


**Miami J® Collar Competency
Interactive Training Course
Educator Kit Contents**



This kit includes all of helpful tools and resources to help make your training session fun and effective.

- **Let's Get Started Instructions**
- **Step-by-step Guide for Organizing Miami J Collar Competency Sessions**
- **Resource CDs:**
 - Miami J Collar Competency Interactive Training CD
 - Miami J Collar Competency Administrative Files CD
- **Miami J Collar Competency Sample Forms & Templates**
 - Miami J Collar Competency CEU Objectives
 - Miami J Competency Checklist
 - Miami J Inservice Announcement Template
 - Miami J Inservice Schedule Template
 - Miami J Inservice Sign-in Sheet
 - Super User Sign-in Sheet
 - Super User Invitation Template
 - Miami J Quality Assurance – Competency Program
 - Miami J Interactive CEU Certificate Template
 - Miami J Inservice Contact Summary
 - Cervical Spine System Product Overview
 - Jerome Product Order Form
- **Miami J Inservice Support Materials**
 - Miami J Simple Sizing Wall Chart
 - Miami J Routine Skin Care Wall Chart
 - Miami J Simple Sizing Pocket Reference Guide
 - Miami J Troubleshooting Wall Chart
 - Miami J Application Instructions
 - Miami J Patient Handbook
- **Miami J Inservice Presentation Flip Chart** *(Optional: PowerPoint presentation of Flip Chart contained on Administrative Files CD)*



Let's Get Started
**Miami J® Collar Competency
Interactive Training Program
Overview**

Helping You Meet the Challenge®

Cervical spine injuries, with the inherent risk of permanent paralysis, pose a complex and challenging set of treatment protocols, even for the most skilled clinicians. Few other injuries or diseases leave such little margin for error or carry such serious responsibility.

Because we know together we're operating in an arena where suddenly and without warning a life can be changed forever, we know that our job doesn't end when the box is delivered.

Experience has taught us that education, one of the cornerstones of our business, is key. Fear of the unknown and a desire to do no further harm can be vexing for an already overextended caregiver.

In today's highly regulated, understaffed and overworked healthcare environment, there is a significant call for continuing education to take place where it is needed most – on the floors, at the bedside, around the clock.

Jerome's Product Education Program

This is the place where theory shapes practice and practice shapes theory. We offer an education program unparalleled in the industry. With the personnel, the tools and the formats we have put together, we provide basic to advanced training in all areas of cervical care – and now we bring this knowledge directly to you.

This **Miami J® Collar Competency Interactive Training Program** represents our newest and most innovative answer to your education needs. The **Miami J® Collar Competency Interactive Training Program** and you are the only ingredients needed to provide consistent, comprehensive, informative and enjoyable c-spine education to each and every clinician that could benefit from this knowledge.

So.....Let's Get Started!

Step-by-step Instructions for Organizing Your Miami J® Collar Competency Training Sessions:

Thank you for your support and enthusiasm. We know that the real Key to Success is in the team work and commitment you bring to your institution. Thank you for allowing us to be your partner in this important endeavor.

In order to make the most of this comprehensive program, we recommend the following:

1. Please take a moment to review the contents of this kit.

It is full of helpful tools and resources to help make your training session fun and effective including:

- Step-by-step Instructions
- Miami J Collar Competency Interactive Training CD
- Miami J Collar Competency Interactive Training Administrative Files CD (*contains all training resource and reference documents*)
- Sample Inservice Forms & Templates
- Training Support Documents
- Inservice Presentation Flip Chart (*Optional: PowerPoint Flip chart contained on Administrative Files CD*)

2. Familiarize Yourself with the **Interactive CD, Presentation Flip Chart and Inservice Administrative Peripherals**

- Contact Jerome Product Education Specialists with any questions you may have about the product or the program and its contents.

3. Determine which departments need to be educated and who the appropriate contacts are.

Consider any units caring for collar patients. Units will vary according to the institution but may include:

- Emergency Department
- Trauma Units: Receiving/Resuscitation, OR, ICU, Step-Down, Overflow and Clinics
- Neurosurgical Units: OR, ICU, Step-Down, Overflow and Clinics
- Orthopedic Units: OR, ICU, Step-Down, Overflow and Clinics
- Surgical Units: GOR, Holding, PACU, ICU, Step-Down, Overflow and Clinics
- Burn Units
- Pediatric Units: NICU, PICU and Step-Down
- Physical Medicine & Rehabilitation
- Physical Therapy/Occupational Therapy
- Trauma, Neuro and Ortho Surgical Specialties: Residents & Attendings
- Nurse Practitioners, Physician's Assistants, Case Managers

- 3a. (Optional) Establish Super User Resource Group for intensive training:

"Super User" is a designation for specially trained resource personnel. These people should be willing and able to serve as resources for designated units or shifts. A Super User session is conducted like a Train-the-Trainer session. Extra time should be allotted for hands-on and troubleshooting issues.

