

First Receiver Operations Level Train-the Trainer

Class will authorize trainers to conduct the 8 Hour
First Receiver Operations Initial and 4 Hour
Refresher level class designed and conducted by the
University at Buffalo Toxicology Research Center
and Health Systems Safety

Administered by the UB-TRC

4 days

Cost will be \$775.00

Introduction

- Rundown of UB FR Initial Course
- General Procedures
- Regulatory Requirement

How to give and prepare for a class

- Pre-planning
- Room and equipment requirements and set up
- Presentation techniques

Basic Training on specific topics

- **Basic training on the specific topics will cover:**
 - Information to present and discussion of that material.
 - Some background info
 - Resource material
 - Incorporation of Hospital specific information
 - Registration breaks, lunch exams and, evaluation will be discussed during the administrative procedures portion.

Student presentations (Graded)

- **Students will prepare and give an assigned topic**
 - Assigned end of day 1 of class
 - Will be critiqued by fellow students & instructor
- **Student Examination (Graded)**

Administrative Procedures

- Guidebook of administrative procedures and requirements will be discussed
- Training packages
- Documentation
- Conducting the examination
- Course report and certificate/card request

Refreshers and continuing training

- How often
- How to
- Other kinds of training and continuing education

Authorizing the trainers

- Program will be modeled after Train-the-Trainer for OSHA Outreach Program.
- **Pre-requisites**
 - Will be required to have safety background – ER background.
 - Some technical training
 - Has taken FR Initial class
 - Experience
 - UB will review
- **Monitoring**
 - First class monitored by UB
 - Determination will be made if instructor OK
 - Periodic monitoring visits to ensure compliance and continued excellence.

Authorizing the trainers

- **Running classes**
 - Set procedures for administration
 - Set topics and topic length
 - Required hands-on
- **Continuing Training**
 - Refreshers
 - Additional hands on
 - Training through out the year
- **Trainer Authorization**
 - As trainer only for hospital issued
 - Can be revoked by Authorizing Organization
 - Transfer of Authorization

Training Materials

- **Manuals**
 - Use UB Manual – Update
 - Purchase from UB
 - Print themselves
 - Handouts - Update
 - Purchase from UB
 - Print themselves
- **Presentations**
 - UB slide set, get with class, matches manual
 - Updates

Training Materials

- **Certificates/Cards**
 - UB will issue certificates/cards to authorized trainers
 - Submission of paperwork
- **Equipment**
 - Use their facilities equipment
- **Costs**
 - Initial Grant
 - Charge for manuals and handouts
 - One time license – Print self option
 - Purchase from us for each class
 - Charge for each course, includes:
 - Course paperwork
 - Issue
 - Processing
 - Certificate/Card
 - Production
 - Mailings

First Class

Current Target is May 20 to 23, 2013
University at Buffalo Toxicology Research
Center

Registration materials will be available on our
website:

<http://www.smbs.buffalo.edu/CENTERS/trc/>

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