



NFI Quality Assurance of Training Policy - NNACP Site Reviewer (QAT-NNSR)

The requirements for certification as a NIDCAP Nursery Assessment and Certification Program (NNACP) Site Reviewer demand a keen sense for observation; an astute, reflective and integrative mind; generosity and creativity in support and facilitation of change; and the motivation to guide others in their collaborative journey to achieve a consistently high level of NIDCAP care within their nursery systems.

Eligibility Requirements

The NNACP Site Reviewer applicant must meet the following criteria:

1. Professional Credentials

NFI Certified NIDCAP Trainer (at any level) in good standing;

(OR)

NFI Certified NIDCAP Professional in good standing, with 10+ years of in-depth experience working in or being affiliated with a nursery system that strives to implement and/or evaluate the process of developmental care implementation in the NIDCAP model, e.g. Nurse Manager, NIDCAP Training Center Nursing or Medical Director; NIDCAP Professional engaged in promoting NIDCAP work in a Newborn Intensive and/or Special Care Nursery (NICN/SCN).

2. Affiliation

Affiliated with or on leave/retired from an accredited hospital system that provides care to preterm newborn infants under 1,500 grams and/or under 30 weeks gestation either from birth on (NICU, Level III Nursery) or in a convalescent mode (Level II Nursery; step-down nursery); and/or provides care for infants who require intensive or specialized medical care.

3. Qualifications

- 3.1. Supports the overall goals and objectives of the NNACP;
- 3.2. Available for national/international travel to conduct NNACP Site Review Visits;
- 3.3. Possesses the prerequisite experience to execute the responsibilities of an NNACP Site Reviewer that include, but are not limited to:
 - 3.3.1. Review and evaluate nursery applicants' NNACP Applications: Parts I & II;
 - 3.3.2. Assess the quality of care provided by a nursery with regard to the nursery's environment, the infant, the family, and the professionals and staff that care for the infant and family;
 - 3.3.3. Conduct interviews with nursery professional/staff, hospital administration, family members; and
 - 3.3.4. Review/evaluate medical charts, hospital policies and procedures, mission statements, etc.
- 3.4. Available for in-person/teleconference/e-communication meetings with the NNACP Site Review Team during the application and review process.
- 3.5. Available to offer guidance to those nurseries for which the review process indicates that further work is required before NIDCAP Nursery Certification will be achieved.

Application Process

Those who meet the Eligibility Requirements may submit a formal application to the NNACP Director. The NNACP Steering Committee reviews all applications for approval. Applicants whose submissions are approved will be notified by the NNACP Director. Should the Committee recommend the candidate receive further support and education, and/or reflective process and preparation work, [e.g. attendance at NNACP Workshop(s); mentoring by a NIDCAP Trainer; and/or further NIDCAP Training], specific guidance will be offered for the applicant's next steps of growth and development.

Requirements for Certification of an NNACP Site Reviewer

The NNACP Site Reviewer must fulfill the following:

1. Preparation

- 1.1. Review all NNACP Application and Review Process materials;
- 1.2. Complete Required Reflective Readings;
- 1.3. Participate in *Training the NNACP Site Reviewer: An Introductory Workshop*.

2. Training

- 2.1. Participate as an NNACP Site Reviewer for *two* applicant nurseries. For each nursery, successfully accomplish the following:
 - 2.1.1. Review and evaluate the application documents submitted by the applicant nursery.
 - 2.1.2. Prepare for the NNACP Site Review Visits (logistical arrangements; review of Schedule)
 - 2.1.3. Participate in Site Review Visit (2-3 days) (Including, but not limited to: conducting interviews with nursery staff; observing environment, caregiving and interactions; observing daily rounds; reviewing NICU policies and medical charts)
 - 2.1.4. Participate in the Site Review Team Meeting following visit to unit.
 - 2.1.5. Score the nursery utilizing the *Nursery Assessment Manual*
 - 2.1.6. Assist with the final summation of results in preparation of the Summary Report
- 2.2. Submit *A Reflective Journal: Experiencing the NNACP Application and Review Process* within one week after submission of each of the two nursery's NNACP Summary Reports.

3. Evaluation Process

- 3.1. Meeting of acceptable standards of evaluation. The following components are evaluated for each of the two nursery visits:
 - 3.1.1. The strengths and challenges of the applicant NNACP Site Reviewer as observed over the course of the Site Review Preparation, Visit and Integration work.
 - 3.1.2. The applicant Site Reviewer's reflection of their nursery assessment as recorded in *A Reflective Journal: Experiencing the NNACP Application and Review Process*.
- 3.2. Formal Evaluation Report. Following each nursery site visit, a formal evaluation report is prepared for review by the NNACP Steering Committee. After the first nursery site review a determination is made whether to invite to participate in the required second site review.

Note: In the event that the candidate is deemed to profit from further support and education, reflective process work, and/or attendance in NNACP Workshop(s), further mentoring by a NIDCAP Trainer, and/or further NIDCAP Training, specific guidance will be offered to the applicant for his/her next steps of growth and development. Upon completion of the recommended steps and the NNACP Director and Steering Committee's deliberation the candidate may be invited to participate in a new Site Visit, which may constitute the applicant's first successful Site Visit. He/she subsequently would be invited to participate in the required second Site Review Visit.

4. Certification

The NNACP Steering Committee makes the final decision on NNACP Site Reviewer Certification and informs the NFI Board of Directors. The Board confers formal certification on the applicant as NNACP Site Reviewer.

Mentorship

Mentorship is a key component of the Site Reviewer certification process. Since the training process includes the active participation of the applicant Site Reviewer in the assessment of two nurseries seeking NFI NIDCAP Nursery Certification, the guided partnership between them and the NNACP Director and the NNACP Site Reviewers assigned to evaluate them, becomes integral to the success of the training process.

Time Commitment & Training Costs

An estimate of the amount of professional time required to accomplish all training requirements and responsibilities is calculated to be more than 200 hours. The process of certification as an NNACP Site Reviewer is estimated to take approximately two years.

All training and mentorship support is provided free of financial cost to the candidate. For the live NNACP Site Review Visits, all travel expenses and NNACP Site Reviewer fees are paid by the nursery applicant seeking NFI-NIDCAP Nursery Certification.

Annual Certification Renewal of the NNACP Site Reviewer

Annual certification renewal follows the prescribed NFI guidelines for NNACP Site Reviewer Certification Renewal.