

SOME BASICS FOR TRAINING

Assessing the Knowledge of the Potential Aide/Student

At the beginning of the training, an instructor should ask the student if there are any questions they would like answered. This will give an idea of what areas need to be added or emphasized while conducting the training. Emphasize that questions are welcomed throughout the training.

After completing training on each competency, ask the student if there are any more questions they have that were not answered throughout the training. Make sure that time is taken to explain answers thoroughly.

Carefully gauge the learning capacity and literacy level of the aides who are being trained. Gear the teaching style and 'pacing' of materials to their needs. Ensure that reading levels and literacy issues are considered.

To assist in gauging the appropriate training method, the manual presents three alternatives:

- the core curriculum (a three day intensive course)
- the Saskatchewan model (blocks of training over as long as a year)
- the BC model (two day intensive training with follow-up in the community)

CORE CURRICULUM

Time line

The SJTOHI training is designed to take place over a three day period.. For reference a three day module is outlined here.

Day one: basic orientation,

Competency 1- ***SJTOHI – the fundamentals***, test and review;

Competency 2- ***Administration and organizational skills***.

Day two:

Finish Competency 2, test, review,

Competency 3 - ***SJTOHI aide delivery of services***, test, review.

Day three:

Competency 4, **Oral information sessions: one on one communication skills**, test, review;

Competency 5, **Oral health knowledge**, test, review and then do a general review of the three day training.

Day	Topics	Timing in hours
Day one	Orientation Competency One: SJTOHI – the fundamentals Competency Two: Administration and organization Skills	1 3 3
Day two	Competency Three: SJTOHI aide delivery of services Competency Four: Oral health information::one on one communication	4 3
Day three	Competency Five: Oral health knowledge Review of training days Outline follow-up required in community	5 1 1

DAY ONE

Basic Orientation

Introduction (1 hour)

Introduce yourself to the students. Give a brief background of your own personal dental experience. Ask the students what they are hoping to learn from this training and what their goals are for their future in terms of a being a SJTOHI aide. Ask the students if there are any questions they would like answered by the end of the training. Make a note of these questions so you can make sure they are answered throughout the training. (In a group setting these should be posted to a flip chart paper and reviewed at the end of the session.)

If there are no more questions then begin the session. Remember to stop frequently and ask if there are any questions.

Review what the tasks of a SJTOHI aide are and outline the professional obligations.

Competency One: SJTOHI – the fundamentals. (3.hours)

Review the Objectives of this section with the student before you begin teaching.

Background

1. Discuss the understanding of the number of cavities in communities.
Important messages: TOOTH DECAY IS PREVENTABLE
TOOTH DECAY CAN BE EXTREMELY PAINFUL
2. Explain to the SJTOHI aide why specific groups were targeted.
3. As you discuss the goals with the SJTOHI aide, ask them how these goals will relate to their particular target community

Important messages: HEALTHY TEETH AS A CHILD LEADS TO HEALTHY TEETH AS AN ADULT!

Competency Based Curriculum				
Competency		Objectives Specific	Educational Experiences Knowledge/ Skills Integration/Application	Reference Tools
Item	Area			
	Basic Orientation	<ol style="list-style-type: none"> 1. Tasks of the SJTOHI aide 2. Professional obligations 3. 		Workbook <ul style="list-style-type: none"> • Appendix A • Page 4 The Training Manual: <ul style="list-style-type: none"> • 7-14
1.	SJTOHI - the Fundamentals	<ol style="list-style-type: none"> 1. <u>Know the goals of SJTOHI</u> 2. <u>Understand who is eligible for SJTOHI;</u> 3. Understand the importance of privacy and client confidentiality; 4. Know about authorization slips; 5. <u>Know the SJTOHI services;</u> 6. <u>Know who can provide SJTOHI services;</u> 7. Know the role of the SJTOHI aide in these services 	<p>Discussion with SJTOHI Aide of understanding on the caries rate within immigrant children.</p> <p>Opportunity to emphasize the importance of privacy and confidentiality.</p> <p>Use personal experience with children in pain due to cavities and having to send them to the closest dentist for general anaesthesia with their parents/caregiver.</p>	Pages 5 – 9 in the Workbook The Training Manual: <ul style="list-style-type: none"> • 18 – 24 •

