

THE STATE OF OHIO
TRAIN-THE-TRAINER PROGRAM
CURRICULUM STANDARDS

**TRAIN-THE-TRAINER PROGRAM- CURRICULUM STANDARDS
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TOPIC AREA I - PROGRAM OVERVIEW - Standard I.1

Required Time: The required time for Program Overview content 0.5 classroom hours.

Standard I.1 - Program Overview

The individuals who will be attending the Train-the-Trainer (TTT) Program will have a variety of educational backgrounds and experiences in long-term care. Some will be persons experienced in training nurse aides, while others will be just beginning. The TTT program contains a program overview that shall include:

- benefits of the TTT program;
- objectives of the TTT program; and
- an overview of the principal activities that will take place during the 28 hours of the TTT including expectations for completion of assignments, the trainer competency examination and the use of the training manual.

TOPIC AREA II - FOUNDATION OF THE TRAINING AND COMPETENCY EVALUATION PROGRAM - Standard II.1

Required Time: The required time for Foundation of the Training and Competency Evaluation Program content is 2.0 classroom hours.

Standard II.1 - Basic Training and Competency Evaluation Program Requirements

The basic Training and Competency Evaluation (TCE) program requirements range from the qualifications of the Primary Coordinator (PC) and Primary Instructor (PI) to the standards, performance objectives and the required hours for each topic area. The TTT program helps the PC and/or PI to obtain a working knowledge of the TCE program requirements through subject matter that shall:

- define the facility and non-facility based TCE program;
- define the PC and PI, including their responsibilities for the overall accountability of the program;
- record retention and other legal responsibilities, including review of the Nurse Practice Act;
- define guest lecturer, skills testing and nurse aide competency evaluation;
- provide a copy of and discuss TCE Program Standards and required hours;
- provide a copy of and discuss the TCE Program Guidelines;
- define the orientation program;
- discuss in-service requirements (12 hours annually);
- discuss the 75-hour requirement and the flexibility of the 75-hour TCE program in regard to topic area content;
- discuss the topic area divisions and hour requirements for the TCE program;
- explain selection of subject matter for class presentation;
- discuss the components of classroom and clinical instruction and the ratios of PCs and/or PIs to trainees in each setting;
- explain and discuss skills testing, including the difference between skills testing and the competency evaluation conducted by the Director of Health;
- discuss legal aspects of working as a nurse aide, including abuse, neglect and misappropriation of property; the nurse aide registry; and the employment verification required every 24 consecutive months; and
- review Chapters 3701-17 and 3701-18 of the Ohio Administrative Code rules, which govern the TTT and TCE programs.

TOPIC AREA III - THE FRAMEWORK FOR TRAINING - Standard III.1 - III.4

Required Time: Required time for The Framework for Training content is 3.5 classroom hours.

Standard III.1 - Trainee Profile

The PC and/or PI must have a basic understanding of the typical nurse aide's level of training ability and major job duties. The TTT program shall contain subject matter that describes:

- general trends in long-term care;
- the demographic profile of the nurse aide; and
- major categories of the nurse aide's job.

Standard III.2 - Stress Management

Faculty and participants are part of the changes that have been occurring in long-term care. Change can be positive or negative, but invariably causes some degree of stress for everyone involved. The TTT program will contain subject matter on stress management that shall include:

- definitions of stress;
- responses to stress;
- the effect of stress on learning and testing; and
- demonstrations of techniques that can be used to manage stress.

Standard III.3 - High School Learners to Adults

The PC and/or PI must be prepared to apply various training strategies and techniques and work with different types of training media. The TTT program shall contain subject matter that discusses:

- the differences between adolescent and adult learning;
- the nature of the adult learner;
- principles of teaching and learning in the training environment; and
- types of behaviors that are involved in the learning process.

Standard III.4 - Competency Evaluation Preparation

TCE programs should provide an opportunity for their trainees to practice taking the objective test and the skills demonstration test prior to the competency evaluation. The TTT program shall contain subject matter that discusses:

- planning and conducting competency preparation sessions emphasizing the process of competency evaluation by development of tools, e.g., checklist to evaluate return demonstrations;
- using vendor prepared objectives and skills testing materials/programs in providing competency evaluation practice opportunities for the actual state administered competency evaluation; and
- providing overview of current competency evaluation contractor, including the process for registering the nurse aide for testing.

**TOPIC AREA IV - THE TRAINING ENVIRONMENT - CLASSROOM AND CLINICAL -
Standard IV.1**

Required Time: The required time for The Training Environment – Classroom and Clinical content is 1.5 classroom hours.

