BEN HUDNALL MEMORIAL TRUST

Clinical Trainer Skills Course

Facilitator Guide

The User Guide

Welcome to the Kaiser Permanente Clinical Trainer Skills Course! This User Guide is provided in order to help you better understand the overall goals of the training and to also help you quickly register for the class and start reviewing modules. In addition, at the end of the User Guide you will find examples of critical thinking activities that you can use with your learners when working face to face. Also provided is information on how to facilitate this course with a team of clinical trainers.

About the Training

This four hour training will review and highlight the role of the clinical trainer as it relates to educational and performance based perspectives. The course is structured to support both individuals and teams by allowing learners to review specific topics at their own pace and interest.

This course is divided into 4 modules which should take you about an hour each to complete.

Each module is further subdivided into a series of individual lessons. A certificate of completion is provided for each of the four modules. However, you must complete every lesson in the module before the module's certificate of completion becomes available for download.

The topics discussed in the lessons include best practices, learning theories, assessment strategies, communication techniques, cultural diversity and the mentoring process. The accompanying user guide provides a more detailed overview of the training, along with information on how to access the online materials and suggestions on how to facilitate this course with a team of clinical trainers.
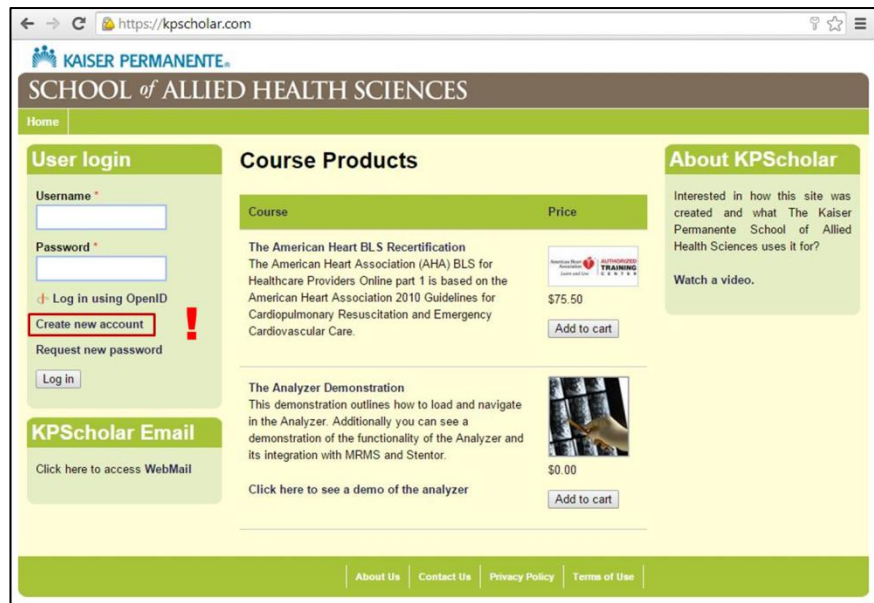
NOTE:

- This training is composed of multimedia content, so the use of headphones is advised;
- We recommend using a minimum of Internet Explore 9, or the most recent version of Chrome or Firefox;
- The current deployment of this training is not supported on iOS devices; however other mobile platforms are supported;
- Lastly, because linked content is sometimes directed to open in a new browser window or tab, it is important to make sure that you browser's popup blocker is turned off.

Logging In for the First Time

Follow the steps below to login and enroll in the Clinical Trainer Skills Course. Note: This course may be accessed outside of the Kaiser Permanente intranet.

Step 1.

To log in for the first time, please go to the school learning management system page at kpscholar.com.

Then click the "create new account" button found on the left side of the screen in the "User login" box.

Step 2.

Next, please fill out all the relevant data including email address and username. Then click the "Create new account button". Note: Best practice is to use your email address as your username. The first and last name that you enter here will be

the name that is placed on any certificate of completion that you print or download.

Step 3.

An message containing your temporary password will be sent to your email address.

Step 4.

