

Ambulatory Falls Prevention Champions Teaching Tips List

The information below is to help you plan your falls prevention teaching sessions with coworkers. It is a guide. In your agency, you may find that a different way of doing things is better. The most important things are:

- To work with your closely with your manager
- To hold teaching sessions on falls prevention for your coworkers
 - Give each coworker a copy of the PowerPoint and Transfer Tips handouts one week before they come to class
 - Coworkers need to review the PowerPoint and Transfer sheets
 - Coworkers need to come to class prepared to take a multiple-choice quiz. A quiz and blank answer sheet will be provided.
 - Demonstrate techniques on safe transfers. Coworkers will practice and perform return demonstration for Champions to check off. A blank skills check off sheet will be provided.
- To help your coworkers use falls prevention strategies every day

Before the training, coordinate with your manager:

- The days/times you will teach [allow for prep time before session and 1 hour for two people to teach]
- The room you will teach in
- The equipment you will need: wheelchair, exam table and walker
- How materials will be copied:
 - Sign-up forms
 - PowerPoint (give to each participant at least one week in advance by email or print)
 - Safe Transfer Tips (give to each participant at least one week in advance by email or print)
 - Roles/Responsibilities of Champions
 - Roles/Responsibilities of Managers
 - Quizzes
 - Quiz Answer sheets
 - Expected Learner Outcomes Validation sheets
- How and where staff will sign up to come
- How to advertise trainings:
 - post on bulletin boards
 - emails
 - discussing during staff meetings
 - posters
- How to document trainings (i.e., return completed quiz and skills check off to managers)
- How to handle challenging situations by participants: absence, non-cooperative co-workers, etc
- Where to securely store training materials (particularly answers to the quiz)

Gather the materials you will need on the day of training:

- The completed Sign-up Sheet (so you know who is coming)
- Your own copy of PowerPoint and Transfer Tips handouts
- Your own copy of answers to quiz questions
- A packet for each participant that includes:
 - Roles/Responsibilities of Managers
 - Roles/Responsibilities of Champions
- Extra copies of PowerPoint, Transfer Tip sheets, blank quizzes, quiz answer sheets (one for each participant)
- A clean room; with wheelchair, exam table and walker
- Chairs for people to sit down
- Pencils or pens

During the training session:

- Welcome coworkers
- Check them in on sign-up sheet
- Give each person the training packet
- Ask if they need a copy of the PowerPoint and Transfer Tips.
- Review PowerPoint & Tips Sheets on safe transfers. Ask if they have any questions.
- Demonstrate safe transfers according to the safety measures listed on the Expected Learner Outcome Validation Sheet
- Allow time for coworkers to practice: ask participants to take turns being the patient and the health care worker
- Require return demonstrations
- Sign off each person with Expected Learner Outcome Validation Sheet. Be sure that participant's name and date are included.
 - Each person needs to be able to perform correctly the skills listed on the skills check off before signing off the person as competent.
 - Sign your name and write date.
- Give quiz on general information from the PowerPoint about falls prevention (allow 10-15 minutes)
- Grade quiz
 - Each person must have answered 10 or more questions correctly in order to be to receive a passing grade. Review the incorrect answers with the co-worker.
- Collect copies of quizzes, completed answer sheets and completed Expected Learner Outcome Validation sheets.
- Turn in completed quiz answer sheets and completed Expected Learner Outcome Validation sheets to manager.
- REMEMBER to store quiz questions and the answer sheets in a secure place and not share answers.

General teaching tips in new role:

- Allow people to learn at their own pace (they may need to come back)
- Allow participants to take an active role in their own learning
- Use questions and comments that encourage discussion
- Use examples from clinic situations
- Stay within the time schedule
- If you are asked a question you cannot answer; okay to say, "I don't know but I will find out"

Possible reactions from co-workers:

Your new role is a change in what you have been doing (being a teacher, checking people off).

- Possible reactions from co-workers:
 - Eager and willing to learn: thank them for their interest and participation.
 - Joking
 - Refusing to participate
 - Talking a lot
- How to handle situation:
 - Remind people this is something everyone needs to learn.
 - Ask them to help you keep them and their patients safe
 - If necessary, discuss with manager