seek NIDCAP Professional Certification and will be trained by the NIDCAP Trainers-in-Training

The ultimate responsibility for the success of the training process at each of the levels rests with the supervising Senior NIDCAP Master Trainer. The Senior NIDCAP Master Trainer interacts directly with the NIDCAP Master Trainer-in-Training, who in turn is responsible for the training of the NIDCAP Trainers-in-Training, each of whom in the course of the training process trains two professionals to NIDCAP Professional certification.

2. Preparation

- 2.1. Re-establishment of the NIDCAP Master Trainer-in-Training's NIDCAP Trainer reliability with the Senior NIDCAP Master Trainer, by submission of a sample NIDCAP report by each of the NIDCAP Professionals, seeking to become NIDCAP Trainers, accompanied documentation of the Master Trainer-in-Training's guidance, critical appraisal, and NIDCAP re-certification of the Trainers-in-Training.
- 2.2. Submission of evidence of reliability achievement in the Advanced Practicum, or performance and submission of an Advanced Practicum conducted by the Trainers-in-Training, with subsequent certification by the Master Trainer-in-Training.
- 2.3. Submission of current Self-Assessment of the Master Trainer-in-Training, and the Self Assessments of the Trainers-in-Training, which have been submitted to the Master Trainer-in-Training
- 2.4. Submission of a current Site Assessments of the NIDCAP Master Trainer-in-Training's Center and of the NIDCAP Trainers-in-Trainings' Center
- 2.5. Site Consultation to the NIDCAP Training Center-in-Development jointly conducted by the NIDCAP Master Trainer-in-Training and the Senior Master Trainer
- 2.6. APIB Re-certification of the NIDCAP Master Trainer in Training

3. Training

3.1. Preparation and Guidance by the Senior Master Trainer to the Master Trainer-in-Training in Guiding the NIDCAP Trainers-in-Training with Preparation of Introductory Lecture, Workshop and Bedside Training, and in Reviewing all Audio-Visual Materials. This preparation and guidance consists of the Senior NIDCAP Master Trainer's discussion, and critical review of the Master Trainer-in-Training's support to the lecture outlines and PowerPoint presentations, Workshop material outlines, PowerPoint presentations, and review of the special preparation for bedside training, that the NIDCAP Trainers-in-Training are preparing.

3.2. On-Site guidance and Feedback to the Master Trainer-in-Training

The Senior NIDCAP Master Trainer observes and guides the Master-Trainer-in-Training's guidance and supervision to the Trainers-in-Training in terms of the Introductory Training Sessions for each of two trainees. The Senior Master Trainer reviews the training and debriefs with the Master Trainer-in-Training after the new NIDCAP Trainer(s)-in-Training has observed and supported the full sequence of introductory training components as well as the site consultations.

3.3. Support, Critical Review, and Guidance by the Senior Master Trainer to the Master Trainer-in-Training in support to the Trainers-in-Training in turn in support of their trainees' observations and write-ups.

The Senior Master Trainer is available to the Master Trainer-in-Training in the course of the training process of the Trainer-in-Training with the new trainees, and assists with problem solving, guidance, review of feedback letters and critical formal reviews.

3.4. Submission to the Senior Master Trainer for Review and Feedback of two of the NIDCAP Trainees' Reports

The new Trainees' reports are to be edited and critiqued by the respective NIDCAP Trainer-in-Training, and subsequently edited and critically reviewed by the Master Trainer-in-Training before they are submitted with the pertinent review and appraisal documentation

3.5. Work Days

The Senior Master Trainer gives on-site guidance and feedback to the Master Trainer-in-Training for the Workdays conducted by the respective NIDCAP Trainers-in-Training with their two trainees. This is followed by the Senior Master Trainer's guidance to feedback and planning of the NIDCAP Master Trainer-in-Training's guidance and feedback to the NIDCAP Trainer-in-Training's feedback to and guidance of the NIDCAP Trainees Advanced Practica.

3.6. Advanced Practica

The Senior Master Trainer supervises and guides the NIDCAP Master Trainer-in-Training in the critical review and evaluation of the respective NIDCAP Trainees' Advanced Practica, which are to be accompanied by the critical reviews and evaluations by their respective NIDCAP Trainers-in-Training, and the critical review and evaluation by the NIDCAP Master Trainer-in-Training.

3.7. Reliability Days

The Senior Master Trainer provides on-site supervision, guidance and feedback to the Master Trainer-in-Training for the Reliability Days conducted by the respective NIDCAP Trainer-in-

Training with his or her two trainees. Again this is followed by guidance, feedback and planning of next steps for the NIDCAP professionals.

