



NFI Quality Assurance Training Policy

QAT #013: APIB Training Center

A Newborn Intensive Care Nursery (NICU) that has developed the resources and advanced level leadership staff, NIDCAP and APIB training required to provide developmental care in the NIDCAP model may consider the establishment of an APIB Training Center. The requirements for moving to the establishment of an APIB Training Center foremost include the commitment and resources to develop the expertise required for APIB Trainer Certification and APIB 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 APIB Trainers hinges on the identification of two or more advanced level clinicians, who have the capacity and support to become certified APIB trainers and will provide such education, training, and consultation for others. The medical and nursing directors of the NICU must be in full support of, and agreement with, not only the goals of the APIB, but also with the opening of the NICU to professionals from other institutions for consultation, teaching and demonstration of the APIB. 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 APIB Training Center certification are as follows:

1. Leadership and Trainer Requirements

- 1.1. At minimum one APIB Trainer certified in accordance with NFI Policy QAT #004.
- 1.2. Evidence of the establishment of a salaried position or component or a secure consultation arrangement for the APIB Trainer Position with commensurate competitive salary and/or reimbursement support.
- 1.3. Appointment of an APIB Training Center Director, who has the ultimate responsibility for the appropriate organization, conduct, and quality control of all training performed by the Center's APIB Trainer, and who is responsive and responsible to the NIDCAP Federation International. The APIB Training Center Director is typically an advanced degree professional, PhD, MD, CEO with a full-time appointment and security at the respective institution. The APIB Training Center Director and the NIDCAP Training Center Director may be combined in the same person.

- 1.4. Appointment of an APIB Training Center Medical Director and a Director of Nursing who take responsibility for and assure the appropriate interface between the APIB 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 an APIB 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 APIB Training Center Director.

2. Center Identity and Financial Requirements

- 2.1. Designation of an official APIB Training Center Name and evidence of a training-center-specific APIB Professional Certificate designed in accordance with and approved by the NFI.
- 2.2. Commitment to timely issuance of the training-center-specific APIB Professional Certificate to those APIB Professionals, who achieve APIB certification under the auspices of the respective APIB Training Center.
- 2.3. Evidence of establishment of a secure institutional financial base and independent fund for the support of the APIB 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 APIB Training Center Fund.

3. Training Center and NFI Relationship

- 3.1. Mandatory NFI membership for all NFI-certified APIB Trainers, NFI approved APIB Trainers-in-Training, and APIB Training Center Directors; mandatory NFI membership for all NFI-certified APIB Training Centers. When APIB and NIDCAP Trainers and NIDCAP and APIB Training Centers are represented by the same person(s) or Center only one of the respective Trainer and Center fees is mandatory.
- 3.2. Mandatory annual attendance at the NIDCAP Trainers Meeting of all APIB Training Center Directors, NFI-certified APIB Trainers and NFI board-approved APIB Trainers-in-Training; exceptions are governed by NFI Membership Policy. APIB Training Center Medical and Nursing Director(s) are encouraged to attend the Annual NIDCAP Trainers Meetings.
- 3.3. Mandatory remittance of annual center-dues for each certified APIB Training Center; mandatory remittance of annual individual member-dues for each certified APIB Trainer and NFI approved APIB Trainer-in Training; exceptions are governed by the NFI Membership Policy. Only one annual fee is due for a NIDCAP Training.

4. Space, Facility and Infra-Structure Requirements

- 4.1. Evidence of appropriate APIB Training Center office space for the APIB Center Director, APIB 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 APIB 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 APIB 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 APIB 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. 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 APIB 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.
- 5.2.3. Commitment to review regularly the progress of Trainees-in-Training and their maintenance of planned timelines.
- 5.2.4. 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 an APIB 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. APIB Training Center and/or individual APIB Trainer Re-certification on a regular basis as decided by the APIB Training Center's APIB 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 APIB Trainer(s) and the Center's Directors, preferably also to the staff and leadership of the nursery site.
 - 6.4. Commitment to annual APIB Training Center and APIB Trainer Self- and Site Assessments; these serial assessments assure the Training Center's, the Trainers' and the Site's continued development and growth.