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COHI Aide INSTRUCTOR'S



MANUAL

Our mission is to help the people of Canada
maintain and improve their health.

Health Canada

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Introduction

The purpose of the Instructor's Manual for training of the COHI Aide is to assist the dental professional when they train the COHI Aide. The Instructor's Manual has been designed to cover the required three day COHI training session and has been formatted simply to act as a guide. Each number in the Instructor's Manual is a direct reference to the numbered section heading in the COHI Aide's Training Manual. The key to teaching is to ensure all materials are covered in a way the COHI Aide can easily understand and apply in a COHI setting. The amount of time you spend on each competency may be altered according to the COHI Aide's understanding of the material. It is your responsibility, as the instructor, to ensure each competency is reviewed and tested.

The Objectives of the COHI Aide Training Are To:

1. Achieve an understanding, acceptance and knowledge of their roles as a COHI Aide and basic knowledge of oral health.
2. Ensure the COHI Aide can understand and retain the information and perform the COHI services as outlined in the COHI Aide's job description.

Before You Start

Familiarize the COHI Aide with the training manual. If possible, ensure the COHI Aide has the training manual a week prior to the training session for their review.

Use a teaching style that is easy for the COHI Aide to follow and comprehend. If the COHI Aide is a community person with little or no health background your approach will be different than if you are instructing the local nurse. If the COHI Aide has a strong academic background, they may be comfortable with self-directed learning.

Planning Your Training Session

Understand the Objectives of the Training

As the dental professional, your primary goal is to ensure the COHI Aide understands their role, understands and accepts the various elements of services offered by COHI and gains basic knowledge of oral health ideas/concepts.



Review the Competencies

Understanding the objectives of each competency and how they relate to one another will allow for a more effective training session. The competencies have been laid out in numerical order; however, you may choose to present them in an order that is most logical to your teaching style or the learning style of the COHI Aide. Ensure all areas are covered.

Review the Competency You are About to Teach

Review the competency before you teach it to ensure you fully understand the objectives and all topics to be discussed. If you have questions or concerns, contact your Regional COHI Coordinator for clarification. Don't find yourself in a situation of not knowing – "I don't know what that means" or "I don't agree with this".

Access Additional Resources (if required)

Additional resources have been listed in the appendix which will assist you in training the COHI Aide. These resources complement the COHI Aide training manual and provide further background information. Remember: the objective is to allow the COHI Aide to have a general understanding of basic oral health, NOT to turn the COHI Aide into a dental professional.

Tips and Tools to Ensure an Effective Training Session

Structuring the Training Session

An effective training session should follow a specific structure so the COHI Aide can easily understand the process and recall the material. Prior to the training session, review each competency and determine how much time you will need to cover all required material.

Use of Visual Aids

A variety of visual aids have been provided to help in the delivery of the training session. These aids include: manuals, Power Point presentations, models, a flip chart and other resource materials. Use of visual aids during the training session will increase the COHI Aide's understanding of information presented and add emphasis to important oral health topics.



Print Material

People generally respond well to written material which they can refer back to for clarification. Use print material which you are most comfortable with and that can be easily understood by the COHI Aide. Give your COHI Aide something to 'take home' to help them remember the competency that you have just covered, but do not overwhelm the COHI Aide by 'dumping' everything on them at once.

Flip Chart

A flip chart is a low tech tool that allows for a very informal and comfortable teaching session. A flip chart requires little set up effort and is easily controlled.

PowerPoint Presentations

PowerPoint has become an increasingly popular method for making presentations. PowerPoint presentations are very versatile and can be used for both large and small audiences. Do not feel you need to use this method just to keep up with the times. Flip charts or overhead slides are just as effective. There is nothing magical about using a computer and if you are uncomfortable, DON'T use it. You'll spend more time fussing about the connections and 'getting it right' than about the content of the material.