Standard IV.1 - The Training Environment

The training environment for the TCE program should enhance rather than detract from the training experience. Sufficient space and equipment should be available and trainers should know how to use these resources to their maximum potential. The TTT program shall contain subject matter that addresses the opportunity to practice the following:

- assessing the training environment;
- utilizing techniques and options to arrange the training environment to enhance the training experience including: theater, classroom, conference (U-shaped), broken U, circle and sunburst arrangements;
- using audio-visual equipment; and
- developing and using training materials, including but not limited to: handouts, posters, bulletin boards, overhead transparencies, blackboards (white boards, flip charts), slides, tapes, filmstrips and videotape films.

TOPIC AREA V - THE COURSE MATERIAL DESIGN AND DEVELOPMENT PROCESS - Standard V.1 - V.4

Required Time: The required time for The Course Material Design and Development Process content is 4.5 hours. The required classroom development time is 2.0 hours. The required practice time or time for an equivalent presentation is 2.5 hours.

Standard V.1 - Organizing, Developing and Individualizing a TCE Program

Although the TCE program standards specify the material that must be included in a TCE program, conducted in the State of Ohio, there is opportunity for individual content input. This individual content input can reference specific resident population care needs. The TTT program shall contain subject matter that addresses the opportunity to practice:

- exercises that will enable participants to organize, develop and individualize a topic area and/or subject matter component of a TCE program.

Standard V.2 - Identifying Training Needs

The identification of TCE program needs in Ohio is a two step process. The first step involves understanding that the TCE program standards regulate the basic material. The second step involves understanding how flexible the design and development of TCE programs can be in relation to the required material. The TTT program shall contain a review and discussion of:

- TCE Program Standards and Guidelines as the basic identification of needs for the TCE program, (these are to be made available to every participant);
- TCE Program Guidelines as an optional tool that can be used to interpret the TCE Program Standards; and
- a presentation and discussion of a method(s) that can be used to identify training needs of nurse aides in long-term care facilities so that the TCE program can be personalized to individual facility or local community (non-facility based) needs.

Standard V.3 - Designing the Training Program

The design of the training program involves the organization of the subject matter and, in effect creates the blueprint for the training course. The TTT program shall contain subject matter that presents:

- a step by step process for the design and content organization of a TCE program, allocating required hours;
- the discussion of how to incorporate the individual facility or local community nurse aide training needs into the TCE program;
- a practice session for writing performance (behavioral) objectives; and
- a discussion and presentation of the written performance objectives by each participant.

Standard V.4 - Identifying and Maintaining Resources

Resource material and individuals who can act as sources of knowledge for TCE program content are important in developing a quality TCE program. The TTT program shall contain subject matter that addresses:

- the various types of content material resources;
- the discussion of ways to maintain and organize those resources and contacts for future reference;
- purchasing, as opposed to building a TCE program;
- the identification of vendor resources; and
- the networking strategies that can be used as resources to help develop or maintain a PC's and/or PI's TCE program.

TOPIC AREA VI - IMPLEMENTATION AND EVALUATION - Standard VI.1 - VI.4

Required Time: The required time for Implementation and Evaluation is 2.5 hours. The required classroom development time is 1.0 hour. The required skills practice implementation time is 1.5 hours.

Standard VI.1 - Instructional Techniques

Planning the delivery of subject matter and selecting instructional techniques are basic to the successful presentation of the subject matter. The TTT program shall contain:

- descriptions of a variety of instructional techniques that include but are not limited to: lectures, directed discussions, role playing, demonstrations, simulations, nursing rounds (nursing care conference) and peer instruction.

Standard VI.2 - Clinical Experience

Clinical experience is a part of the TCE program that gives trainees an opportunity to work directly with residents and staff of the long-term care facility. It is important that this experience be positive for the trainee and safe for the residents, other staff and the trainee. The TTT program shall contain subject matter that discusses:

- the use of the clinical experience in the training environment;
- items to consider when planning the clinical experience;
- advantages and disadvantages of the clinical experience in the training setting;
- the written clinical site agreement; and
- the requirement that only a PC or PI may evaluate clinical experience.