		8. Be able to describe where SJTOHI services might be available in the community	Use any experience that SJTOHI aide has had with fluoride varnish, sealants and ART to emphasize the painless nature of the SJTOHI services and the positive response that children have to the services. Talk about the need for early intervention – especially reaching the 0-4 population.	
2.	Administration and organizational skills	<ol style="list-style-type: none"> 1. <u>Know about the importance of scheduling and record keeping.</u> 2. <u>Be aware of the oral health year.</u> 3. <u>Review the SJTOHI calendar.</u> 4. <u>Understand the SJTOHI 'First Steps in a Community'.</u> 5. <u>Know how to use the SJTOHI aide procedure codes.</u> 6. Be able to correctly complete information on: <ul style="list-style-type: none"> o Dental Services Daily Records o Class/participants lists o SJTOHI aide monthly report 	<p>Emphasize the importance of record keeping and the need to enter data in appropriate places.</p> <p>Explain the advantages of the codes and what they mean.</p> <p>Discuss helping the oral health professional and that this might mean filling in charts for them.</p> <p>Ensure that the aide knows the record that must be kept and how to complete them correctly.</p> <p>Discuss the SJTOHI year –the cycle that is used and how important the role of the aide is at the various stages.</p>	<p>The Workbook:</p> <ul style="list-style-type: none"> • Pages 10 – 15 • Appendix B-K <p>The Training Manual:</p> <ul style="list-style-type: none"> • 27 – 56 • 106-107

		7. SJTOHI Services Record Be familiar with the SJTOHI aide check list.		
3.	SJTOHI aide delivery of SJTOHI services	<ol style="list-style-type: none"> 1. Know what protocols are and why they are used 2. Know the Emergency Protocol 3. Know the Infection Prevention and Control Protocol and when to use it 4. Know the Fluoride Varnish Protocol 5. <u>Be able to demonstrate the 'Lift the Lip' technique</u> 6. Know the positions for applying fluoride varnish 7. Understand appropriate methods for applying fluoride varnish 8. <u>Understand and be able to demonstrate how to apply fluoride varnish</u> 9. Know the Prenatal Protocol 	<p>Ensure that the aide really appreciates the importance of following the protocols – discuss the legal protection that following these protocols means.</p> <p>Make sure that the aide knows how to perform the services that they will be required to deliver – for example make sure they are comfortable in 'lifting the lip' and in the positioning techniques for applying fluoride varnish and brushing a child's teeth.</p> <p>The technique in applying fluoride varnish is an emphasis in this section – both in applying and in the follow-up.</p>	<p>The Workbook:</p> <ul style="list-style-type: none"> • Pages 17-21 • Appendix L-P <p>The Training Manual:</p> <ul style="list-style-type: none"> • 57 – 65
4.	Oral Health Information Sessions: one on one communication skills	<ol style="list-style-type: none"> 1. <u>Know the information that needs to be covered in oral hygiene sessions</u> 2. Know about Early Childhood Caries (ECC) and messages to help prevent dental decay and oral disease 3. Understand about the transmission of bacteria 	<p>Describe the importance of one –on–one oral health sessions and the SJTOHI aide's role in them.</p> <p>Make sure that the basic messages are understood – and their importance to the overall success of SJTOHI is understood.</p>	<p>The Workbook:</p> <ul style="list-style-type: none"> • Pages 22 – 30 <p>The Training Manual:</p> <ul style="list-style-type: none"> • 66-81 • 98 - 107