3.8 APIB Trainer Training

All new NIDCAP Master Trainers must be certified as APIB Trainers. APIB trainer training may be conducted by the respective Senior NIDCAP Master Trainer should the Senior NIDCAP Master Trainer be a certified APIB Master Trainer at the time. Otherwise the APIB Trainer training of the NIDCAP Master Trainer-in-Training may be conducted by the APIB Master Trainer associated with the respective Senior Master Trainer. APIB Trainer Training for the NIDCAP Master Trainer-in-Training may occur at the Site of the NIDCAP Trainers-in-Training, who must achieve APIB Reliability in fulfillment of the training requirements to become a NIDCAP Trainer. For the detailed processes and requirements of APIB Trainer Development, see NFI Policy QAT #004 APIB Trainer.

4. Processes

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

4.1. On-Site Contact

On-Site Contact is required at minimum eleven times for the two NIDCAP Trainers-in-Training when the Master Trainer-in-Training works at the Site of the NIDCAP Trainers-in-Training. While NIDCAP Trainer development for each Trainer-in-Training involves separate training sessions, the APIB Training of both NIDCAP Trainers-in-Training may be accomplished jointly. Thus the overall total number of on site contacts may be reduced to at minimum 11 contact sessions. Each of the contact sessions is typically four to five days in duration.

On-Site Contact is furthermore required at minimum six times for the Senior Master Trainer and the Master Trainer-in-Training when the Master Trainer-in-Training works at the site of the NIDCAP Trainers-in-Training. This includes APIB Trainer Training of the NIDCAP Master Trainer.

4.1.1. Master Trainer-in-Training Contact at the Site of the NIDCAP Trainers-in-Training is required for the following training components:

- 4.1.1.1. NIDCAP Re-Certification with the Trainers-in-Training, followed by Site Consultation
- 4.1.1.2. Introductory NIDCAP Training Supervision and Guidance
- 4.1.1.3. NIDCAP Workday Supervision and Guidance
- 4.1.1.4. Final NIDCAP Reliability Supervision and Guidance
- 4.1.1.5. APIB Introductory Training of the NIDCAP Trainers-in-Training
- 4.1.1.6. APIB Work Day Training of the NIDCAP Trainers-in-Training
- 4.1.1.7. APIB Reliability Training of the NIDCAP Trainers-in-Training

4.1.2. Simultaneous Senior Master Trainer and Master Trainer-in-Training On-Site Contact at the Site of the NIDCAP Trainers-in-Training is required for the following training components:

- 4.1.2.1. Introductory NIDCAP Training Supervision and Guidance
- 4.1.2.2. NIDCAP Workday Supervision and Guidance
- 4.1.2.3. Final NIDCAP Reliability Supervision and Guidance
- 4.1.2.4. APIB Introductory Training of the NIDCAP Trainers-in-Training
- 4.1.2.5. APIB Work Day Training of the NIDCAP Trainers-in-Training
- 4.1.2.6. APIB Reliability Training of the NIDCAP Trainers-in-Training

4.2. Long Distance Work

Long Distance work involves the work of the Senior Master Trainer with the Master Trainer-in-Training, who in turn accomplishes much of the training work with the NIDCAP Trainers-in-Training by long distance communication. The components involved must include at minimum the following:

- 4.2.1. Senior Master Trainer's review of the Master Trainer-in-Training's work in review and critical evaluation of the NIDCAP Trainers-in-Trainings' Advanced Practica. Review and feedback to the Master Trainer-in-Training regarding the Trainers-in-Training self and site assessments
- 4.2.2. Senior Master Trainer's Review of the Master Trainer-in-Training's feedback letters to the NIDCAP Trainers-in-Training, as well as of the Master Trainer-in-Training's review of the NIDCAP Trainers-in-Trainings' feedback letters to their trainees
- 4.2.3. Senior Master Trainer's Review of the Master Trainer-in-Training's review of and feedback to at minimum two of each of the NIDCAP Trainer-in-Training's reviews of their respective NIDCAP Trainees' reports.
- 4.2.4. Senior Master Trainer's Review of the Master Trainer-in-Training's review of and feedback to at least one of each of the NIDCAP Trainer-in-Training's reviews of their respective NIDCAP Trainees' Advanced Practicum.
- 4.2.5. Senior Master Trainer's Review of the Master Trainer-in-Training's review of correspondence, telephone discussions, and Senior Master Trainer and Master Trainer-in-Training availability as indicated to their respective trainees.

5. Quality Control

Quality control must consist of continued correspondence review and intermittent face-to-face contact and re-reliability sessions as indicated in order to assure progress and growth in the provision of high quality training at all levels.

6. Costs

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

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

The nursery and hospital and/or the NIDCAP Professional-in-Training are responsible for the payment and reimbursement of the NIDCAP Trainer-in-Training. Payment is expected as per the negotiated agreement between the respective parties. Expectations are typically in keeping with other training centers and trainers' fee structures in the same geographical area.

Site development and consultation to the sites of the Master Trainer-in-Training, the NIDCAP Trainer-in-Training and the NIDCAP Professional-in-Training must be integrated into the process. Typically a visit by the Senior NIDCAP Master Trainer is required to the site of the NIDCAP Master Trainer-in-Training for planning and development of an implementation strategy of the training process and the center's capacity. It should be included in the initial cost projections for Master Trainer and Master Training Center development.