

## Information Sheet Re. VNAA Rx Card “Train The Trainer” Course

**Title:** MEDICARE PRESCRIPTION DRUG CARD TRAINING  
“*TRAIN THE TRAINER*”

**Speakers:** Kathy Thompson, VP Legislative/Regulatory Affairs, VNAA  
CMS Representative (TBA)

**Goal:** Bringing Information to VNA Clinicians through identifying and training personnel in each agency that will provide the information to their clinical staff - giving them the capability to assist their patients and their families to make informed decisions.

**Dates for Train The Trainer Courses - 6/30/04, 7/14/04, 7/28/04, 8/18/04, 9/15/04**

**Registration:** On-line or by phone @ 617-737-3200 x 232 – [Jeannine Berube](mailto:Jeannine.Berube@vnaa.org)  
You will receive a confirmation following registration with the call-in telephone number and your material will be forwarded to your agency or you may download any or all of the material of the VNAA website at [www.vnaa.org](http://www.vnaa.org)

**Length of time for Train The Trainer: 90 minute CE: 1.8**

### Tools Needed:

- **PPT** – Powerpoint including narrative information on each slide.
- **Handouts and Web Resources** – to support and enhance information provided in PPT. You may find some of these useful not only as teaching tools but also for patient and caregiver resources.
- **Evaluation Form** - To be filled out by participant and returned to VNAA following completion of the course.
- **Biographical Data Form:** Fill out on completion of Train The Trainer Course -this allows you provide CE’s through VNAA – please fill out and return with your Evaluation Form.
- **Disclosure of Commercial Support Form** - This form needs to be signed as part of the Educational Activity Application and needs to be returned to VNAA with the Bio. Data Form and your evaluation of the Train the Trainer Course. Please fill in the dates of the courses you will be providing and sign the disclosure. I believe the majority of you will sign the “I do not have any financial arrangement or affiliations.”

**Note: Please fax these forms to Shelley Ludwick @ 617-737-1144**

- **Dates for Clinical Training** – Decided by each individual agency - should be done within 30 - 45 days of Train The Trainer Session.

**Length of time for Clinician Training: At least 60 Minutes**  
**CE: 1.0 CE**

**Tools Provided:**

- **Course Announcement** – this you can adapt to your needs and add a sign-up sheet to the bottom of the announcement
- **Sign-in Sheet** – This tool is used on the day of the course for participants. We ask that each participant sign – in even if a CE is not requested as we need this information for data collection for the educational grant. There is a check off column should they want a CE certificate.
- **Evaluation Tool** – please have participants fill out the evaluation form and send back to VNAA with the Participant Sign-in sheet and we will process and send you the requested certificates. Please send these forms immediately following your program to:

**VNAA, 99 Summer St. Suite 1700, Boston, Ma, 02110**  
**Attn. Shelley Ludwick, Dir. of Clinical Programs**

- **Power Point Presentation** – In your Education Manual you will find in the Clinician Tool Section a PPT with notes area for your students to use while you are teaching the course. Should you want to provide overheads you can download the slides from [www.vnaa.org](http://www.vnaa.org) Medicare Prescription Drug Training site.

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**\*\*\*\*\*Certificates for CE – Must mail in Sign-in Sheet plus evaluations to VNAA - certificates will be mailed to your agency.**

**\*\*\*\*\* Agencies not requesting certificates are requested to send a copy of sign-in sheet to assist us in maintaining data (clinicians trained) for grant data documentation.**