



## **NFI Quality Assurance Training Policy**

### **QAT #012: NIDCAP Training Center**

A Newborn Intensive Care Nursery (NICU) that has developed the resources and advanced level leadership staff and NIDCAP training required to provide developmental care in the NIDCAP model may consider the establishment of a NIDCAP Training Center. The requirements for moving to the establishment of a NIDCAP Training Center foremost include the commitment and resources to develop the expertise required for NIDCAP Trainer Certification and NIDCAP Training Center Certification as well as the commitment and resources required to teach, guide, nurture, consult to, and advise professionals in other NICU settings.

The development of NIDCAP Trainers hinges on the identification of two or more advanced level clinicians, who have the capacity and support to become certified NIDCAP trainers and will provide such education, training, and consultation for others, as well as the identification and development of and support to an interdisciplinary leadership group that promotes NIDCAP care implementation, and continuous skill and support development in an integrated framework throughout all aspects of care and environment. The medical and nursing directors of the NICU must be in full support of, and agreement, not only with the goals of the NIDCAP approach, but also with the opening of the NICU to professionals from other institutions for consultation, teaching and demonstration. Providing information and consultation, and hosting trainees from outside of one's own nursery requires additional special staff support as well as special support towards the development of model environments and care delivery.

The specific requirements for NIDCAP Training Center certification are as follows:

#### **1. Leadership and Trainer Requirements**

- 1.1. At minimum one, and commitment to develop a second NIDCAP Trainer certified in accordance with NFI Policy QAT #003.
- 1.2. Evidence of the establishment of at least 1.0, preferable 2.0 or more Full Time Effort (FTE) NIDCAP Trainer Positions with commensurate competitive salary support  
le 2.0 or more Full Time Effort (FTE) NIDCAP Trainer Positions with commensurate competitive salary support
- 1.3. Appointment of a NIDCAP Training Center Director, who has the ultimate responsibility for the appropriate organization, conduct, and quality control of all training performed by the Center's NIDCAP Trainers, and who is responsive and responsible to the NIDCAP Federation International. The NIDCAP Training Center Director is typically an advanced

degree professional, PhD, MD, CEO with a full-time appointment and security at the respective institution.

- 1.4. Appointment of a NIDCAP Training Center Medical Director and a Director of Nursing who take responsibility for and assure the appropriate interface between the NIDCAP Training Program and the management of the NICU itself, and who furthermore are available to the medical and nursing directors and/or other professionals from other nurseries for consultation and guidance regarding the meaning, development and support of a NIDCAP Training Center. These two positions should be filled at the discretion of the respective Nursery's Medical Director and Nurse Manager or Director of Nursing in collaboration with the NIDCAP Training Center Director.

## 2. Center Identity and Financial Requirements

- 2.1. Designation of an official NIDCAP Training Center Name and evidence of a training-center-specific NIDCAP Professional Certificate designed in accordance with and approved by the NFI
- 2.2. Commitment to timely issuance of the training-center-specific NIDCAP Professional Certificate to those NIDCAP Professionals, who achieve NIDCAP certification under the auspices of the respective NIDCAP Training Center
- 2.3. Evidence of establishment of a secure institutional financial base and independent fund for the support of the NIDCAP Training Center, the revenue for which is independent of the income generated by the fees charged for training
- 2.4. Evidence of competitive, appropriate and institutionally approved Training Fee and Fee Management Structures that include specific decisions and guidelines regarding the authority over the NIDCAP Training Center Fund

## 3. Training Center and NFI Relationship

- 3.1. Mandatory NFI membership for all NFI-certified NIDCAP Trainers, NFI approved NIDCAP Trainers-in-Training, and NIDCAP Training Center Directors; mandatory NFI membership for all NFI-certified NIDCAP Training Centers
- 3.2. Mandatory annual attendance at the NIDCAP Trainers Meeting of all NIDCAP Training Center Directors, NFI-certified NIDCAP Trainers and NFI board-approved NIDCAP Trainers-in-Training; exceptions are governed by NFI Membership Policy. NIDCAP Training Center Medical and Nursing Director(s) are encouraged to attend the Annual NIDCAP Trainers Meeting
- 3.3. Mandatory remittance of annual center-dues for each certified NIDCAP Training Center; mandatory remittance of annual individual member-dues for each certified NIDCAP Trainer and NFI approved NIDCAP Trainer-in Training; exceptions are governed by the NFI Membership Policy.

#### 4. Space, Facility and Infra-Structure Requirements

- 4.1. Evidence of appropriate NIDCAP Training Center office space for the NIDCAP Center Director, NIDCAP Trainers and Trainers-in-Training, with availability of private space for the communication of confidential information by telephone and in person as indicated
- 4.2. Evidence of private appropriate meeting spaces for NIDCAP Training Center members, as well as for training conducted with trainers-in-training, and others as indicated
- 4.3. Evidence of the development of and the skill and staff allocation available for the timely and accurate management of the NFI-required NIDCAP Training Data Base
- 4.4. Evidence of appropriate space and storage cabinets for training materials and training supplies
- 4.5. Evidence of sufficient secretarial support for the handling of training and Center related correspondence, duplication of materials, billing, travel arrangements, etc.

#### 5. Communication Requirements

##### 5.1. With the NFI

- 5.1.1. Commitment to provide relevant information and communication in a timely manner to the NFI's Executive Director and the Chair of the NFI Quality Assurance Committee, as it pertains to significant changes, developments, incidents and other events that concern the NIDCAP Training Center, its Directors and/or Trainers and Trainers-in-Training as well as the respective nursery site.
- 5.1.2. Commitment to communicate directly with the President of the NFI as indicated

##### 5.2. Within the NIDCAP Training Center and with Training Sites and Trainees

- 5.2.1. Regularly scheduled meetings among each Center's Directors and Trainers
- 5.2.2. Adherence to the document entitled: *Outline of NIDCAP Training Process: Joint Guide for Trainers and Site Organizers* (see Training Center Development Binder), which provides guidelines for the new Trainer and assists with planning and communication with the training site
- 5.2.3. Commitment to follow each training session, on-site and off-site, with a written feedback letter. The letter must be copied and sent to the respective Trainer's NIDCAP Master Trainer for feedback until the Master Trainer indicates that the Trainer has achieved sufficient expertise in providing such training feedback letters. All feedback letters must be copied and sent to the NFI Executive Director for deposit in the NFI Archives and for spot-review by the Chair of the NFI Quality Assurance Committee.

- 5.2.4. Commitment to review regularly the progress of Trainees-in-Training and their maintenance of planned timelines
  - 5.2.5. Commitment to set up re-reliability touch points and monitor ongoing progress and growth, once Trainees are reliable
6. Requirements for Continuing Education as well as Trainer and Director Personal Growth and Development
- 6.1. Commitment to be mindful of the time and emotional investment that is entailed with any trainee and site a NIDCAP Trainer takes on for training; the long-term relationship formed by necessity must limit the number of Centers with which a Trainer responsibly may work
  - 6.2. NIDCAP Training Center and/or individual NIDCAP Trainer Re-certification on a regular basis as decided by the NIDCAP Training Center's NIDCAP Master Trainer, and/or when specified in pertinent NFI Guidelines
  - 6.3. Development and utilization of reliably and regularly available opportunities for reflective processing, review and mentorship support available at minimum to the NIDCAP Trainers and the Center's Directors, preferably also to the staff and leadership of the nursery site
  - 6.4. Commitment to annual NIDCAP Training Center and NIDCAP Trainer Self- and Site Assessments; these serial assessments assure the Training Center's, the Trainers' and the Site's continued development and growth.