Log in with the username and password that was sent to your email address. Once you have logged in, click on the course catalogue button at the top of the page to be taken to the main course listing. From here select the "Workforce Planning and Development" category and then select the "Kaiser Permanente Clinical Trainer Skills Course" link.
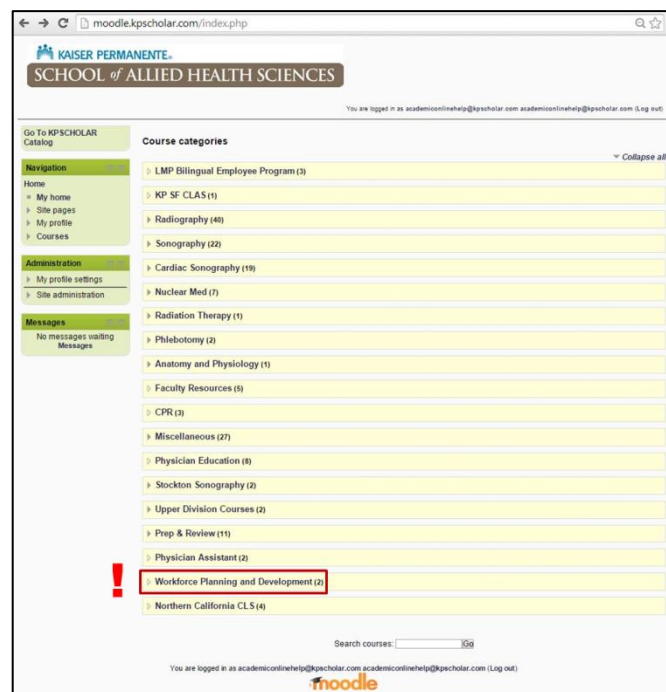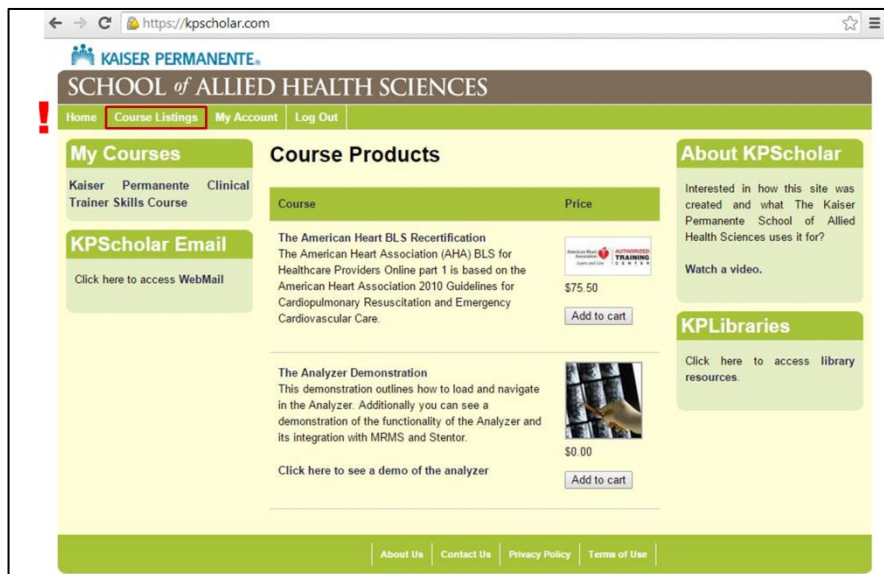
Step 5.

Please type the following password into the "Enrollment Key" field:

BHMT14CT
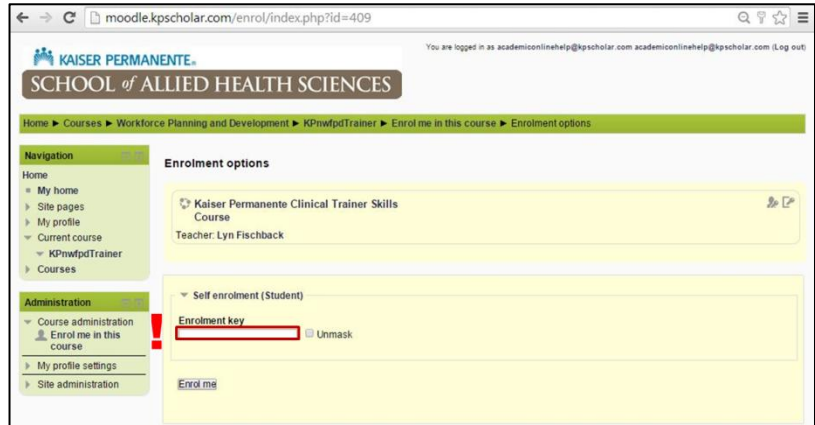
You have now successfully enrolled in the Clinical Trainer Skills Course. NOTE: If you are having difficulty accessing this course you can request assistance by emailing academiconlinesupport@kpscholar.com.

Navigating Through the Course

From the main course page you can now click on the first lesson of any module.

