

First Aid and Choking

Prepare the Train-the-Trainer curriculum proposal using the content requirements listed below. There are five topical areas that must be included in your curriculum. Include a copy of the proposal with this application.

NOTE: The department-approved curriculum is available from the Wisconsin CBRF Training Registry.

Content Requirements by Topical	Description of Program Requirements
<p>1. Regulatory Background – Two hours</p> <p>Curriculum should include information on all CBRF First Aid and choking regulatory requirements and an overview of each. Include regulatory and standards of practice website locations and/or other resources.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Ch. DHS 83, WI Administrative Rules for CBRFs (all sections pertaining to First Aid and Choking) <ul style="list-style-type: none"> 83.02 – Definitions (applicable to program content) 83.12 – Investigation, notification and reporting requirements (applicable to program content) 83.20– Department approved training (applicable to program content) 83.24– Exemptions (applicable to program content) 83.25– Continuing education (applicable to program content) 83.26 - Documentation 83.32 – Residents rights 83.35 – Assessment, individual service plan and evaluations (applicable to program content) 83.37 – Medications 83.38 – Program services 83.39 – Infection control • Ch. 50.035(1), Stats – Personnel training • Include copies of any handouts you plan to provide to students.
<p>2. First Aid and Choking Principles and Program Training – Four hours</p> <p>The instructor must present the four-hour registry approved standardized curriculum. Use the additional two hours to present curriculum designed to enhance the students' core competency in the program area.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Include the two-hour enhanced curriculum that you will incorporate in order to increase the students' knowledge and skills of the two-hour standardized curriculum. • It is not necessary to include the two-hour department-approved First Aid and Choking curriculum in your proposal. You may reference that material by page number or section to clarify how you plan to incorporate enhanced curriculum into this section. • Include copies of all handouts you plan to provide to students.

Train-the-Trainer Course Requirements

<p>3. Training Techniques and Principles of Adult Learning – Two hours</p> <p>The purpose of the module is to provide students with the resources to become effective instructors.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include the two-hour curriculum that will provide students with the skills necessary to become effective instructors of the program. When possible, incorporate the First Aid and Choking curriculum, including activities. Topics may include, but are not limited to:</p> <ul style="list-style-type: none">• Adult learning principles• Classroom-style training/physical environment• Identifying and responding to learning style differences• Use of audio-visual aids• Facilitating active participation• Asking and responding to questions• Using the Facilitator and Participant Guides• Class preparation; materials and resources needed <p>Include copies of all handouts you plan to provide to students.</p>
<p>4. Presentation Practice – Minimum of 15 minutes per student</p> <p>Each student must have an opportunity to practice presenting a portion of the four-hour First Aid and Choking curriculum to the rest of the class.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include a description of how you will facilitate the practice component and provide effective feedback to students.</p>
<p>5. Performance and Retention Assessment</p> <p>Time allocated for skills assessment is in addition to Parts 1 – 4.</p>	<p>Include a description of how the program will accurately assess and document in writing that each student acquired the skill and knowledge necessary to become a proficient instructor of the First Aid and Choking curriculum. Assessment tools may include, but are not limited to: presentations, practice assessments, written or oral tests, etc.</p>

Train-the-Trainer Course Requirements

Standard Precautions Curriculum Requirements

Prepare the Train-the-Trainer curriculum proposal using the content requirements listed below. There are five topical areas that must be included in your curriculum. Include a copy of the proposal with this application.

NOTE: The department-approved curriculum is available from the Wisconsin CBRF Training Registry.

