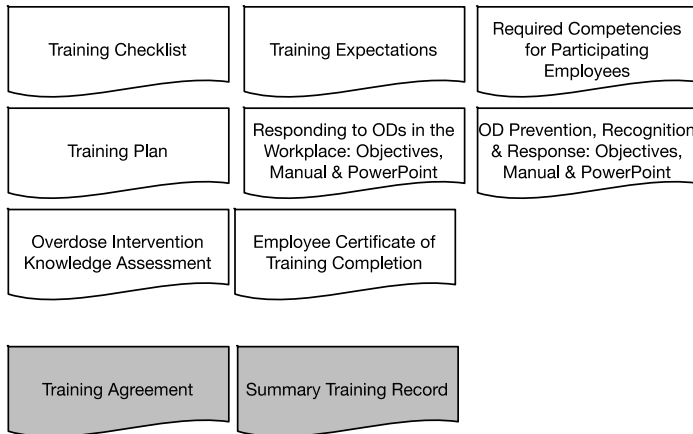


Facility Overdose Response Box Program Training Checklist



Target Audience: Site managers/supervisors, Facility Overdose Response Box Site Educator

You will need these documents for Step 3: Training.



These documents are available to facilitate staff training.

These documents must be submitted by FAX to the BC Harm Reduction Program when completed

Please complete the following activities.

- Review the [Training Expectations](#) of the Facility Overdose Response Box Program
- To determine what knowledge your staff may already have and what additional training, if any, they will require, review:
 - [Required Competencies](#) for the Facility Overdose Response Box Program
 - Learning Objectives** for Modules 1 and 2
- Develop a [Training Plan](#) for delivering education required to facilitate staff developing the **Required Competencies for Participating** in the Facility Overdose Response Box Program.
- Implement your Training Plan:
 - You must keep internal records (for your own organization) of employees that have the required competencies to administer naloxone under the Facility Overdose Response Box Program.** You may use the **Required Competencies** document provided or create your own system.
 - You may choose to provide staff with a **Certificate of Completion of Training.**
- When enough staff have been trained to ensure one staff member with the competencies to administer naloxone is scheduled for every shift, sign the [Training Agreement](#) and Fax to (604) 707-2516 Attention: BC Harm Reduction Program
- When staff training at your site is complete, record the total number of staff trained to participate in the Facility Overdose Response Box Program on the **Summary Training Record** and Fax to (604) 707-2516 Attention: BC Harm Reduction Program when staff training at your site is complete.

Next Steps.

- Once BCCDC has received the signed Training Agreement, the Facility Overdose Response Box will be sent (allow at least 2-4 weeks for delivery).
- Upon receipt of the Overdose Response Box, sites can complete the implementation and ongoing activities checklists.

Facility Overdose Response Box Program

Training Expectations



Staff administering naloxone through the Facility Overdose Response Box Program must possess the competencies required by the BC Harm Reduction Program (see pages 6-7). To attain these competencies, the following 2 training modules are recommended, and provided for your use: [Module 1: Overdose Prevention, Recognition and Response](#), and [Module 2: Responding to Overdoses in the Workplace](#). To facilitate delivery of education, training manuals, learning objectives, and PowerPoint presentations are available for both modules.

While you may choose not to train all staff and volunteers in naloxone administration, everyone working or volunteering at your site should be familiar with your organization’s policy on overdose including debriefing and support options, have basic First Aid, be able to recognize an opioid overdose and respond by calling 911 and doing rescue breathing.

Staff that already have completed Take Home Naloxone training may have the competencies associated with Module 1: Overdose Prevention, Recognition and Response, but will still need to complete the Module 2: Responding To Overdoses In The Workplace, and confirm they have all competencies required to administer naloxone through the Facility Overdose Response Box Program.