Remember, it is more important to build a rapport with your COHI Aide (convincing them of the ideas) than allowing technology to get in your way.

Models

People will often feel more comfortable with their own ability to undertake a task if they can first practice on a model. Models provide a safe and controlled environment where the COHI Aide can learn through trial and error.

Discuss the Testing Procedure and Purpose

It is important to discuss the procedures and purposes of the test questions with the COHI Aide. Our goal is not to "fail" anyone, but to ensure they have a clear understanding of each competency. If the COHI Aide seems to lack confidence in the material, then review the competency or area of difficulty with the COHI Aide.



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The Teaching Process

During the training session, use your judgment to determine if the COHI Aide is being overwhelmed or is having difficulty with the information. If you find they are being overwhelmed or having difficulty, set aside some time at the end of the training day to focus on areas of difficulty the COHI Aide may be experiencing. It is important they understand the information, but keep in mind you only have three days to review the training manual.

If the COHI Aide continues to have difficulty, remember they will take part in some hands-on training and it is perfectly normal for them not to understand or grasp all concepts at once.

Be patient and build a supportive environment for the COHI Aide by showing empathy for them and bringing some of your own real life experiences to the training.

Remember, your experience is the most valuable tool in the training process.

Setting the Stage

If you have not already done so, review the COHI Aide's job description and become familiar with the roles and responsibilities.

Ensure your training session takes place in an atmosphere which is comfortable for you and the COHI Aide.

Try to pick a location that will allow minimal outside interruptions.

Prepare all materials in advance and decide on the training method which would be most suitable for both you and the COHI Aide.

Encourage the COHI Aide to ask questions and remind them that there are "no stupid questions".

Be prepared to answer any questions the COHI Aide may have and answer them as thoroughly as possible.



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Testing

Upon completion of each competency, ask the COHI Aide if they have any further questions. Once all the COHI Aide's questions have been answered, complete the testing section.

Testing consists of multiple choice, true/false statements and fill-in-the-blanks which are to be completed by the COHI Aide.

The testing process also includes discussion questions which will provide an opportunity for the dental professional to determine if the COHI Aide has acquired the necessary knowledge or if the competency should be reviewed. Keep in mind, answers for questions will vary with each COHI Aide. If someone does not appear to know the material, review it, ensure they ask questions and repeat the test.



Suggested Time Line

The training session is designed to take place over a three day period. Below you will find a suggested timeline to follow.

Day One

Introductions

General overview and expectations of training session

Outline of training manual

Available resources

Review objectives of Competency one: Knowledge of COHI

Teach Competency 1: Knowledge of COHI

Test Competency 1: Knowledge of COHI

Review objectives of Competency 2: Basic Oral Health Care and Dental Knowledge

Begin to teach Competency 2: Basic Oral Health Care and Dental Knowledge

Question and Answer period

Day Two

Review of material from Day One

Complete teaching of Competency 2: Basic Oral Health Care and Dental Knowledge

Test Competency 2: Basic Oral Health Care and Dental Knowledge

Teach Competency 3: Delivery of COHI Oral Health Care Services

Test Competency 3: Delivery of COHI Oral Health Care Services

Question and Answer Period

Day Three

Review of material from Day One and Two

Teach Competency 4: Organizational and Communication Skills

Test Competency 4: Organizational and Communication Skills

Teach Competency 5: Professionalism and Community Health

Test Competency 5: Professionalism and Community Health

Question and Answer Period

General review of the three day training session



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DAY 1

Introduction (30 minutes)

Establish a level of comfort between yourself and the COHI Aide.

Provide the COHI Aide with a brief background of your own personal dental experience.

Ask the COHI Aide to provide some examples of good oral health habits, tooth decay and prevention methods. This short discussion will provide you with a basic understanding of the COHI Aide's current knowledge of oral health.

Encourage the COHI Aide to ask any questions they may have throughout the training session. Answer all questions as thoroughly as possible and use the questions as a guide to indicate areas you may need to add or emphasize during the training.

