



INSTRUCTOR GUIDELINES AND REQUIREMENTS

CBRF Training and Registry Services

Congratulations on your approval as an instructor of a department-approved training course outlined in DHS 83.20! This standardized training material is the only curriculum approved by the WI Department of Health Services to meet the requirements of DHS 83.20 Department-approved training. In addition, the training must be delivered by an approved instructor.

The goal of the new process for instructors is to increase the health and safety of residents in Wisconsin CBRFs through the provision of standardized curriculum by qualified instructors.

Instructors must follow certain guidelines and requirements to maintain approval status. Please read the entire contents of this document in order to understand the requirements for approved instructors.

Standardized Curriculum

Upon approval, instructors of Fire Safety, Medication Administration and Standard Precautions receive access to the following training materials:

- Facilitator Guide
- Participant Guide
- Power Point Presentation
- Tests with answer keys

The curricula for these three courses have been approved by the Division of Quality Assurance, Bureau of Assisted Living. For the fourth course, First Aid and Choking, instructors will use current American Red Cross training materials.

The Facilitator (Instructor) Guide contains: course materials, activities, skills demonstrations, audio-visual equipment recommendations, a list of required training materials, and topical resources. The contents of Participant (Student) Guides are similar but do not contain the guidance for instructors.

All instructors must follow the requirements listed below to maintain approval:

- Present the entire contents of the curriculum to participants, including activities and skills demonstrations.
- Provide additional program information that enhances, but does not conflict with, the curriculum.
- Apply teaching and training techniques that strengthen the presentation and increase the learner's retention of the material.
- Provide each participant with a copy of the Participant Guide and any other materials required in the Facilitator Guide. Encourage participants to refer to training materials upon returning to the workplace.
- The curriculum should be shared only with students and approved instructors.

Classroom Protocol

The material included in the standardized curricula is critical to the health and safety of CBRF residents. You can ensure the best learning environment and maintain the integrity of the classroom by observing the following requirements:

- Prepare a Class Roster using the template provided by CCDET.
- Confirm each student's identity (e.g., driver's license, employer statement, etc.).
- Present the training in person. No distance learning or video-based versions of this training are permitted.
- Ensure that each participant is present for the entire course.
- Training presentations must adhere to minimum length requirements: Fire Safety (4 hours), Medication Administration (10 hours) and Standard Precautions (2 hours). One fifteen-minute break for every two hours of class time is permitted and counts toward the length requirements. Meal breaks may not be counted toward length requirements.
- Maintain professional demeanor and conduct; treat participants respectfully.
- Certified American Red Cross Instructors of the 4-hour First Aid and Choking course must adhere to current ARC requirements.

Testing Protocol

Instructors must administer a test at the end of each course. Standardized tests with answer keys are provided to instructors upon approval. The number of questions is based on the length of each training: Fire Safety (30 questions), Medication Administration (50 questions), and Standard Precautions (20 questions). The test consists of true and false questions. You can maintain the integrity of the test by following these requirements:

- Use the most current test questions provided by UW Oshkosh CCDET.
- Do not share test questions with participants in advance of the test.
- Monitor students to assure independent test responses.
- Do not allow participants who did not attend the entire course to take the test.
- Allow and encourage participants to refer to the Participant Guide during the test.
- Read questions aloud to participants upon request.
- A participant must answer 90% of questions correctly to pass the test.
- A participant who does not attain a passing score may re-take the test one time on the same day. A second failure requires the participant to re-take the course.
- Time allocated for the test does *not* count toward minimum course length requirements. Allow approximately 1 to 2 minutes per test question.
- Certified American Red Cross Instructors of the 4-hour First Aid and Choking course must adhere to current ARC requirements.

Evaluation Protocol

A post-training evaluation is available online to participants of all department-approved courses, except the CBRF First Aid and Choking course. The evaluation survey is located on the CBRF Training and Registry Services website. Instructors may view the evaluation surveys, but only participants may respond. The results of the surveys are not available to instructors and will be monitored and reviewed. Follow these requirements to ensure that all participants receive sufficient information to complete an online evaluation of the training:

- Use the evaluation form template to provide written instructions for completing the online training survey. The form is provided to instructors upon approval.
- Provide each participant with a written copy of the evaluation instruction form.
- Strongly encourage participants to complete the online survey as soon as possible.
- Evaluations of Certified American Red Cross Instructors of the 4-hour First Aid and Choking course will adhere to current ARC requirements.

Employee Registry Protocol

Individuals who successfully complete department-approved training on or after April 1, 2010, will be added to a public-access registry located on the CBRF Training and Registry Services website. The Employee Registry will contain the names of individuals who have successfully completed department-approved courses. The Employee Registry can be accessed by providers, state survey staff and other interested parties to verify that a CBRF employee has successfully completed a department-approved course. You must complete the following steps to facilitate the maintenance of an accurate registry:

- Complete class rosters according to instructions. The class roster template and instructions are provided to instructors upon approval.
- Submit the completed class roster to UW Oshkosh within 10 business days of course completion.
- A \$15 fee for each passing student must be included with the class roster.
- Maintain class participant information, including rosters and test results, for at least 2 years from the date of the training.
- Certified American Red Cross Instructors of the 4-hour First Aid and Choking course must adhere to current ARC requirements.

Instructor Registry Protocol

Information about approved instructors is added to a public-access registry located on the CBRF Training and Registry Services website. The instructor registry contains the names of approved instructors, the course topic(s) for which they are approved, contact information and training locations.

Information is sorted in several ways to accommodate providers, state survey staff and other parties. The registry confirms instructor approval and provides resources for facilities seeking instructors of department-approved training.

Follow these requirements to ensure the accuracy of the instructor registry:

- Contact UW Oshkosh promptly if your contact information or name changes. Use the Instructor Information Update Form provided on the website.
- Report to UW Oshkosh, within 5 business days, any suspension, expiration or revocation of any license or credential used to gain instructor approval.

Please note that instructor approval for Fire Safety, Medication Administration, and Standard Precautions may be suspended or revoked for failure to follow requirements. Instructor approval for CBRF First Aid and Choking courses may be suspended or revoked based on information supplied by the American Red Cross