

VERSION 1
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PLANNING A PATH LEADER TRAINING

A GUIDE FOR MASTER TRAINERS

MICHIGAN PARTNERS ON THE PATH

PLANNING A PATH LEADER TRAINING

There are many items to consider as you begin planning for a PATH Leader Training. *Who will I train? Where will I hold it? What do I need to know about licensing?* This guide will help master trainers (MTs) navigate their way through planning and delivering a high quality training for new leaders.

GETTING STARTED

ARE YOU AUTHORIZED?

Before you can hold a leader training, you must first become authorized as a master trainer by Stanford University. Attending a master training is just the first step. You must also:

- ⇒ Co-facilitate two (2) 6-week PATH Workshops within one year of attending training (preferably, within 6 months of training).
- ⇒ If you were previously trained as a PATH leader and have co-led two workshops, you have already met this requirement.

After meeting this requirement, submit the *Master Trainer Agreement and Authorization* form (received at your master training) to Stanford University. If you cannot find this form or are not sure what it is, please contact your t-trainer. **After** you receive a signed copy back from Stanford, you are considered a certified master trainer and are allowed to train leaders.

Refer to the Leader & Trainer Certification Guidelines on the Stanford Patient Education Research Center website for information on obtaining and maintain leader and master trainer certification. http://patienteducation.stanford.edu/licensing/Certification_Guidelines_Mar2015.pdf

PLANNING IS KEY

Before holding a leader training, it is very important to review the [Stanford Program Implementation Manual](#), [Program Fidelity Manual](#) and [Fidelity Toolkit](#). From these resources, a few of the items are highlighted that are of greatest importance.

BEFORE THE LEADER TRAINING

- ⇒ Allow yourself several months to plan the training.
- ⇒ Apply for, renew, or confirm that you have a current license with Stanford University.
 - If you are partnering with another organization that holds a license with Stanford, verify with the license holder that you may proceed with the training.
- ⇒ Choose times, dates and location for the training
 - Total of 4 days for PATH, Diabetes PATH or Chronic Pain leader training: most recommend 2 days per week for 2 weeks (e.g. Thursday and Friday of two consecutive weeks).
 - Cross trainings are usually 1 ½ or 2 days in a row.

- ⇒ Register the leader training with Michigan Partners on the PATH (MI PATH) using the [PATH Leader Training Registration Form](#), available at www.mihealthyprograms.org.
- ⇒ Read [Introduction to Stanford Leader Trainings](#).
- ⇒ Be mindful of fidelity. Read the [Program Fidelity Manual](#) and any guidance documents provided by your licensing agency.
- ⇒ Assemble Leader Manuals. Electronic copies of the manual are available from your Licensed Agency contact person.
- ⇒ Include a copy of the corresponding Stanford License in each manual for each trainee (depending on who is in your leader training, you may need several different licenses).
- ⇒ Register no fewer than 12, and no more than 18 trainees.

SCREENING NEW LEADERS

Not everyone is an ideal candidate for PATH leader training. Screening potential leaders is a very important step in making sure that those who attend training go on to conduct quality workshops.

- ⇒ Have an application and interview process in place to screen potential leaders. The [PATH Leader Training Application](#) and [Leader Qualification](#) documents can assist with screening leaders and making sure they understand the expectations of attending the training. Additional sample applications and interview questions can be found in the [Stanford Fidelity Toolkit](#).
- ⇒ Ask prospective trainees to read [Introduction to Stanford Leader Trainings](#).
- ⇒ Inform prospective trainees that their full attendance and participation is required.
- ⇒ Ask prospective trainees to commit to leading a PATH workshop within 6 months of attending training.

PLEASE NOTE: It is the responsibility of the master trainers and/or coordinators who offer the leader training to make sure ALL applicants have a current license with Stanford University. If the applicant is working with an organization that holds a state or multi-site Stanford license, they *MUST have received approval* from that Licensed Agency to conduct workshops under their license. This needs to be completed before the training starts.

DURING THE LEADER TRAINING

- ⇒ Trainees must participate in two practice teaching activities during the training.
- ⇒ To become a leader, trainees must demonstrate a minimum set of core competencies as observed by the master trainer.
- ⇒ If necessary, counsel out leaders who do not meet the core competencies. For additional information, refer to the [Stanford Fidelity Tool Kit](#).
- ⇒ There is time allocated in the last day of the leader training to discuss logistics. Please use this time to go over the resources available to leaders on the partner website, www.mihealthyprograms.org. These include the PATH New Leader Kit, instructions for collecting the PATH Workshop Data, marketing tools, certificates and more. A few items you may want to print for your new leaders include:
 - [PATH New Leader Kit](#)
 - [Collecting PATH Workshop Data – Step by Step Instructions](#)
 - [Stanford Certification Guidelines](#)

AFTER THE LEADER TRAINING

Keep records of your leader training. You will be requested to submit an online report to Stanford once a year with details of when, where and who you trained. You will receive notice either through the Stanford Master Trainer Listserv or directly from Stanford by email.

Master trainers (or training coordinator) must also submit the [New Leader Roster](#) to MIPATH at MichiganPATH@gmail.com.

- ⇒ The Roster provides MI PATH with contact information for all newly trained leaders. New leaders will receive information on data collection, invitations to statewide and regional meetings, and a quarterly newsletter.

FIDELITY COACHING

All new leaders should be observed during their first workshop to provide feedback and guidance. Make arrangements with the local PATH Regional Coordinator if needed.

RESOURCES

STANFORD PATIENT EDUCATION RESEARCH CENTER

<http://patienteducation.stanford.edu/>

You can find information on licensing, research, fidelity and trainings.

- Stanford Self-Management Programs Implementation Manuals
http://patienteducation.stanford.edu/licensing/Implementation_Manual2008.pdf
- Stanford Self-Management Programs Fidelity Manuals
<http://patienteducation.stanford.edu/licensing/FidelityManualOct2011.pdf>
- Stanford Self-Management Programs Fidelity Tool Kit
http://patienteducation.stanford.edu/licensing/Fidelity_ToolKit2010.pdf

MICHIGAN HEALTHY PROGRAMS PARTNERSHIP WEBSITE

www.mihealthyprograms.org

You can search for upcoming PATH workshops or leader trainings, find all data entry instructions and forms and learn about the history of PATH. Resources for leaders and master trainers are also available.

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES ARTHRITIS PROGRAM

www.michigan.gov/arthritis

Find information on arthritis and evidence-based programs for people with arthritis.

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES ARTHRITIS PROGRAM

www.michigan.gov/osa

Find information regarding a wide variety of issues relevant to seniors and their families including housing, Medicare/Medicaid, Area Agencies on Aging services, and health/wellness.

PARTNERSHIP FOR HEALTH AND DISABILITY

www.midisabilityhealth.org

Find tools and resources to support the health of people living with disabilities.

RESTART LIVING

www.restartliving.org

Developed by the National Council on Aging, this is a good resource to provide an introduction to participants. Good information in the Frequently Asked Questions section about self-management.

QUESTIONS

The Michigan Arthritis Program manages the MI PATH Database and provides technical assistance to all involved with PATH throughout Michigan.

- Karen McCloskey

MccloskeyK@michigan.gov

517-335-1236

- Candice Lee

LeeC@michigan.gov

517-335-3188

- Doreen Chambers

ChambersA1@michigan.gov

517-241-5652