Ask the COHI Aide what they hope to learn from this training and what their goals are for their future in terms of being a COHI Aide.

Ask the COHI Aide if they had an opportunity to review the training manual and if they have any questions they would like answered.



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Competency 1: Knowledge of COHI (3.5 hours)

Visual Aids: COHI Pamphlet, COHI Poster

1.1 Objectives

Review the objectives of this section.

1.2 Background

Explain what COHI is and why it is needed.

Explain who COHI focuses on and have the COHI Aide provide their understanding of tooth decay in First Nation and Inuit (FN/I) communities.

Key Messages

**TOOTH DECAY IS PREVENTABLE!
TOOTH DECAY CAN BE EXTREMELY PAINFUL!**

Explain why COHI focuses on the three specific groups:

- 0-4 years
- 5-7 years
- pregnant women/parents/caregivers

Explain the purpose and goals of COHI.

Ask the COHI Aide how COHI's goals relate to their particular community.

Key Message

**HEALTHY TEETH AS A CHILD LEADS
TO HEALTHY TEETH AS AN ADULT!**



1.3 COHI Services

Provide an overview of all COHI services.

Outline the COHI Aide's role for each service.

The COHI Aide will offer:

- Fluoride Varnish Applications
- Xylitol Chewing Gum
- One on One Oral Health Information Sessions

Reinforce that COHI services are only to be provided to children with a signed permission form.

1.4 Overview of COHI Protocols

Explain what protocols are, how they are used and their importance (see Glossary if necessary)

Protocols:

- ensure safety of the client
- provide guidance to the COHI Aide and dental professionals
- provide standardization and effectiveness throughout the Regions
- provide basis for liability protection

Briefly list the COHI Protocols.

Note: COHI Protocols allow for a standardized level of care to be provided to all FN/I people across Canada. It is important to follow the protocols to ensure standards are met and treatment is provided in the most effective and efficient manner. COHI protocols are an excellent resource for the COHI Aide and all dental professionals.



Competency 1 Testing: Knowledge of COHI

Review of Competency 1: Knowledge of COHI

Answer any questions the COHI Aide may have and make note of questions you are unable to answer.

Explain the passing grade to the COHI Aide.

Note: The COHI Aide is allowed to take the test with an open book.

Testing of Competency 1: Knowledge of COHI

1. Distribute the Competency 1 test to the COHI Aide.
2. Allow 45 minutes to complete the testing process.
3. Discussion questions are an oral part of the Competency testing and should be included in the 45 minutes.
4. If the COHI Aide was unsuccessful in one or more areas, review the material and retest until successful.

Test scores:	Perfect	Minimum Acceptable
Multiple choice		
True/false statements	16/16	12/16
Fill in the blanks		
Discussion questions	5/5	3/5



Competency 2: Basic Oral Health Care and Dental Knowledge

(5 hours – approximately three hours on day 1 and two hours on day 2)

Visual Aids: Mouth Model, Flip Chart

2.1 Objectives

Review the objectives of this section.

Ensure the COHI Aide understands:

- The process of tooth decay
- The transmission of Streptococcus Mutans from parent/caregiver's mouth to the child's mouth

2.2 Healthy Teeth and Gums

Ask the COHI Aide why they feel it is important for babies, children and adults to keep their teeth healthy.

2.3 Normal Structures

Use the mouth and tooth diagrams to show the basic structures of the mouth and tooth

Visual aids: Review the pattern of eruption for both primary (baby) and permanent (adult) teeth using the diagrams and the mouth models.

Visual aid: Mouth model will help explain the functions of teeth:

- Scissors (cut)
- Fork (tear)
- Nut Cracker (crush)
- Mortar and Pestle (Grind)



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2.4 Recognizing Abnormalities – Mouth and Tooth

Mouth Sores

The COHI Aide is only required to recognize a mouth sore as abnormal, not to identify the type. Review pictures of mouth sores and remind them that if they find mouth sores while performing treatment, they are to stop treatment and contact the dental professional.