Content Requirements by Topical Area	Description of Program Requirements
<p>1. Regulatory Background – 1 hour</p> <p>Curriculum should include information on all CBRF Standard Precautions regulatory requirements and an overview of each. Include regulatory and standards of practice website locations and/or other resources.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Ch. DHS 83, WI Administrative Rules for CBRFs (all sections pertaining to Standard Precautions) <ul style="list-style-type: none"> 83.02 – Definitions (applicable to program content) 83.17(2) – Employee health communicable disease control 83.19 – Orientation 83.20 – Department approved training 83.23 – Employee supervision 83.24 – Exemptions 83.25 – Continuing education 83.26 – Documentation 83.28(4) – Admission procedures; health screening 83.39 – Infection control program 83.41(1) – Food service general requirements (applicable to program content) 83.41(3) – Sanitation and safety 83.44 – Laundry services 83.45 – Building maintenance and site (applicable to program content) • Ch. 50.035(1), Stats – Personnel training • Occupational Safety and Health Administration (OSHA) standards of practice related to bloodborne pathogens • Centers for Disease Control (CDC) standards of practice for hand hygiene and use of gloves • Include copies of any handouts you plan to provide to students.
<p>2. Standard Precautions Principles and Program Training – 3 hours</p> <p>The instructor must present the 2-hour department-approved standardized curriculum. Use the additional hour to present curriculum designed to enhance the students' core competency in the program area.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion</p>	<ul style="list-style-type: none"> • Include the 1-hour enhanced curriculum that you will incorporate in order to increase the students' knowledge and skills of the 2-hour standardized curriculum. Emphasize skill demonstration instruction (e.g., hand hygiene, gloving). • It is not necessary to include the 2-hour department-approved Standard Precautions curriculum in your proposal. You may reference that material by page number or section to clarify how you plan to incorporate enhanced curriculum into this section. • Include copies of all handouts you plan to provide to students.

Train-the-Trainer Course Requirements

<p>3. Training Techniques and Principles of Adult Learning – 2 hours</p> <p>The purpose of the module is to provide students with the resources to become effective instructors.</p> <p>NOTE: Include the name of the instructor(s) who will conduct this portion of the training.</p>	<p>Include the 2-hour curriculum that will provide students with the skills necessary to become effective instructors of the program. When possible, incorporate the Standard Precautions curriculum, including activities. Topics may include, but are not limited to:</p> <ul style="list-style-type: none"> • Adult learning principles • Classroom-style training/physical environment • Identifying and responding to learning style differences • Use of audio-visual aids • Facilitating active participation • Asking and responding to questions • Using the Facilitator and Participant Guides • Class preparation; materials and resources needed <p>Include copies of all handouts you plan to provide to students.</p>
<p>4. Presentation Practice – Minimum of 15 minutes per student</p> <p>Each student must have an opportunity to practice presenting a portion of the 2-hour Standard Precautions curriculum to the rest of the class.</p> <p>NOTE: Include the name of the instructor(s) who will conduct this portion of the training.</p>	<p>Include a description of how you will facilitate the practice component and provide effective feedback to students.</p>
<p>5. Performance and Retention Assessment</p> <p>Time allocated for skills assessment is in addition to Parts 1 – 4.</p>	<p>Include a description of how the program will accurately assess and document in writing that each student acquired the skill and knowledge necessary to become a proficient instructor of the Standard Precautions curriculum. Assessment tools may include, but are not limited to: presentations, practice assessments, written or oral tests, etc.</p>

Train-the-Trainer Course Requirements

Medication Administration Curriculum Requirements

Prepare the Train-the-Trainer curriculum proposal using the content requirements listed below. There are five topical areas that must be included in your curriculum. Include a copy of the proposal with this application.

NOTE: The department-approved curriculum is available from the Wisconsin CBRF Training Registry.

Content Requirements by Topical Area	Description of Program Requirements
<p>1. Regulatory Background – 2 hours</p> <p>Curriculum should include information on all CBRF Medication Administration regulatory requirements and an overview of each. Include regulatory and standards of practice website locations and/or other resources, including drug reference tools.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Ch. DHS 83, WI Administrative Rules for CBRFs (all sections pertaining to Medication Administration) <ul style="list-style-type: none"> 83.02 – Definitions (applicable to program content) 83.12 – Investigation, notification, and reporting requirements (applicable to program content) 83.19 – Orientation 83.20 – Department approved training 83.23 – Employee supervision 83.24 – Exemptions 83.26 – Documentation 83.32 – Resident rights (applicable to program content) 83.35 – Assessment, individual service plan and evaluations (applicable to program content) 83.37 – Medications 83.38 – Program services (applicable to program content) 83.39 – Infection control program 83.42 – Resident records • Ch. 50.035(1), Stats – Personnel training • Ch. 50.035(5), Stats – Reports of death required • Ch. 50.09, Stats – Rights of residents • Include copies of any handouts you plan to provide to students.
<p>2. Medication Administration Principles and Program Training – 13 hours</p> <p>The instructor must present the 10-hour department-approved standardized curriculum. Use the additional 3 hours to present curriculum designed to enhance the students' core competency in the program area.</p> <p>NOTE: Include the names of the</p>	<ul style="list-style-type: none"> • Include the 3-hour enhanced curriculum that you will incorporate in order to increase the students' knowledge and skills of the 10-hour standardized curriculum. Emphasize skill demonstration instruction (e.g., administration techniques, documentation requirements.) • It is not necessary to include the 10-hour department-approved Medication Administration curriculum in your proposal. You may reference that material by page number or section to clarify how you plan to incorporate enhanced curriculum into this section. • Include copies of all handouts you plan to provide to students.

