Modular Refresher Programs - single-session format

Materials

Review the following materials that are available to construct a refresher program:

- For site workers only

  Looking Forward and Back - <u>Required</u>

  Risk Management for Site Workers

- For emergency responders only

  Risk Management for ER

  Using Electronic Resources in a Review of RPE Use

- For TSDF workers only

  Risk Management for TSDF Workers

- For any refresher (based on identified need)

  Checking out factors in glove selection

  Create a Climate Kit

  CSB Exercises

  Decon Double Check

  Design a Drill

  Exposures measured at your workplace

  Heat and Cold

  Inspect/Don/Doff

  Levels of protection

  Lithium Battery Safety

  More than CPC and RPE

  NIOSH Pocket Guide App

  NIOSH Pocket Guide Performance Measure

  Opioids and Work

  Sampling to measure exposure

  SCBA Refresher

  Suit up and Decon

  Trench Safety Awareness

  Using Airborne Dispersion Models in Planning a Response

  Using Electronic Resources to Gather Hazmat information

  Using the ERG

Each module/exercise has an expected duration.

Approach to program development and implementation

1. Determine content

    Conduct reconnaissance

    For repeat-customer programs

    Review previous evaluation reports, especially:

    - reports of use of training since the last refresher
    - factors that might stand in the way of working safely
    - how training has been applied
    - what keeps the participant from using training

    (These items are all drawn from the Impact Evaluation form used in prior refresher.)

    Discuss past year with management and labor leaders

    Discuss upcoming year with management and labor leaders

    For new contract programs

    Discuss past year with management and labor leaders

    Discuss upcoming year with management and labor leaders

    For open enrollment programs

    Review registrations to identify employers; follow up if possible

2. Prepare agenda and evaluation tools; ensure adequate staffing

    Use attached model agenda to construct the program using modules.

    Document 8 contact hours.

    Use agenda for participants and place it the program file

    Determine the outcome measures (Performance Measures and/or Performance Checklists) for 'successful completion' for the program as constructed. The evaluation requirements for each module are shown below:

Module	Performance Measure	Performance Checklist
8HR only		
Looking Back and Forward (required)	No	Yes (worksheets)
Risk Management for Site Workers	No	Yes (worksheets)
ERR only		
Risk Management for ER	No	Yes (worksheets)
Using Electronic Resources in a Review of RPE Use	No	Yes (worksheets)
TSDF only		
Risk Management for TSDF Workers	No	Yes (worksheets)
For any refresher - based on need		
Checking out factors in glove selection	No	Yes (checklists)
Create a Climate Kit	No	Yes (worksheet)
CSB Exercise	No	Yes (worksheet)
Decon Double Check	No	Yes (checklists)
Design and conduct a skill- based drill	No	Yes (for each drill)
Exposures measured at your workplace	No	Yes (worksheet)
Heat and Cold	No	No
Inspect, Don, Doff	No	Yes (checklists)
Levels of Protection	No	Yes (worksheet)
Lithium Battery Safety	No	No
More than CPC & RPE may be required	No	Yes (worksheet)
NIOSH Pocket Guide App	No	Yes (worksheet)
NIOSH Pocket Guide Performance Measure	Yes	No
Opioids and Work		Yes (worksheet)
Sampling to measure exposure	No	Yes (checklist)
SCBA Refresher	No	Yes (checklists)
Suit Up and Decon	No	Yes (checklists)
Trench Safety Awareness	No	Yes (worksheet)
Using Airborne Dispersion Models in Planning a Response	No	No
Using Electronic Resources to Gather Hazmat Information	No	Yes (worksheets)
Using the ERG	Yes	No

Notes: Often more than one worksheet or checklist is used in a module; some worksheets are completed during a small group activity (1/group); >=70% is required for the NIOSH Pocket Guide Performance Measure if used.

Assemble the modules to be used, ordered according to the agenda you have prepared. Include Performance Measures or checklists in the Participant Guide, or be prepared to hand them out as the program progresses.

Attach the appropriate cover pages 8HR, ERR, 8TR that includes NIEHS acknowledgement, disclaimers, etc. These can be found at the same website as this guide: https://mwc.umn.edu/

Overall definition for successful completion:

- Attendance at the entire program (document)
- 100% on Performance checklists (documentation included in program file)
- 70% or above achieved or remediated to 70% for any included Performance Measures

Assemble evaluation tools for your agenda

Ensure that you have the needed checklists/worksheets.

Ensure adequate staffing, following the NIEHS Minimum Criteria, copied below:

9.3.6 Instructor-trainee ratios

All classroom instruction shall not exceed 25 trainees per instructor. The ratio of students to instructors for hands-on activities is based on the level of attention needed for the protective ensemble being worn: levels A and B require greater scrutiny by the instructor because of the increased risks of falls, heat stress, and claustrophobic reactions (Table 2). Ratios are also applicable to skills demonstrations to assure effective and timely assessments, as well the safety of the trainees. No less than two instructors shall be present during any hands-on training activity that involves the wearing of personal protective or other equipment.

Table 2 Ensemble level Ratio (Trainee:Instructor)

C & D 10:1

A & B 5:1

Source: http://tools.niehs.nih.gov/wetp/, search on Minimum Criteria.

3. Present the program (see flow description at end of this overview)

     Follow Facilitator Guide for each module included in the agenda

4. Complete evaluation

5. Finalize program file and follow up

     Add required materials to program file

     Provide requested feedback shown in the Facilitator Guide

Model Agenda

Time	Topic
8:00 a.m.	Introduction
8:30 a.m.	Module
9:00 a.m.	Module continues
10:00 a.m.	break
10:15 a.m.	Module
11:00 a.m.	Module
12:00 noon	Lunch
12:30 p.m.	Module
1:00 p.m.	Module
2:00 p.m.	Module
3:00 p.m.	Break
3:15 p.m.	Module
4:00 p.m.	Module
4:30 p.m.	Evaluation and Closing
5:00 p.m.	Adjourn

Program Delivery Flow

Introduction

Participants are in the program because they have had previous training in the basic program for site workers, emergency response or TSDF sites. This program has been designed to fulfill the requirements for the annual refresher, while being tailored to the needs of participants.

Course Schedule Review

Review the agenda for the day with participants. A full eight hours of training is required, so lunch and break times do not count as training time.

Conduct the Program

Use the agenda prepared for the program.

Closing and Course Evaluation

Distribute the test and allow time for completion.

Thank participants for contributing to the program.

This is an opportunity to answer any remaining questions participants may have, or to discuss how the knowledge and skills learned can be used at work.

Please allow 10 minutes to complete the program evaluation forms. These are important for improving the program.

NOTE: The Midwest Consortium developed this guidance for the Modular Refresher program under cooperative agreement number U45 ES 06184 from the National Institute of Environmental Health Sciences.