Unhealthy Teeth

Visual aid: Healthy Smile Happy Child Flip chart can be used to review pictures of early signs of tooth decay.

2.5 Tooth Decay

Explain what causes tooth decay using the Venn diagrams.

SUGAR + BACTERIA = ACID

ACID + TIME/FREQUENCY + TOOTH = TOOTH DECAY!!!

Note: Remind the COHI Aide that with time they will be able to recognize signs of tooth decay. The more the COHI Aide sees tooth decay at various stages, the easier it will be for them to identify tooth decay in the future



DAY 2

Brief Review of Competency 2.1 – 2.6 from Day 1

(Basic Oral Health Care and Dental Knowledge)

2.6 Transmission of Tooth Decay

Use examples based on your personal work experience to explain how transmission occurs.

Have the COHI Aide list possible examples of transmission.

Ensure the COHI Aide understands that these behaviours are fine as long as the parent/caregiver's mouth is healthy.

Note: Many people are not aware that a parent/caregiver passes on the bacteria causing tooth decay to infants/children.

COHI Aides need to understand that parents/caregivers play an important role in the health of their child's teeth.

There are simple behaviours/habits that can be changed to help improve the health of their child's teeth.

The behaviours mentioned in this section should not be discouraged. Rather, the parent/caregiver should ensure their mouth and teeth are healthy so they don't pass on bacteria causing tooth decay to their child.

2.7 Early Childhood Caries (ECC)

Explain ECC:

- starts with the early transmission of bacteria (*Streptococcus Mutans*) to the baby/infant
- a very common infectious disease that affects baby teeth of very young children
- a serious health concern within many First Nation and Inuit communities in Canada

Explain possible results of ECC

Visual aid: Pictures in training manual and "Healthy Smile, Happy Child" Flip Chart showing pictures of ECC. The more the COHI Aide sees different examples, the easier it will be to identify ECC.



2.8 Shawlee's Story

Use this story to help the COHI Aide present information to a parent/caregiver about their child's teeth.

2.9 Prevention of Tooth Decay

Visual aids: Mouth models, large toothbrush and sealant model will help you to discuss the different ways a parent/caregiver can care for their child's teeth at home.

- Brushing
- Flossing
- Use of A Cloth
- Use of Xylitol Chewing Gum
- Basic Healthy Eating Habits

Visual aids: Two xylitol presentations have been included in this package to review. One presentation has been designed for the COHI Aide, and the other for the dental professional. Review the protocol if necessary to understand the benefits of xylitol.

Demonstrate the above practices (brushing, flossing, use of a cloth) on a mouth model and have the COHI Aide demonstrate afterwards.

Discuss the professional services offered by COHI:

- Fluoride Varnish Application
- Sealants

2.10 Taking Care of Your Infant/Toddler's Teeth

Bottle feeding

- Discuss different feeding options
- Encourage breastfeeding when possible

Key Message

**THE BEST COMFORT FOR YOUR
TEETHING BABY IS TENDER LOVING CARE**



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Pacifiers

- Discuss the different kinds of pacifiers and which ones are the best to use
- How to check for damage on a pacifiers

Teething

- Discuss signs and symptoms of teething
- Discuss different ways to decrease pain caused by teething

Note: There may be traditional ways to manage the discomforts of teething within the community. Make sure they are healthy ways and will not harm the child. Discuss your experience with different teething methods.

2.11 Cody's Story

Use this story to help the COHI Aide present information to a parent/caregiver about their child's finger/thumb sucking habit.



Competency 2 Testing: Basic Oral Health Care and Dental Knowledge

Review of Competency 2: Basic Oral Health Care and Dental Knowledge

Answer any questions the COHI Aide may have and make note of questions you are unable to answer.