Train-the-Trainer Course Requirements

<p>3. Training Techniques and Principles of Adult Learning – 2 hours</p> <p>The purpose of the module is to provide students with the resources to become effective instructors.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include the 2-hour curriculum that will provide students with the skills necessary to become effective instructors of the program. When possible, incorporate the Medication Administration curriculum, including activities. Topics may include, but are not limited to:</p> <ul style="list-style-type: none"> • Adult learning principles • Classroom-style training/physical environment • Identifying and responding to learning style differences • Use of audio-visual aids • Facilitating active participation • Asking and responding to questions • Using the Facilitator and Participant Guides • Class preparation; materials and resources needed <p>Include copies of all handouts you plan to provide to students.</p>
<p>4. Presentation Practice – Minimum of 15 minutes per student</p> <p>Each student must have an opportunity to practice presenting a portion of the 10-hour Medication Administration curriculum to the rest of the class.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include a description of how you will facilitate the practice component and provide effective feedback to students.</p>
<p>5. Performance and Retention Assessment</p> <p>Time allocated for skills assessment is in addition to Parts 1 – 4.</p>	<p>Include a description of how the program will accurately assess and document in writing that each student acquired the skill and knowledge necessary to become a proficient instructor of the Medication Administration curriculum. Assessment tools may include, but are not limited to: presentations, practice assessments, written or oral tests, etc.</p>

Train-the-Trainer Course Requirements

Fire Safety Curriculum Requirements

Prepare the Train-the-Trainer curriculum proposal using the content requirements listed below. There are five topical areas that must be included in your curriculum. Include a copy of the proposal with this application.

NOTE: The department-approved curriculum is available from the Wisconsin CBRF Training Registry.

Content Requirements by Topical Area	Description of Program Requirements
<p>1. Regulatory Background – 2 hours</p> <p>Curriculum should include information on all CBRF Fire Safety regulatory requirements and an overview of each. Include regulatory and standards of practice website locations and/or other resources, including NFPA and USFA.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Ch. DHS 83, WI Administrative Rules for CBRFs (all sections pertaining to Fire Safety) <ul style="list-style-type: none"> 83.02 – Definitions (applicable to program content) 83.04 – Licensing categories 83.12 – Investigation, notification and reporting requirements (applicable to program content) 83.13 – General records, retention and posting (applicable to program content) 83.19 – Orientation (applicable to program content) 83.20 – Department approved training (applicable to program content) 93.23 – Employee supervision 83.24 – Exemptions (applicable to program content) 83.25 – Continuing education (applicable to program content) 83.35 – Assessment, individual service plan and evaluations (applicable to program content) 83.36 – Staffing requirements 83.42 – Resident records (applicable to program content) 83.44 – Housekeeping services (applicable to program content) 83.46 – Building support systems 83.47 – Fire Safety requirements 83.48 – Fire protection systems 83.49 – Alternative requirements to a sprinkler system in a small class C CBRF 83.51 – Area of refuge 83.59 – Exits and passageways • Ch. 50.035(1), Stats – Personnel training • Ch. 50.035(2), Stats – Fire protection • Ch. 50.035(4), Stats – Fire notice • National Fire Protection Association (NFPA) standards of practice