		<ol style="list-style-type: none"> 4. Understand the role of good oral hygiene in preventing tooth decay 5. Know about the tooth decay equation and the role of sugar in tooth decay 6. <u>Know about tooth brushing, cloths for babies and the care of tooth brushes</u> 7. <u>Know the role of flossing and other interdental aids</u> 8. <u>Know the use of pacifiers (soothers) and their care</u> 9. <u>Understand how to assist a mother in her concerns about teething</u> 10. <u>Understand how to assist a mother in breaking the baby bottle habit</u> 		
Additional Competencies				
5.	Oral health knowledge	<ol style="list-style-type: none"> 1. <u>Know why healthy teeth and gums are important;</u> 2. <u>Recognize normal teeth and mouths;</u> 3. Understand the difference between <u>primary (baby) dentition and permanent (adult) dentition and when the teeth erupt;</u> 4. Know to role of the various types of teeth; 5. Be able to identify an unhealthy mouth; 	<p>Use the mouth and tooth diagrams and your mouth models if necessary.</p> <p>Use the pictures to go through what a healthy mouth looks like.</p> <p>Let the SJTOHI Aide talk about own experience of normal versus abnormal</p>	<p>The Training Manual:</p> <ul style="list-style-type: none"> • 82-91 •

		<ol style="list-style-type: none"> 6. Be able to identify tooth decay and abnormalities; 7. <u>Know about dental plaque (biofilm);</u> 8. <u>Know the role of sugars in Early Childhood Caries Decay (ECC);</u> 9. <u>Know how to prevent ECC;</u> 10. <u>Know how to check a child's mouth for ECC;</u> 11. <u>Understand how tooth decay is transmitted</u> 		
6.	Oral health and its role in good overall health	<ol style="list-style-type: none"> 1. <u>Understand the relationship between oral health and good overall health</u> 2. <u>Know the terms 'population health', 'determinants of health' and 'evidence based'</u> 3. <u>Understand the link between oral health and disease prevention</u> 4. Recognize the components of preventing oral disease 	<p>Introduce the larger concepts in overall health and how good oral health contributes to that.</p> <p>Describe population health and how SJTOHI is a population based program.</p> <p>Link SJTOHI and what the services are to how they respond to the determinants of health.</p>	<p>The Training Manual:</p> <ul style="list-style-type: none"> • 14 -17 •
7.	Nutrition	<ol style="list-style-type: none"> 1. <u>Know about good nutrition for healthy teeth</u> 2. <u>Be aware of healthy eating tips</u> 3. <u>Know about nutrition and pregnancy</u> 4. <u>Know about good food choices</u> 	<p>Have the SJTOHI aides describe what they understand a healthy diet is, what the challenges of providing this kind of a diet is in their community and how they might help mothers and caregivers understand some of the fundamentals in providing a healthy diet.</p>	<p>The Training Manual:</p> <ul style="list-style-type: none"> • 92-97

		5. <u>Know how to assist in making the transition from baby bottle to cup</u>	Have them talk about the common feeding practices in their communities and how they might help mothers and caregivers build healthy habits for their children.	
8.	Safety	<ol style="list-style-type: none"> 1. Personal Safety 2. Home visits 3. Working Late (after core hours) 4. Travel Safety 5. Driving Safety 6. Working off-site 7. Parking Lot Safety 8. Violence in the Workplace\ 9. The Workplace Hazardous Materials Information System 	<p>Review the safety measures that the SJTOHI aide should know.</p> <p>Ensure that the SJTOHI aide know where to access information on safe practices and their obligations to make a worksite safe and keep themselves safe</p>	

Introduction

The SJT Oral Health Initiative (SJTOHI) is an oral health service delivery mechanism designed to prevent and control tooth decay in young children and to set the stage for them of a lifetime of healthy teeth. SJTOHI targets pregnant women, children ages 0 to 12 and their caregivers..

Practice Requirements

The SJTOHI aide is a member of the community in which the SJTOHI services are being provided. The SJTOHI aide must complete and pass a training session facilitated by the SJTOHI Coordinator. The SJTOHI aide must then perform seven acceptable fluoride varnishes under the supervision of the SJTOHI professional service provider. Upon successful completion of the varnish application the SJTOHI aide is then able to perform the fluoride varnishes as required. Other competencies may be required to be successfully completed.