After you have successfully completed the first lesson, you may access any other lesson in that module. Once a lesson has been completed you will see a check mark by the activities link on the main course page.
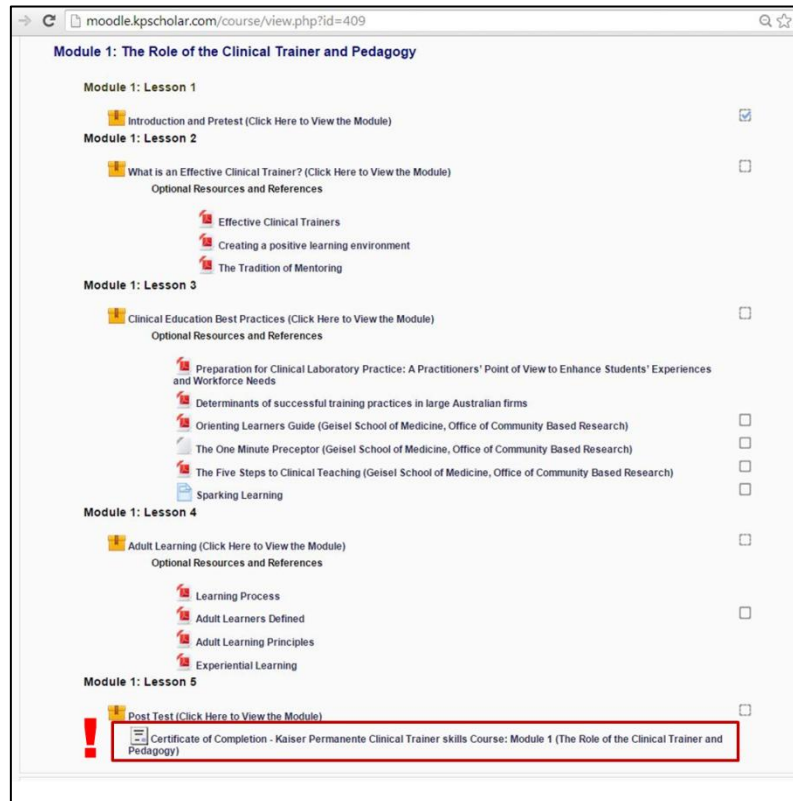
Once you have completed every lesson in the course, you can then click on the certificate link to download and print your certificate of completion.

Accessing the Content

Each lesson is provided below along with its respective link and QR code. Once enrolled and logged in, you may use the QR code in conjunction with your cell phone to access the lesson. Note that currently this training is not supported on iOS devices (iOS supported training will be uploaded in future releases.)

In addition to accessing each lesson in any order you want, you can also review the supporting materials for each lesson.
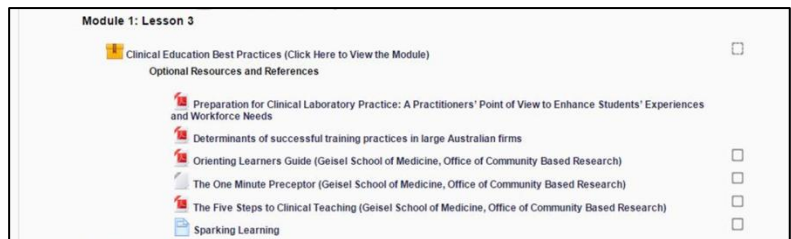
These materials are extra content that may provide you with a deeper understanding of the lesson, or provide activities to strengthen your learning.

Module 1: The Role of the Clinical Trainer and Pedagogy

Mod 1: Lesson 1, *Introduction and Pretest*

http://moodle.kpscholar.com/mod/scorm/player.php?a=62&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 1: Lesson 2, *What is an Effective Clinical Trainer*

http://moodle.kpscholar.com/mod/scorm/player.php?a=63&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 1: Lesson 3, *Clinical Education Best Practices*

http://moodle.kpscholar.com/mod/scorm/player.php?a=66&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 1: Lesson 4, *Adult Learning*

http://moodle.kpscholar.com/mod/scorm/player.php?a=69&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 1: Lesson 5, *Post Test*

http://moodle.kpscholar.com/mod/scorm/player.php?a=70&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Module 2: Evaluation Techniques and Rubric Usage

Mod 2: Lesson 1, *Introduction and Pretest*

http://moodle.kpscholar.com/mod/scorm/player.php?a=72&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 2: Lesson 2, *Introducing Assessment*

http://moodle.kpscholar.com/mod/scorm/player.php?a=74&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 2: Lesson 3, *Creating a Rubric*

http://moodle.kpscholar.com/mod/scorm/player.php?a=73&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 2: Lesson 4, *Rubric Usage*

http://moodle.kpscholar.com/mod/scorm/player.php?a=71&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 2: Lesson 5, *Post Test*

http://moodle.kpscholar.com/mod/scorm/player.php?a=75&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Module 3: Diversity and Culture

