

Standards of criteria: Train the Trainer programme

Ensuring people with dementia receive high quality care, provided by appropriately trained professionals and carers, is essential to meeting the challenge of dementia. Where care is not of sufficient quality, it can have a negative impact for people with dementia, their families and carers.

As part of the ADI accreditation process, organisations and/or training programmes will be assessed against the ADI standards, which have been summarised below.

Standard 1: The Programme

The applying organisation's training programme should be **well designed**, of suitable level, with **clear learning outcomes** and an appropriate balance between knowledge and skills acquisition.

What criteria is assessed for meeting Standard 1?:

- The design and content of the programmes should embrace a range of theory, firmly connected to the practical world of dementia – in both national local context and setting.
- The training programme should have or encourage interaction between trainers and trainees in order to develop sufficient knowledge and skills in dementia care.
- Describe the processes used to design and develop the training programme in line with local context and settings, as well as how needs of people with dementia and their carers are met. You should also explain how this is in line with ADI accreditation standards, overall strategy and focus.
- Is successful completion of the training programme recognised and supported, locally and nationally? Describe any qualifications that are obtained after successful completion of training.
- Are the programmes regularly evaluated through feedback from participants and the community they serve?
- Describe the cooperation with other dementia programmes – locally, nationally and globally.

- Will participants have the necessary skills to carry out work with people who are living with dementia?
- How is the award of certification for successful completion of the training programme managed? Describe the steps taken that are done to protect the integrity and validity of the process and objectivity in terms of standards, which warrant ADI accreditation?
- Provide evidence of satisfaction from key stakeholder groups in relation to programme design, content and delivery (e.g, carers, patients and local authorities).
- What steps exist for assuring consistency and integrity with training programmes that may be needed by external bodies, such as NGOs, local health organisations, professional bodies?

Standard 2: Content

The content of the training programme should be specific to the area of dementia care and awareness, building on existing knowledge and skills acquired through training in other areas of dementia care such as: nursing, GP training, social worker training. **It should factor in the basic principles of dementia care.**

What criteria is assessed for meeting Standard 2?:

- How the following are ensured to be relevant, up-to-date and of high quality: training programme objectives, learning outcomes, content, delivery methods and materials for training.
- Describe the content, modules offered and instruction adopted to deliver the your organisation's training programme.
- How are the programme's objectives and intended learning outcomes translated into the *practical* aspects of dementia care undertaken by health care professionals?

Standard 3: Training materials

The training materials should be well structured, easily understood and provide trainees with sufficient resources to support their learning and comprehension of the various topics delivered during the training session.

Standard 4: Assessment

The assessment methods should be in line with the overall aims and objectives of the training and should support the course design in terms of its level, objectives, intended learning outcomes and overall ethos. The assessment should also be valid and reliable in the area of dementia care.

What criteria is assessed for meeting Standard 4?:

- Demonstrable reasonable balance in the assessment of knowledge and development of skills.
- Describe the assessment system. How are trainees monitored and graded?
- How do you as the provider ensure that trainees are meeting the agreed objectives and learning outcomes for local or national recognition (*if applicable*)? Does the assessment regime support the programme design in terms of objectives and general philosophy?
- Does the assessment explicitly identify the criteria for assessment and the range (*if applicable*)? How is it ensured that the assessment regime is applied with sufficient rigor?

Standard 5: Trainers

Those delivering training should be sufficiently knowledgeable in the area of dementia care to deliver such a programme. They should be qualified and skilled to do so and active in the delivery of care and training. They should also be aware of and sensitive to ethical issues, aware of and sensitive to cultural values and attitudes, and demonstrate a concern for those with dementia.

What criteria is assessed for meeting Standard 5?:

- (*If applicable*) You as the provider ensure the quality of its trainers through appropriate selection processes. Trainers should have followed a path of progression into the area of dementia care, through family carer to domestic carer training or via the health

care route. They should also be closely connected to the world of dementia and dementia care.

- Describe the teaching methods currently used in the programme delivery, e.g lectures, classes, group work, tutorials.
- Trainers are informed of the up-to-date research and developments in the area of dementia care. They should be sufficiently skilled to translate this into the training programmes for the benefit of participants – both trainees and those living with dementia.
- Are the trainers fully aware of the training programme's aims and objectives? How are these conveyed to trainees? Is it explicitly explained to participants what they are expected to know and be able to do at the end of the programme?
- Describe how you as the provider go about integrating ethics and potential ethical issues into the training programme.
- Do trainers have an understanding of cultural values and attitudes?
- Is teaching of high quality, and at an appropriate level and depth, and supported by the development of personal skills?

Standard 6: Trainees

What criteria is assessed for meeting Standard 6?:

- You as the provider have ensured the quality of its trainees through appropriate selection processes through monitoring, development and progression through dementia care programmes; the involvement of family carer, domestic care workers and health care workers in such programmes, and the provision of appropriate student services.
- Selection process for admission to the training programme should be sufficiently rigorous to ensure that an appropriate, sustainable and diverse cohort is recruited and maintained.
- The training programme assists trainees in defining their future next steps in dementia care.
- Are trainees fully aware of the aims and objectives of the training programme? How are they conveyed to trainees in advance of beginning training?

- Do they know explicitly what is expected of them following the completion of the training program?

Standard 7: Resourcing and administration

There should be adequate financial and administrative resources to support the trainer and trainee to undertake the delivery and attend the programme of study.