Practice Setting

The SJTOHI aide practices in communities under the professional direction of the SJTOHI Coordinator, and with ongoing direction from the SJTOHI Oral Health Service Provider. . SJTOHI aides operate in: schools, dental clinics, SJTOHI health clinics, day care centers and clients' homes. The SJTOHI aide reports to the DR X and is responsible to him/her to ensure requirements are met.

Competencies

The SJTOHI aide is competent to provide the full range of services based on training received. SJTOHI aides provide care in the following in a professional manner in two broad categories:

1. Oral health care
2. Administration

1. Oral health care

The SJTOHI aide provides support and clinical services in the delivery of SJTOHI services:

- Participate in oral health education at prenatal clinics, well baby clinics, Healthy Babies Healthy Children programs and screening clinics
- Promote oral health in SJTOHI and workplace
- Train parents/caregivers in basic oral hygiene methods for themselves and children in their care
- Provide basic oral hygiene methods to school age children in conjunction with fluoride varnishes

- Apply fluoride varnish to SJTOHI protocol standards

2. Administration

The SJT aide applies proper time management to include the following directional responsibilities:

- Obtain and review informed consent forms for clients' ages 0-7 and update medical histories annually. Target goals for the number of authorization forms (enrolled children) are set out in the deliverables.
- Manage caseload – arrange home visits, school, Head Start, and daycare screening days
- Maintain records of parents/caregivers referred to community Oral Health Service Provider
- Document services provided on SJTOHI Client Service Records
- Complete a Dental Service Daily Record (DSDR) for all services provided daily
- Order and maintain inventory of SJTOHI supplies
- Book clients for services with the oral health service provider and provide support services at client visits.

Principles of Professionalism for the SJTOHI aide

The SJTOHI aide is prepared to provide care using knowledge, judgment and skills based on their training. They are expected to conform to codes of ethical conduct and practice standards of care. To ensure their skills they recognize the importance of ongoing learning to maintain competencies. They are expected to:

- Communicate effectively and appropriately with parents/caregivers, and staff
- Respect cultural differences
- Maintain privacy and confidentiality in client records
- Adhere to SJTOHI protocols
-

APPENDIX B: SJTOHI AIDE TRAINING REFRESHER CHECK

Refresher Training - Review Check sheet

Name of Aide: _____

Name of Provider: _____

Review Item	Date completed
Revised Community Capacity Profile Form	
Enrolment protocol	
Deliverables	
Infection Prevention and Control Protocol	
Fluoride Protocol	
FV Application Process	
Deliverables	
Prenatal Protocol	
Deliverables	
Community Emergency Protocol	
Home visit protocol	
Messages (communication)	
Tool kits	
How to Complete Forms and Charts	
Current Protocols	
SJTOHI Aide Refresher Test Complete	Mark:
(minimum 75% required)	
Other:	

SJTOHI Aide Signature: _____

Oral Health Service Provider Signature:

When refresher training completed, please provide form to SJTOHI Coordinator

Appendix C: SJTOHIFrefresher Marking Guide

SJTOHI Refresher Test –

Marking Guide

Name of Aide _____

Date of Test 1: _____

Date of Test 2: _____

Part of Test	Test 1	Test 2 (if req'd)
Part 1 –Dental Knowledge	/30	/30
Part 2 – Delivery of SJTOHI Services	/33	/33
Part 3 – Record Keeping and Data Submission	/17	/17
Part 4 – Communications	/7	/7
Part 5 – Infection Prevention and Control		

	/7	/7
Part 6 – Emergency Protocol	/6	/6
Total	/100	/100

- Open book
- Minimum mark of 75% required
- Can be retaken to obtain a better mark
- If 75% not achieved, aide will need to retrain
- Submit final mark to coordinator