

CMH Agency In-House CAFAS Trainer's

PROCEDURES

Here are some guidelines to help you get started in your new role as a CAFAS In-House Trainer.

If you have questions about anything listed here, please feel free to contact:

Karen Fennell: 416.813.7168/ karen.fennell@sickkids.ca – additional contact details are found at the end of this document.

1. All requests for training materials are to be directed to Karen Fennell.
2. Request training materials at minimum 2 weeks prior to the date of your training session. Include a) the type of training you will be conducting (i.e., Reliability, Software) and list the names of the people you will be training.
3. You will receive a CAFAS Self-Training Manual for each clinician being trained in Reliability. Your clinicians are expected to keep these manuals for reference purposes and as a guide for the yearly recertification process. Encourage them to keep their manuals safe. Any lost manuals can be replaced at cost.
4. Each agency receives one copy of the Recertification Booster I (purple book) and Booster II (peach book). Each booster contains test vignettes. Boosters are to be kept locked away and are only to be used when you are conducting the yearly recertification of staff training. Once the test vignettes are completed, they are to be mailed to Karen Fennell for marking. Karen will ONLY accept original vignettes. Photocopies and faxed copies are not permitted. The answer keys for the Boosters are not disseminated.
5. Once the tests are marked and reliability is attained (he/she passes), Karen will mail you either a Certificate of Reliability or a gold seal for those who passed recertification. Like the manuals, lost certificates can be replaced at cost.
6. If a clinician does not pass certification or recertification, Karen will mail a supplemental package for them to complete and return. Once they have passed their supplemental tests only then can then proceed to complete CAFAS on clients.

7. An agency list of certified clinicians is available from Karen. She usually sends out a notice for yearly recertification. Lists can be requested from Karen at any time. The information on the list includes the name of the clinician, the date the clinician attained reliability and the dates of recertification (if any).
8. When hiring new staff, you are asked to verify if they are CAFAS certified. Karen will verify their status for you. She will let you know if they did attain reliability or if they require recertification.
9. An answer key for the Reliability vignettes (not Booster I or II) is available only for training purposes and not for the ability to mark vignettes. All marking of vignettes for Reliability certification and recertification will be done by Karen Fennell.
10. Once you are trained as the In-House Trainer, Karen will send you a Training Certificate and Letter of Confidentiality Agreement which you must sign and return prior to receiving a copy of the answer key. Read the document carefully before signing. Once you sign it, you are agreeing to keep the answer key safely locked away. You are also agreeing to not reproduce it or distribute it in any way.
11. All training materials, including power point presentations, are available on the CAFAS in Ontario website: www.cafasinontario.ca. If you have difficulty downloading, please contact Karen Fennell and she will forward the materials electronically. Special arrangements for paper documents can be arranged for those few agencies that do not have ready access to the internet, email or printers.

Contact details for Karen Fennell:

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