Mod 3: Lesson 1, *Introduction and Pretest*

http://moodle.kpscholar.com/mod/scorm/player.php?a=78&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 3: Lesson 2, *Cultural Competence*

http://moodle.kpscholar.com/mod/scorm/player.php?a=79&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 3: Lesson 3, *Intergenerational Workplace*

http://moodle.kpscholar.com/mod/scorm/player.php?a=81&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 3: Lesson 4, *Post Test*

http://moodle.kpscholar.com/mod/scorm/player.php?a=84&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Module 4: Communication and Leadership

Mod 4: Lesson 1, *Introduction and Pretest*

http://moodle.kpscholar.com/mod/scorm/player.php?a=85&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 4: Lesson 2, *Mentoring*

http://moodle.kpscholar.com/mod/scorm/player.php?a=86&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 4: Lesson 3, *Communication*

http://moodle.kpscholar.com/mod/scorm/player.php?a=83&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 4: Lesson 4, *Creating the Learning Environment*

http://moodle.kpscholar.com/mod/scorm/player.php?a=87&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Mod 4: Lesson 5, *Post Test*

http://moodle.kpscholar.com/mod/scorm/player.php?a=88&currentorg=&scoid=0&sesskey=9hVxDSqg3o&display=popup&mode=normal

Facilitator Resources

The four modules of this course are designed in such a way that they can be accessed by an individual clinical trainer seeking to deepen their skills as an instructor. However, these module can also be used to stimulate conversations or assist an entire department of clinical trainers that wish to take the training as a cohort. In the event that there is a group of trainers wishing to take this course as a group, we suggest that the manager or senior member of the group act as a facilitator to help organize the process. Provided here is a resource for the designated facilitator. The provided resource from the University of Wisconsin-Madison presents information on performance improvement, goal setting, small group discussions and collecting participant feedback.

http://moodle.kpscholar.com/pluginfile.php/41649/mod_resource/content/0/Facilitator%20Tool%20Kit.pdf

Strategies for Promoting Critical Thinking

The concept of critical thinking is briefly addressed in the above modules through the discussion of scenario based learning and the learning environment. However, based on feedback from, and continued request by clinical trainers, it is apparent that critical thinking remains of great importance to the clinical education process. To this end we have presented a more detailed discussion of critical thinking here and also linked to additional resources to help the preceptor.

Defining Critical Thinking

To begin with, let's look at a definition of *critical thinking* as provided by [Facione](http://moodle.kpscholar.com/pluginfile.php/41607/mod_resource/content/1/CTbyFacione.pdf): Critical thinking is defined as "a purposeful self-regulatory judgment which results in interpretation, analysis, evaluation, and inference, as well as explanation of the evidential, conceptual, methodological, criterioogical, or contextual considerations upon which that judgment is based. Critical thinking is essential as a tool of inquiry."

http://moodle.kpscholar.com/pluginfile.php/41607/mod_resource/content/1/CTbyFacione.pdf

Facione goes on to explain the ideal critical thinker as one who is "habitually inquisitive, well-informed, trustful of reason, open-minded in evaluation, honest in facing personal biases, prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused in inquiry and persistent in seeking results which are as precise as the subject and the circumstances of inquiry permit."

From this definition it becomes clear that critical thinking is not just a skill, but is also a personality trait and an attitude. The question remains though: What is the best strategy to promote the skill of critical thinking in the clinical environment? Provided here are links to articles that can help clinical instructors formulate critical thinking best practices and strategies of their own.

Critical Thinking Activities

Measuring Critical Thinking and the Case Study Approach

http://moodle.kpscholar.com/pluginfile.php/41648/mod_resource/content/1/n063materials%20%281%29.pdf

Problem Based Learning

http://moodle.kpscholar.com/pluginfile.php/41609/mod_resource/content/1/ContentServer%20%283%29.pdf

Simulation

http://moodle.kpscholar.com/pluginfile.php/41610/mod_resource/content/1/ContentServer%20%284%29.pdf

Concept Maps

http://moodle.kpscholar.com/pluginfile.php/41611/mod_resource/content/1/ContentServer%20%285%29.pdf

Journaling

http://moodle.kpscholar.com/pluginfile.php/41612/mod_resource/content/1/ContentServer%20%286%29.pdf

Core Critical Thinking Skills

http://moodle.kpscholar.com/pluginfile.php/41613/mod_resource/content/1/ContentServer%20%287%29.pdf