Standard VI.3 - Clinical Skills Testing and Checklist Development and Use

Skills' testing is an important part of the TCE program. Trainees cannot perform skills without direct supervision unless those skills have been tested by a qualified individual and the trainee has successfully completed those skills. Also, skills' testing serves as a benchmark of the trainee's progress and an opportunity for the trainee to practice taking such a test before taking the competency evaluation conducted by the Director. The TTT program shall contain:

- definition of skills testing that is applicable to Ohio's TCE program; a description of an appropriate way to conduct a skills test;
- a discussion of how to develop and implement a skills checklist that can be used for nurse aide skills testing;
- suggestions of ways to evaluate, for use in a TCE program, checklists that are prepared by outside sources (commercial, vendors, schools, training programs);

- a discussion of how to properly report and record the results of the skills test; and
- adequate opportunity for the participants to develop at least one checklist for a task that could be part of the participant's TCE program.

Standard VI.4 - General Principles of Program/Content Evaluation

The evaluation of program and content is an ongoing and necessary element of providing a successful training program. It provides both the presenter and the designer the opportunity to assess the success of their training strategy. The results of the evaluation may lead to changes in course design and/or presentation as well as future goals. The TTT program shall contain subject matter that discusses:

- general principles of training program evaluation that are appropriate for individual topic areas; and
- overall program evaluations by instructors and participants.

**TOPIC AREA VII - PRESENTATION PRACTICE - FORMAL PRESENTATION - Standard II.1
- VII.2**

Required Time: The required time for the Presentation Practice – Formal Presentation content is 7.5 hours. The required classroom development time is 3.0 hours. The required skills practice implementation time is 4.5 hours or 30 minutes minimum per participant.

Standard VII.1 - Presentation Skills

Individuals who will be conducting Ohio approved TCE programs must develop sound presentation skills. The TTT program contains subject matter that describes the basic presentation structure of open, body and closing components of a presentation, including actual practice sessions of presenting subject matter to their classmates.

Standard VII.2 - Skill Practice

- During a TTT program, all participants shall:
- complete preparation of the TCE program topic area/subject matter component for classroom presentation and competency evaluation;
- deliver presentations of the TCE program to be critiqued by the other participants and the faculty two times, once after receiving the initial critique;
- provide critical written feedback to other participants regarding material preparation and presentation; and
- receive critical written feedback on material preparation and presentation of materials from the other participants and the faculty.

TOPIC AREA VIII - REVIEW OF OHIO ADMINISTRATIVE CODE RULES (Chapters 3701-17 and 3701-18) - Standard VIII.1

Required Time: The required time for Review of Ohio Administrative Code rules is 2.0 Classroom hours.

Standard VIII.1 - Review of Ohio Administrative Code Rules

The individuals who will be designing, implementing and administering each TCE program must understand what is expected of them. Their role as either PCs or PIs includes responsibilities beyond actually teaching nurse aides. There are federal regulations and state laws that these individuals must comply with in order for the TCE program to be approved and re-approved. The TTT program shall contain:

- a review and discussion of the Ohio Administrative Code rules 3701-18-01 to 3701-18-27 and 3701-17-07.1;
- a discussion of the current testing contractor, with review of the actual testing process; and
- a discussion of the PC/PI's responsibilities to assist trainees in completing their registration form for the competency evaluation program.

TRAIN-THE-TRAINER PROGRAM TOPIC AREA HOURS

This chart illustrates the number of hours allotted to each Topic Area including both classroom and clinical time. Regardless of how you organize your material for the TTT program, you must devote at least the required amount of time to each Topic Area listed. The difference between the 24 required hours and the total program's 28 hours (4 hours) may be utilized as deemed necessary and appropriate by the faculty.

	Minimum Classroom	Minimum Practice	Total
<u>Required Required Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
II. Program Overview	0.5	0	0.5
II. Foundation of the TCE Program	2.0	0	2.0
III. The Framework for Training	3.5	0	3.5
IV. The Training Environment - Classroom and Clinical	1.5	0	1.5
V. The Course Material Design and Development Process	2.0	2.5	4.5
VI. Implementation and Evaluation	1.0	1.5	2.5
VII. Presentation Practice and Formal Presentation	3.0	4.5*	7.5
VIII. Review of O.A.C. Rules – Chapters 3701-17 and 3701-18	2.0	0	2.0
<u>TOTAL HOURS</u>	<u>15.5</u>	<u>8.5</u>	<u>24.0</u>

* At a minimum, 0.5 hours per participant.

TRAIN-THE-TRAINER PROGRAM CURRICULUM

TOPIC AREA _____ STANDARD _____ REQUIRED TIME _____

Objective	Content Curriculum	Classroom Hours	Clinical Hours	Instructor Name & Title	Method of Evaluation

(Please make copies as needed)