



NFI Quality Assurance Training Policy

QAT # 014: NIDCAP Master Training Center

A Newborn Intensive Care Nursery (NICU) that has developed the resources and advanced level leadership staff and a NIDCAP Training Center in accordance with NFI QAT #012, may consider the establishment of a NIDCAP Master Training Center. The requirements for moving to the establishment of a NIDCAP Master Training Center foremost include the commitment and resources to develop the expertise required for repeated 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 a NIDCAP Master Trainer hinges on the identification of an advanced level clinician, who has the capacity and support to become a certified NIDCAP Master Trainer in accordance with NFI QAT #008 and who will provide such education, training, and consultation for others, as well as the identification and development of and support to interdisciplinary leadership groups that promote NIDCAP care implementation, and continuous skill and support development in integrated frameworks throughout all aspects of care and environments. The medical and nursing directors of the NICU must be in full support of, and agreement with, not only 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 Master Training Center certification are as follows:

1. Leadership and Trainer Requirements

- 1.1. At minimum one NIDCAP Master Trainer certified in accordance with NFI Policy QAT #008
- 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
- 1.3. Appointment of the NIDCAP Training Center Director to NIDCAP Master Training Center Director with the ultimate responsibility for the appropriate organization, conduct, and quality control of all training performed by the Center's NIDCAP Trainers and the NIDCAP Master Trainer, and with the responsibility to the NIDCAP Federation International. The NIDCAP Master Training Center Director, in analogy to the NIDCAP Center Director, typically is an advanced degree professional, PhD, MD, CEO with a full-time appointment and security at the respective institution.

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1.4. Appointment of the NIDCAP Training Center Medical Director and the Director of Nursing to NIDCAP Master Training Center Medical Director and Director of Nursing with analogous responsibilities as before for the appropriate interface between the NIDCAP Master Training Program and the management of the NICU itself, and availability 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 Master Training Center Director.

2. Center Identity and Financial Requirements

2.1. The official NIDCAP Training Center Name is to be retained for the NIDCAP Master Training Center; evidence of a training-center-specific NIDCAP Trainer Certificate and NIDCAP Training Center Certificate designed in accordance with and approved by the NFI

2.2. Commitment to timely issuance of the training-center-specific NIDCAP Trainer Certificates to those NIDCAP Trainers, who achieve NIDCAP Trainer certification under the auspices of the respective NIDCAP Master Training Center

2.3. Evidence of establishment of a secure institutional financial base and independent fund for the support of the NIDCAP Master 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. Master Training Center and NFI Relationship

3.1. Mandatory NFI membership for all NFI-certified NIDCAP Master Trainers, NIDCAP Trainers, NFI approved NIDCAP Trainers-in-Training, and NIDCAP Master Training Center and NIDCAP Center Directors; mandatory NFI membership for all NFI-certified NIDCAP Master Training Centers and NIDCAP Training Centers

3.2. Mandatory annual attendance at the NIDCAP Trainers Meeting of all NIDCAP Master Training Center Directors, NFI-certified NIDCAP Master Trainers, NIDCAP Trainers, NFI and board-approved NIDCAP Trainers-in-Training; exceptions are governed by NFI Membership Policy. NIDCAP Master Training Center and 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 Master Training Center and NIDCAP Training Center, mandatory remittance of annual individual member-dues for each certified NIDCAP Master Trainers, NIDCAP Trainers and NFI approved NIDCAP Trainers-in Training; exceptions are governed by NFI Membership Policy.

4. Space, Facility and Infra-Structure Requirements

- 4.1. Evidence of appropriate NIDCAP Master Training Center office space for the NIDCAP Center Director, NIDCAP Master Trainer, 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 Master 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 Master 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 Master 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 applies in analogy to the new Master 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 Master Trainer's Senior NIDCAP Master Trainer for feedback until the Senior Master Trainer indicates that the Master 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 Trainers-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 Trainers are reliable.

6. Requirements for Continuing Education as well as Master Trainer and Director Personal Growth and Development

6.1. Commitment to be mindful of the time and emotional investment that is entailed with any trainer in training and center in development a NIDCAP Master Trainer takes on for training; the long-term relationship formed by necessity must limit the number of Centers with which a Master Trainer responsibly may work.

6.2. NIDCAP Master Training Center and/or individual NIDCAP Master Trainer Re-certification on a regular basis as decided by the NIDCAP Master Training Center's Senior 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 Master Trainer and NIDCAP Trainers and the Center's Directors, preferably also to the staff and leadership of the nursery site.

6.4. Commitment to annual NIDCAP Master Training Center and NIDCAP Master Trainer Self- and Site Assessments; these serial assessments assure the Master Training Center's, the Master Trainers' and Site's continued development and growth.