

## Preparing and Registering Support Instructors

If a person is unable to attend a national instructor course, but they wish to assist with S.T.A.B.L.E. Learner course presentations, they may become registered as a Support instructor. To prepare colleagues for this role, an experienced, registered Lead instructor must follow the process outlined below. Please read this document carefully, (well before the orientation course), so that registration of the new instructor may proceed without a problem.

### STEP 1. Determine Appropriate Candidacy for Support Instructor.

1. Determine whether the person ("Candidate") has the expertise to correctly interpret and present the S.T.A.B.L.E. Program content. The candidate must have at least one full-time equivalent year of experience in a Level 2 NICU (or a higher level NICU). If they do not meet this minimum requirement, they cannot become registered as a Support Instructor.
2. Set up a full-length Learner course. This course will serve as the demonstration course for the new candidate(s), (even if the candidate has previously attended a Learner course).

### STEP 2. Pre- and Post-testing Requirements.

1. The Support Instructor Candidate **MUST** take the pre-test proctored (closed book and in a work environment, not at home) and without the assistance of the Learner or Instructor manual. **If the student scores lower than 70% (more than 12 questions wrong) then that person is not a candidate for Support instructor training. Please do not submit their name on a roster as Orienting to Support when their pre-test score is less than 70%. They may however, earn a Learner course completion card if desired.**  
If the Support Instructor Candidate scores 70% or higher on the pre-test, they may continue with orientation to Support.
2. By the conclusion of the orientation course, the Support Instructor Candidate must take the post-test and must **PASS** the post-test on the first try (score greater than or equal to 85% on Test Edition 7.0). If they do not pass the post-test on the first try, **they cannot be registered as a Support instructor**. However, they would be eligible for re-testing under the Learner course rules (found in the on-line roster section of the website), and they could earn a Learner course completion card if they pass on re-testing.

### STEP 3. Instructor Manual.

During the course presentation, the Support Instructor must 'follow along' in the Instructor Manual. Please allow enough time to order, and receive, the Instructor Manual before the course date. Ideally the Instructor candidate reads this manual prior to the orientation Learner course.

### STEP 4. The Orientation Full-Length Learner Course.

#### Instructor Team Experience.

The Candidate must observe an entire full-length Learner course presented by an experienced Lead Instructor. Other registered instructors may also be involved in the orientation course, but they must also be experienced. "**Experienced**" is defined as expert neonatal instructors who have taught or participated in teaching at least three S.T.A.B.L.E. Learner courses using the most current version of the program (which is the 2006, 5<sup>th</sup> edition). Please note: the Support Instructor Candidate is not involved in teaching during the orientation course. However, they should be involved as much as possible with the course logistics, such as setting up the course, preparing for testing, and setting up the AV equipment.

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### STEP 4. The Orientation Full-Length Learner Course (continued):

1. As mentioned previously, while the course is in progress, ask the Instructor Candidate to follow along in their instructor manual. Ask them to write down any questions that arise during the presentation.
2. When the course is finished, review with the Support Instructor Candidate the information contained in the **Instructor Course Packet and Instructor Course Slide Presentation** that you (the Lead Instructor) received at your national or private S.T.A.B.L.E. instructor course.
3. Review your institution's plan for S.T.A.B.L.E. program implementation, testing and testing issues and any other pertinent items pertaining to the Support instructor's involvement with the S.T.A.B.L.E. Program.
4. Once this process has been completed, complete the On-Line Student Roster and mark "Orientation to Support Instructor" when adding this student's name.
5. To be eligible for Instructor registration, there **MUST be a passing pre-test score (70% or higher) and a passing post-test score (85% or higher, on the first try – no re-testing is accepted)**.
6. When you receive the student cards, you will also receive an Instructor Registration Form.
7. Ask the Support Instructor Candidate to complete the registration form. Be sure the form is legible, and credentials and a home address are included.
8. The Lead instructor responsible for "training" the Support Instructor must also sign the registration form where it says: "Support instructor orientation provided by: (your name and instructor number)." Be sure to include the students pre-and post-test scores.
9. **MAIL the original registration form to the S.T.A.B.L.E. office with a copy of the Learner Course Roster.**
10. An Instructor Card will be mailed to the Support Instructor's home address.
11. If S.T.A.B.L.E. determines that there is a problem with the Support Instructor's candidacy, the submitting Lead instructor will be notified. S.T.A.B.L.E. will determine whether a Learner course completion card is more appropriate for the candidate.

Questions regarding this process should be directed to the Program Director, Kris Karlsen at [Kris@stableprogram.org](mailto:Kris@stableprogram.org)