

## Master Trainer Position Description for Better Choices, Better Health® SD

**Better Choices, Better Health® SD (BCBH), is South Dakota's licensed evidence-based chronic disease self-management education (CDSME) suite of programs, originally developed by Stanford University and offered by the Self-Management Resource Center.** BCBH offers workshops designed to provide education, skills, and tools to increase participant's self-confidence in their ability to better manage their chronic physical and mental health conditions. Master Trainers are trained to co-facilitate BCBH Lay Leader (LL) trainings (four days) and BCBH workshops (six-2.5 hours each-consecutive weekly sessions). Lay Leader Training teaches trainees to co-lead BCBH workshops following a specific process and curriculum. Workshops are always co-facilitated by two trained leaders (i.e. either Master Trainers, Lay Leaders, or one of each. Master Trainer applicants are living with and managing one or more chronic physical and/or mental health condition(s) OR have experience with a family member or friend who has a chronic health condition(s).

### becoming a BCBH Master Trainer

Potential Master Trainers must attend an in-person 4.5-day master trainer training (29 hours) co-led by 2 Self-Management Resource Center T-Trainers and successfully complete all requirements of the training.

**Certification: Permission granted by the Self-Management Resource Center to individuals who have completed training in SMRC programs, have been recommended for certification for Master Trainer by their trainers, and who have completed additional requirements as detailed in pages 5-9 of the SMRC Certification Guidelines document [https://www.selfmanagementresource.com/docs/pdfs/Certification\\_Guidelines\\_2017.pdf](https://www.selfmanagementresource.com/docs/pdfs/Certification_Guidelines_2017.pdf) Certified Master Trainers are allowed to train Leaders.** To see more about becoming a Master trainer go to [Self-Management Resource Center \(selfmanagementresource.com\)](http://Self-Management Resource Center (selfmanagementresource.com)). There are no MT trainings scheduled or planned to be offered in SD. Please contact us for more information or interest at 1-888-484-3800 or [betterchoices.betterhealth@sdsu.edu](mailto:betterchoices.betterhealth@sdsu.edu)

### Requirements to Serve as a Master Trainer for BCBH

- Agrees to the requirements of the BCBH license
- BCBH Master Trainers, sponsored by their organization, will obtain a signed BCBH MOA from their employer
- Must present curriculum exactly as instructed at training following the Self-Management Resource Center model (SMRC)
- Agrees to ensure all workshop paperwork is collected and returned as instructed
- Agrees to submit Trainer's Annual Report to BCBH leadership and SMRC
- Keep confidential workshop information protected (i.e. workshop roster, participant information)
- Agrees to follow all fidelity, commitment, non-disclosure, confidentiality, AA/EEO guidelines, and volunteer policies of the BCBH program

### Additional Skills, Abilities, and Values

- Dependable and consistent participation in the BCBH program (i.e. maintains certification requirements, participates in quarterly virtual meetings, attends annual recognition events, offers newsletter contributions, submits yearly MT certification tracking documents submits annual reporting documents)
- Able to be non-judgmental, respect different opinions, not offer advice/opinions to workshop participants
- Able to talk easily with a variety of individuals, including adults with disabilities and older adults
- Ability to listen to what others are saying without interrupting; work comfortably in front of small groups
- Feels comfortable with being evaluated as a workshop leader and welcomes constructive feedback
- Able to fluently read aloud and follow a script, and to write clearly on charts
- Willingness to share some personal information and experience with the group
- Demonstrates a caring, respectful and compassionate attitude towards all people
- Able to safely perform the physical requirements of the program
- Understands no healthcare training or experience is needed

*This is subject to change at the discretion of the Self-Management Resource Center and SDSU Extension.*

*Additional Expectations of Serving as an Active Master Trainer*

- Able to leave jobs for four full days to conduct a Lay Leader Training
- Mentor newly trained BCBH LL /MT
- Assist in performing fidelity checks as needed
- Stay current on information shared via SMRC and BCBH listservs
- Help promote workshops (distribute BCBH posters and materials, do short presentations, session zero)
- Help schedule workshops-arrange the space, time, and dates; obtain host site agreements
- Help to recruit and register workshop participants
- Share your BCBH testimony to others (i.e. family, friends, colleagues, employers)

*Retaining Active Master Trainer Status for BCBH (CDSMP)*

To remain active as a Master Trainer, the following policy applies *after the initial certification*:

- Every 12 months, must facilitate one of the following to remain certified:
  - One 6-session community workshop, or
  - One 4-day Leader training, or
  - One Leader cross-training, or
  - One Leader Update training, if relevant.
- Every 2 years, conduct one of the above for every program for which they are certified.
- Every 2 years, conduct a full 4-day Leader training.

*Loss of Certification*

If a Master Trainer does not 1) facilitate workshops or conduct Leader cross-trainings for any 12-month period, or 2) conduct a full Leader training every two years, they will be considered inactive as a Master Trainer and must be re-trained and recertified as a Master Trainer.

*Obtaining and Retaining Active Master Trainer Status for Additional Programs (ex: BCBH Diabetes-DSMP)*

Active Master Trainers, first trained in CDSMP, can become Master Trainers in an additional program. They must complete the following steps:

- Complete cross-training (1 full day) in a webinar or in a community training
- Facilitate one 6-week workshop (all 6 sessions) in cross-trained program within 12 months of training date
- Return their Master Trainer Agreement and Certification Form for Additional Program within one month from completion of certification requirements

\*\*\*To remain a certified Master Trainer in multiple programs, must complete Program trainings and workshops as detailed on page 1.