Train-the-Trainer Course Requirements

<p>2. Fire Safety Principles and Program Training – 6 hours</p> <p>The instructor must present the 4-hour department-approved standardized curriculum. Use the additional 2 hours to present curriculum designed to enhance the students' core competency in the program area.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<ul style="list-style-type: none"> • Include the 2-hour enhanced curriculum that you will incorporate in order to increase the students' knowledge and skills of the 4-hour standardized curriculum. • It is not necessary to include the 4-hour department-approved Fire Safety curriculum in your proposal. You may reference that material by page number or section to clarify how you plan to incorporate enhanced curriculum into this section. • Include copies of all handouts you plan to provide to students.
<p>3. Training Techniques and Principles of Adult Learning – 2 hours</p> <p>The purpose of the module is to provide students with the resources to become effective instructors.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion of the training.</p>	<p>Include the 2-hour curriculum that will provide students with the skills necessary to become effective instructors of the program. When possible, incorporate the Fire Safety curriculum, including activities. Topics may include, but are not limited to:</p> <ul style="list-style-type: none"> • Adult learning principles • Classroom-style training/physical environment • Identifying and responding to learning style differences • Use of audio-visual aids • Facilitating active participation • Asking and responding to questions • Using the Facilitator and Participant Guides • Class preparation; materials and resources needed <p>Include copies of all handouts you plan to provide to students.</p>
<p>4. Presentation Practice – Minimum of 15 minutes per student</p> <p>Each student must have an opportunity to practice presenting a portion of the 4-hour Fire Safety curriculum to the rest of the class.</p> <p>NOTE: Include the names of the instructor(s) who will conduct this portion</p>	<p>Include a description of how you will facilitate the practice component and provide effective feedback to students.</p>
<p>5. Performance and Retention Assessment</p> <p>Time allocated for skills assessment is in addition to Parts 1 – 4.</p>	<p>Include a description of how the program will accurately assess and document in writing that each student acquired the skill and knowledge necessary to become a proficient instructor of the Fire Safety curriculum. Assessment tools may include, but are not limited to: presentations, practice assessments, written or oral tests, etc.</p>

Train-the-Trainer Course Requirements

General Train-the-Trainer Program Requirements

- Each participant's identity must be confirmed (e.g., driver's license, employer statement, etc.).
- The entire curriculum must be presented in person. No distance learning or video-based versions of this training are permitted.
- The minimum length of the Standard Precautions Train-the-Trainer course is 6 hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every 2 hours. Meal breaks are not included.
- The minimum length of the Medication Administration Train-the-Trainer course is 17 hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every 2 hours. Meal breaks are not included.
- The minimum length of the Fire Safety Train-the-Trainer course is 10 hours plus a minimum of 15 minutes practice time per student. This may include one 15-minute break every 2 hours. Meal breaks are not included.
- The minimum length of the First Aid and Choking Train-the-Trainer course is eight hours. This may include one 15-minute break every two hours. Meal breaks are not included.
- Instructors must assess the proficiency level of students after taking the course using the method outlined in the approved Train-the-Trainer curriculum. If a written test is used, instructors must monitor the students to assure independent responses. Time allocated for testing is in addition to the eight-hour curriculum and practice time.
- Students must be strongly encouraged to complete an independent online evaluation after completing the course. The approved program will ensure that each student is provided with the written information necessary to complete the evaluation.
- Programs must submit a completed Train-the-Trainer Class Roster to UWGB within 10 business days of class completion. The roster will list all students who have successfully completed the class, along with a \$20.00 fee for each passing student. UWGB will maintain records of Train-the-Trainer course completion.
- All approved instructors must report to UWGB, within five business days, any suspension, expiration or revocation of any license or credential used to gain approval to teach this training.
- The program is responsible for notifying UWGB of any changes in the contact information or instructor status within five business days of the change.
- New instructors may be added to a Train-the-Trainer program, but must be approved in advance by UWGB. Complete the Train-the-Trainer Program Instructor Application, available at <http://www.uwgb.edu/cbrf-registry>
- The program must maintain copies of class rosters and student assessment results for at least three years from the date of the training.
- To maintain Train-the-Trainer instructor status, each instructor must receive a minimum of nine hours of documented continuing education during the three-year approval period. Continuing education may be related to any of the topical areas of the Train-the-Trainer program.