Explain the passing grade to the COHI Aide.

Note: The COHI Aide is allowed to take the test with an open book.

Testing of Competency 2: Basic Oral Health Care and Dental Knowledge

1. Distribute the Competency 2 test to the COHI Aide.
2. Allow **45 minutes** to complete the testing process.
3. Discussion questions are an oral part of the Competency testing and should be included in the 45 minutes.
4. If the COHI Aide was unsuccessful in one or more areas, review the material and retest until successful.

Test scores:	Perfect	Minimum Acceptable
Multiple choice		
True/false statements	17/17	13/17
Fill in the blanks		
Discussion questions	10/10	7/10



Competency 3: Delivery of COHI Oral Health Care Services (4 hours)

3.1 Objectives

Review the objectives of this section.

3.2 Delivery of COHI Services

Ensure the facility:

- is easy to access
- is safe and clean
- is free from distraction

Infection Control

Spend some time reviewing the Infection Control Protocol and ensure the COHI Aide has a good understanding of the protocol.

Ask the COHI Aide to explain the importance of keeping an area clean while performing work on the child.

Note: It is important to follow the Infection Control Protocol so transmission of bacteria is not passed on from COHI Aide to child or child to COHI Aide. By keeping the area clean, washing hands regularly, wearing gloves and disposing of the used materials after each client you are minimizing the risk of transmission.

3.3 Appropriate Methods of Providing COHI Services

Knee-to-Knee Technique

- Demonstrate and explain the knee-to-knee technique with a doll or object and have the COHI Aide demonstrate afterwards.

Use of Floor Mats

- Demonstrate and explain the use of floor mats and have the COHI Aide demonstrate afterwards.

Dental Chair

- Demonstrate (if possible) and explain the use of a dental chair.



'Lift the Lip' Technique

1. Explain the purpose of 'Lift the Lip'.
2. Demonstrate 'Lift the Lip' using your own mouth.
3. Have the COHI Aide attempt to perform 'Lift the Lip' on themselves.
4. Discuss who can 'Lift the Lip' and what to do if they find signs of tooth decay.

Give options for your community when the COHI Aide finds mouth sores and tooth decay.

Emphasize the importance of the COHI Aide being comfortable while providing services. If they become uncomfortable they should stop providing the service and speak with the dental professional.

Note: Discomfort can occur for many reasons. (i.e. an abscess in a child's mouth)

Key Message

WHEN IN THE MOUTH AND IN DOUBT, GET OUT!

3.4 Fluoride Varnish Application

Visual Aids: fluoride varnish, gloves, mask and all supplies listed

Review the materials required for a fluoride varnish application.

Review the steps to setting up for a fluoride varnish application.

Practice fluoride varnish on a doll or a mouth model, without materials. Explain each step as you go through the process and refer to the Infection Control Protocol.

Ensure the COHI Aide that performing a fluoride varnish application will be a natural process for them once they have enough practice.

Note: The COHI Aide will observe the dental professional performing fluoride varnish applications on clients a few times before doing it alone. Observe the COHI Aide the first few times they apply varnish. Ensure the Fluoride Varnish Application and Infection Control Protocol are followed.



3.5 Appropriate Dispensing of Xylitol Chewing Gum to Parent/Caregiver

Review the Xylitol Protocol

Visual aids: xylitol presentation (provided in hard copy), container of Xylimax chewing gum

Remind the COHI Aide of their responsibility for filling out the appropriate COHI forms and charts.

Simulate an exercise where you will act as a parent/caregiver to verify the COHI Aide's understanding.

3.6 Oral Health Information Sessions

Review the information you would normally present to parents/caregivers in a one-on-one presentation.

Have the COHI Aide observe you in one-on-one sessions prior to undertaking them on their own. The more practice they have, the better they will become.

Review the COHI Aide's role in assisting you with the preparation and presentation of group sessions when necessary.

Note: COHI Aides are not to give group sessions on their own.