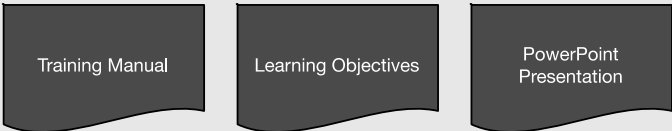
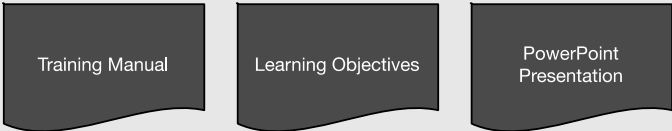
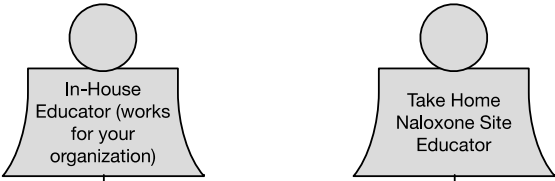
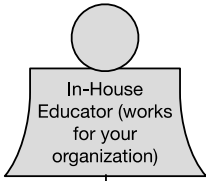
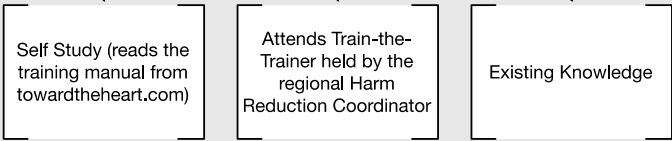
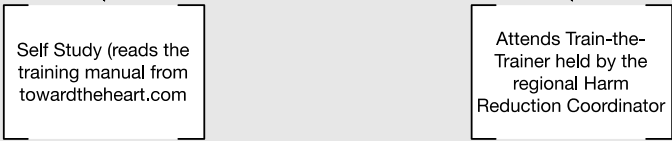
Before you will receive your Facility Overdose Response Box, you must train enough staff that each shift will have at least 1 staff member trained in naloxone administration.

OPTIONS FOR TRAINING STAFF

- The educator for Module 1: Overdose Prevention, Recognition and Response could be:
 - A Take Home Naloxone site educator
 - A staff member who attends a train-the-trainer hosted by the local health authority
 - A staff member who self-studies the material under Step 3: Training available at <http://towardtheheart.com/naloxone/forb/forb-modules>
- The educator for the Module 2: Responding to Overdoses in the Workplace training could be:
 - A staff member who attends a train-the-trainer hosted by the local health authority
 - A staff member who self-studies the material under Step 3: Training available at <http://towardtheheart.com/naloxone/forb/forb-modules>

These options are summarized in a diagram on the following page.

The options for delivering education to your staff are shown below:

Curriculum	Module 1: Overdose Prevention, Recognition and Response	Module 2: Responding to Overdoses in the Workplace
Resources Available from towardtheheart.com		
Who will train your staff?		
How will this trainer learn the required material?		

All sites are encouraged to have at least one in-house educator familiar with both modules. This will ensure sustainability of the Facility Overdose Response Box program at your site, allowing you to offer refresher sessions and train new staff and volunteers. The PowerPoint presentations provided can be edited to suit your organization’s needs.

Contact information for the regional Harm Reduction Coordinators is available in [Package 1: Orientation](#).

Facility Overdose Response Box Program Training Plan



Module 1: Overdose Prevention, Recognition and Response

1. Who will deliver the training?

- In-house educator – self-study
- In-house educator – attends train-the-trainer organized by health authority Harm Reduction Coordinator
- Take Home Naloxone site educator

2. How many sessions will be held? When and where will they be held?

3. What training materials will be used? Will you use the PowerPoint provided by the BC Harm Reduction Program? Do you have enough supplies for practicing injections (water ampoules, Vanishpoint® syringes, oranges to inject into) – staff may want to practice more than one time.

4. How will staff competency be assessed? A sample competency test is provided, and it is recommended that a practical component be used to ensure staff are able to draw up and administer naloxone.

5. How will the organization maintain records (for your own organization) of staff that attend trainings and staff competency assessments?

Module 2: Responding to Overdoses in the Workplace

1. Who will deliver the training?

- In-house educator – self-study
- In-house educator – attends train-the-trainer organized by health authority
Harm Reduction Coordinator

2. How many sessions will be held? When and where will they be held?

3. What training materials will be used? Will you use the PowerPoint provided by the BC Harm Reduction Program? Do you have copies of your organization’s policies and protocols, and copies of all forms used for the Facility Overdose Response Box Program?

4. How will staff competency be assessed? A sample competency test is provided.

5. How will the organization maintain records (for your own organization) of staff that attend trainings and staff competency assessments?

