



## **NFI Quality Assurance Training Policy**

### **QAT #009: APIB Master Trainer**

#### **Eligibility**

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

#### **Application Process**

A nursery's leadership team, its representative, and the professional, who seeks training to become an APIB 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 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 develop an APIB Master Trainer and become an APIB 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 an APIB 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 APIB Master Trainer, and presents the application to the Board for review, discussion and vote. If approved, the APIB Master Trainer-in-Training and the APIB Master Training Center-in-Development proceed with the required steps of preparation and the required training steps outlined below.

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

#### **Requirements for Reliability Certification of an APIB Master Trainer**

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

## 1. Background Conditions

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

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

The ultimate responsibility for the success of the training process at each of the levels rests with the supervising Senior APIB Master Trainer. The Senior APIB Master Trainer interacts directly with the APIB Master Trainer-in-Training, who in turn is responsible for the training of the APIB 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 APIB Reliability among the APIB Trainer seeking to become certified as APIB Master Trainer and the Senior APIB Master Trainer. This requires at minimum a two and a half day training session. APIB re-certification of the APIB Master Trainer-in-Training must be achieved, before the next steps may be taken.
- 2.2. Submission to the Senior APIB Master Trainer of a current Self-Assessment of the APIB Master Trainer-in-Training, and the Self Assessments of the APIB Trainers-in-Training, which have been submitted to the APIB Master Trainer-in-Training
- 2.3. Submission to the Senior APIB Master Trainer of a current Site Assessments of the APIB Master Trainer-in-Training's Center and of the APIB Trainer-in-Trainings' Centers
- 2.4. Site Consultation to the APIB Training Center-in-Development jointly conducted by the APIB Master Trainer-in-Training and the Senior APIB Master Trainer

### 3. Training

- 3.1. Preparation and Guidance by the Senior APIB Master Trainer to the APIB Master Trainer-in-Training in Guiding the APIB Trainers-in-Training with Preparation of Environment Set-up, Administration and Scoring of the APIB

The preparation and guidance consists of the Senior APIB Master Trainer's discussion, and critical review of the APIB Master Trainer-in-Training's support and review of the special preparation for APIB training, that the APIB Trainers-in-Training are expected to perform

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

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

- 3.3. Support, Critical Review, and Guidance by the Senior APIB Master Trainer to the APIB Master Trainer-in-Training in support to the APIB Trainers-in-Training in turn in support of their APIB trainees' practice in APIB administration and scoring

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

- 3.4. Work Days

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

- 3.5. Reliability Days

The Senior APIB Master Trainer provides on-site supervision, guidance and feedback to the APIB Master Trainer-in-Training for the APIB Reliability Days conducted by the respective APIB Trainer-in-Training with his or her two API trainees. Again this is followed by guidance, feedback and planning of next steps for the APIB professionals.

### 4. Processes

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

#### 4.1. On-Site Contact

On-Site Contact is required at minimum eight times for the Senior APIB Master Trainer, the APIB Master Trainer-in-Training, and two APIB Trainers-in-Training, who each work with two APIB Trainees. The sessions occur at the APIB Trainees' sites. APIB Master Trainer Training involves the development for two separate APIB Trainers requiring separate on-site contact sessions. Each of the contact sessions is typically three to four days in duration.

Contact is required for the following training components:

- 4.1.1. APIB Re-Certification with the APIB Trainers-in-Training, followed by Site Consultation
- 4.1.2. Introductory APIB Training Supervision and Guidance
- 4.1.3. APIB Workday Supervision and Guidance
- 4.1.4. Final APIB Reliability Supervision and Guidance

#### 4.2. Long Distance Work

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

- 4.2.1. Review and feedback to the APIB Master Trainer-in-Training regarding the APIB Trainer-in-Trainings' self and site assessments
- 4.2.2. The APIB Senior Master Trainer's Review of the APIB Master Trainer-in-Training's feedback letters to the APIB Trainers-in-Training, as well as of the APIB Master Trainer-in-Training's review of the APIB Trainers-in-Trainings' feedback letters to their trainees
- 4.2.3. The APIB Senior Master Trainer's Review of the APIB Master Trainer-in-Training's review of correspondence, telephone discussions, and APIB Senior Master Trainer and APIB Master Trainer-in-Training's 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 APIB training at all levels.

### 6. Costs

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

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agreement between the respective parties. Minimum expectation is typically at the level of the APIB Master Trainer-in-Training's current daily training fee level and the fee level for and consultations.

The nursery and hospital and/or the APIB Professional-in-Training are responsible for the payment and reimbursement of the APIB 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 APIB Master Trainer-in-Training, the APIB Trainer-in-Training and the APIB Professional-in-Training must be integrated into the process. Typically a visit by the Senior APIB Master Trainer is required to the site of the APIB 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 of APIB Master Trainer and APIB Master Training Center development.