3.7 COHI Services Provided by the Dental Professional

Review the COHI Aide's role in assisting you with the following services

- COHI Screening
- Sealants
- Alternative Restorative Treatment (ART)



Competency 3 Testing: Delivery of COHI Oral Health Care Services

Review of Competency 3: Delivery of COHI Oral Health Care Services

Answer any questions the COHI Aide may have and make note of questions you are unable to answer.

Explain the passing grade to the COHI Aide.

Note: The COHI Aide is allowed to take the test with an open book.

Testing of Competency 3: Delivery of COHI Oral Health Care Services

1. Distribute the Competency 3 test to the COHI Aide.
2. Allow **45 minutes** to complete the testing process.
3. Discussion questions are an oral part of the Competency testing and should be included in the 45 minutes.
4. If the COHI Aide was unsuccessful in one or more areas, review the material and retest until successful.

Test scores:	Perfect	Minimum Acceptable
Multiple choice		
True/false statements	5/5	3/5
Fill in the blanks		
Discussion questions	10/10	7/10



DAY 3

Competency 4: Organizational and Communication Skills (3 hours)

4.1 Objectives

Review the objectives of this section.

Special Notes: Competency 4 encourages maximum participation from the COHI Aide. If they can't communicate with you comfortably, they will have difficulty communicating with the parent/caregiver. Because this competency relies on verbal interaction, make sure to ask open-ended questions and encourage self expression.

4.2 Communicating Effectively With the Client

Have the COHI Aide provide examples of effective language and behaviour.

Discuss possible situations where unacceptable behaviour may occur and how to handle it.

Discuss what it means to “look professional”.

4.3 Demonstrating Effective Client/Family Interviewing Skills

Review good interviewing skills and their importance.

Simulate an exercise where the COHI Aide meets the parents for the first time. Have the COHI Aide be the worker and you be the parent/caregiver. Allow the COHI Aide to choose what to say, then, if necessary, review other possible phrases.

4.4 Establishing Ongoing Relationships with the Clients and Families

Discuss why it is important to maintain good relationships with clients and families.

4.5 Maintaining and Submitting CONFIDENTIAL, Comprehensive, Timely and Legible Oral Health Care Records

Discuss the importance of forms in maintaining a client's oral health history.

Show the COHI Aide the required COHI forms.



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Allow extra time for the COHI Aide to complete sample forms with your supervision.

Outline the role of the COHI Aide in submission of completed forms. Review your regional protocol to verify where and when completed forms should be submitted.

Emphasize the critical importance of maintaining confidentiality and security of the client's information.

Remind the COHI Aide it is forbidden to gossip about any of the clients. If they feel they need to tell someone about a client's situation, they are to speak to the dental professional privately.

4.6 Organizing and Maintaining Schedules for COHI Service Delivery

Discuss the role of the COHI Aide in scheduling events and booking appointments/sessions.

Discuss different ways for the COHI Aide to confirm appointments with the parents/caregivers to ensure the client keeps the appointment.

Discuss your personal expectations of the COHI Aide for when they book appointments.

Make sure they are aware of your schedule prior to booking any appointments so they do not over-book.

Note: Take time to discuss the Regional Filing System with your COHI Aide.



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4.7 Identifying and Communicating, on a Timely Basis, the need for COHI Supplies

Discuss the COHI Aide's responsibilities for ordering supplies.

You may want to suggest to the COHI Aide they keep a journal listing:

- COHI equipment and quantity of supplies in the office
- supplies to be ordered by the dental professional

Note: Each Region will have its own list of supplies available to be ordered as well as a protocol to follow. Orders may not be processed immediately if the supplies are not available from either the supply office or the manufacturer. Review your regional protocol to verify the COHI Aide's responsibilities.

4.8 Home Visits

Review the possibility for COHI Aides to perform Home Visits. Remind them they are NOT to enter the home unless they have the permission of the Region, Community, parent and dental professional.