Facility Overdose Response Box Program

Required Competencies to Administer Naloxone



TOPIC	COMPETENCIES
A OVERDOSE (OD) PREVENTION	<ul style="list-style-type: none"> <input type="checkbox"/> Knows factors that increase the risk of OD <input type="checkbox"/> Understands the risks associated with using drugs alone, but also accepts and supports that some people prefer to use alone for many reasons. <input type="checkbox"/> Knows key prevention messages that give people options to improve their safety, including options for using more safely alone.
B SIGNS & SYMPTOMS OF STIMULANT OVERDOSE	<ul style="list-style-type: none"> <input type="checkbox"/> Can list common stimulants <input type="checkbox"/> Knows signs and symptoms of stimulant OD <input type="checkbox"/> Knows how to respond to a stimulant OD
C SIGNS & SYMPTOMS OF OPIOID OD	<ul style="list-style-type: none"> <input type="checkbox"/> Can list common opioids and differentiate them from non-opioid depressants <input type="checkbox"/> Knows signs and symptoms of an opioid OD
D NALOXONE	<ul style="list-style-type: none"> <input type="checkbox"/> Understands how naloxone works, and what types of ODs it is effective against <input type="checkbox"/> Knows how long it takes for naloxone to work, and how long it works for <input type="checkbox"/> Knows how to store naloxone, and how to check the expiry date
E OPIOID OD RESPONSE	<ul style="list-style-type: none"> <input type="checkbox"/> Knows the steps involved in responding to an opioid OD with and without naloxone <input type="checkbox"/> Understands the importance of rescue breathing and knows when compressions may be needed <input type="checkbox"/> Demonstrates ability to put someone in the recovery position <input type="checkbox"/> Demonstrates skill in rescue breathing <input type="checkbox"/> Demonstrates skill in preparing and administering an intramuscular injection of naloxone <input type="checkbox"/> Demonstrates skill in delegating tasks and utilizing coworkers and clients
F AFTERCARE	<ul style="list-style-type: none"> <input type="checkbox"/> Understands the importance of medical care following an opioid OD <input type="checkbox"/> Knowledgeable of the organization's critical incident documentation requirements <input type="checkbox"/> Aware of options for debriefing following naloxone administration <input type="checkbox"/> Familiar with additional avenues of support for employees

Facility Overdose Response Box Program Required Competencies to Administer Naloxone



TOPIC	COMPETENCIES
G OD PREPAREDNESS	<input type="checkbox"/> Knowledgeable of how the organization incorporates OD prevention into day-to-day operations <input type="checkbox"/> Demonstrates skill in communicating non-judgementally with clients about their substance use <input type="checkbox"/> Familiar with strategies for monitoring high risk areas to facilitate early identification of ODs <input type="checkbox"/> Understands the role of practice drills in maintaining competencies
H YOUR ORGANIZATION'S OPIOID OD RESPONSE POLICY	<input type="checkbox"/> Has read and understands the organization's policy on opioid overdose response <input type="checkbox"/> Knows the organization's policy on responding to OD off-site or on outreach (if applicable) <input type="checkbox"/> Understands what tasks untrained staff members or clients can assist with <input type="checkbox"/> Familiar with the organization's shift change checklist
I FACILITY OD RESPONSE BOX PROGRAM	<input type="checkbox"/> Knows where naloxone is stored at the site <input type="checkbox"/> Knowledgeable about the contents of the Facility Overdose Response Box <input type="checkbox"/> Documentation required for the Facility Overdose Response Box Program

This employee meets the competencies to participate in the Facility Overdose Response Box Program.

EMPLOYEE NAME: _____	SUPERVISOR NAME: _____
EMPLOYEE SIGNATURE: _____	SUPERVISOR SIGNATURE: _____
DATE: _____	
REFRESHER COURSE COMPLETION DATES:	_____ _____ _____

Facility Overdose Response Box Program Training Agreement



Please complete this form and submit by E-MAIL to naloxone@bccdc.ca when enough staff have been trained to ensure there is one staff member with the competencies to administer naloxone scheduled for every shift. If you don't have e-mail you can fax to 604-707-2516.

Your Facility Overdose Response Box will not be sent until this form is received. Please allow at least 2-4 weeks for delivery of the box.

Organization Name: _____

Site Name: _____

Please indicate at least one educator who has provided training on overdose prevention, recognition and response to your staff.

Educator Name: _____

Job Title: _____

Educator Name: _____

Job Title: _____

Educator Name: _____

Job Title: _____

At my site, enough staff have been trained to ensure there is one staff member with the competencies to administer naloxone scheduled for every shift.

I will submit the Summary Training Record when all planned staff training is complete.

Name (Print): _____

Job Title: _____

Signature: _____

Date: _____