4.9 Developing Relationships with Other Health Professionals

Discuss why relationships are important, how to develop them and with whom.



Competency 4 Testing: Organizational and Communication Skills

Review of Competency 4: Organizational and Communication Skills

Answer any questions the COHI Aide may have and make note of questions you are unable to answer.

Explain the passing grade to the COHI Aide.

Note: The COHI Aide is allowed to take the test with an open book.

Testing of Competency 4: Organizational and Communication Skills

1. Distribute the Competency 4 test to the COHI Aide.
2. Allow **45 minutes** to complete the testing process.
3. Discussion questions are an oral part of the Competency testing and should be included in the 45 minutes.
4. If the COHI Aide was unsuccessful in one or more areas, review the material and retest until successful.

Test scores:	Perfect	Minimum Acceptable
Multiple choice		
True/false statements	12/12	9/12
Fill in the blanks		
Discussion questions	5/5	3/5



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Competency 5: Professionalism and Community Health (3 hours)

5.1 Objectives

Review the objectives of this section.

Special Note: In Competency 5, discussion is key to the COHI Aide's success. Remind the COHI Aide of the need to be professional at all times.

5.2 Professionalism

Discuss ways to show respect to clients, families and communities in general while providing service and in difficult situations.

5.3 Respecting Dental Professionals, Other Health Care Providers and Partners

Discuss ways to show respect to others in the working environment.

5.4 Working in Partnerships with Other Stakeholders, Particularly In Community Settings

Discuss what a partnership is and why it is important to build them.

Discuss who they think would be good people to build partnerships with.

Ask the COHI Aide who they think would be able to help them get permission forms completed.

Discuss what a resource is:

- a person – who in the community could act as a resource?
- materials – what materials would be useful?

Discuss ways people in the community hear about events, clinics and activities. How can COHI be advertised and promoted in an effective way?



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5.5 Respecting Diversity

Discuss the fact that the COHI Aide will deal with a wide variety of people and it is important to treat each equally and with respect, no matter of their age, gender, appearance or social status.

5.6 Respecting Client's Choices

Remind the COHI Aide that the parent/caregiver always has the “power to change” his/her mind concerning treatment at any time.

5.7 Maintaining Client's Confidentiality

Review the importance of maintaining client confidentiality and not gossiping.

5.8 Striving to Improve the Client's Quality of Care

Discuss ways the COHI Aide may help to improve the client's quality of care. The goal is to make sure the client feels comfortable, relaxed, valued, safe, important and respected at all times.



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Competency 5 Testing: Professionalism and Community Health

Review of Competency 5: Professionalism and Community Health

Answer any questions the COHI Aide may have and make note of questions you are unable to answer.

Explain the passing grade to the COHI Aide.

Note: The COHI Aide is allowed to take the test with an open book.

Testing of Competency 5: Professionalism and Community Health

1. Distribute the Competency 5 test to the COHI Aide.
2. Allow **45 minutes** to complete the testing process.
3. Discussion questions are an oral part of the Competency testing and should be included in the 45 minutes.
4. If the COHI Aide was unsuccessful in one or more areas, review the material and retest until successful.

Test scores:	Perfect	Minimum Acceptable
Multiple choice		
True/false statements	4/4	3/4
Fill in the blanks		
Discussion questions	10/10	7/10

Answer any questions the COHI Aide may have, take note of them to ask if you are unsure.



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Review of Training

1. Ensure the COHI Aide feels comfortable with the training which was provided.
2. Encourage the COHI Aide to refer to the COHI Aide Manual and review the material that has been provided.
3. Remind the COHI Aide you will be available to assist them in the future and will be working very closely with them in the beginning.
4. Congratulate the COHI Aide upon completing the training session and discuss any concerns they may have now that they will be a professional working in the community.
5. Present the COHI Aide with the Certificate of Achievement and their provider number.



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