Ideal candidates include:

- Nurse Managers from key departments.
- Nurse Practitioners
- Physician Assistants
- Clinical Nurse Specialists
- Educators
- Skin Care Specialist
- "Lead" Staff Nurses who are willing to participate on a "resource" level

Resource Document: Inservice Contact Summary Form

4. Determine the best Product Education Training Vehicle for each training opportunity:

Self-taught **Interactive CD** or **Instructor-based Training** for:

- Departmental Training
- Skills Days
- Orientation

5. Modify Training Program as Needed to Match Hospital Protocols

6. Apply for CEU's *or* familiarize yourself with online CEU registration procedure (CEU registration accessible online upon completion of the Miami J Collar Competency Test.)

Resource Document: Inservice CEU Objectives or Interactive Training CD

7. Create Inservice Training Schedule

Resource Document: Inservice Schedule Form

8. Organize Training Materials

8a.. Print Inservice Forms from Peripheral CD

Resource Documents:

- *Inservice Announcements*
- *Sign-in Sheets*
- *Super User Sign-in Sheets*
- *Competency Checklists*
- *Inservice CEU Certificates*

8b. (Optional) Order Complimentary Training Support Documents and Supplies from Jerome (allow 2 weeks for order processing/shipping).

- Miami J Simple Sizing Wall Charts (1MIWC)
- Cervical Collar Routine Skin Care Wall Charts (1MIRSC)
- Miami J Pocket Reference Guides (1MIPRC)

9. Post Inservice Announcements

9a. (Optional) Send out Super User Invitations.

- Reserve conference room for Super User training
- Reserve AV equipment (as needed)
- Order food (as needed)

Resource Document: Super User Invitation

10. Conduct Inservices

11. Distribute CEU Certificates and/or copies of Sign-in Sheets to Department Managers

12. Inform Jerome of any clinical usage issues that need to be addressed immediately by Jerome Sales or Education Personnel

Resource Document: Quality Assurance Questionnaire

At Jerome our goal is to provide you with the ultimate in c-spine care products, education, service and research.

To help us better help you meet the challenge of cervical spine care we would greatly appreciate feedback from your experience. We'd love to hear any questions, concerns, comments or suggestions you have. Simply complete the Quality Assurance Questionnaire and email, mail or fax it to Jerome.

Need Help?

In trauma centers, our **Product Education Specialists** provide regularly scheduled in-house, in-service training to all departments and all shifts. Our cadre of expert practitioner instructors brings the hands-on field experience to troubleshoot even the most difficult cases.

To further help us understand the specific inservice requirements of your institution, please complete the Contact Summary form and fax, email or mail it with your request for a Product Education Specialist visit:

Jerome
305 Harper Drive
Moorestown, NJ 08057
(800) 257 – 8440
(800) 342 – 0980 fax
jeromemail@jeromemedical.com
www.jeromemedical.com



Miami J® Collar Competency Interactive Training Program Administrative CD Contents

Inservice Handouts

1MIPRC	Miami J Simple Sizing Pocket Reference Guide
1MIWC	Miami J Simple Sizing Wall Chart
1MRSC	Miami J Routine Skin Care Wall Chart
1EMJC	Miami J-Jr. Competency Checklist
1MJTSG	Miami J Troubleshooting Wall Chart

Inservice Administrative Forms

1ECEO	Miami J Collar Competency CEU Objectives	
1EMJC	Miami J-Jr. Competency Checklist	Miami J Interactive CEU Certificate Template
1EISA	Miami J Inservice Announcement	Miami J Inservice Schedule Template
1EISS	Miami J Inservice Sign-in Sheet	Miami J Inservice Contact Summary
1ESUS	Miami J Super User Sign-in Sheet	Super User Invitation Template
1EQAC	Miami J Quality Assurance Competency Program	Hospital Summary
		Miami J Sizing, Application & Skin Care Presentation

Product Instructions

1MJA	Miami J Sizing & Application Instructions	1MJTSA	JTO Patient Handbook
1MJPTH	Miami J Patient Handbook	1MIOAI	Occian Back Application Instructions
1MJRP	Miami Jr. Application Instructions & Patient Handbook	1APFS	AirWay PAD Instructions
1PAAP	Papoose Application Instructions & Patient Handbook	1NLBAG	NecLoc Application Instructions
1MJTSA	JTO Application Instructions	1HAGIA	Halo Applicaton Instructions
1PIM2	Halo Patient Information Manual		

Clinical References

1MIOPR	Occian Back Protocol	Sample C-spine Clearance/Cervical Collar Care Protocols
1MIOSI	Occian Back Indications	Clinical Reference Bibliography
1MIOPM	Occian Back Pressure Mapping	C-collar Skin Care Algorithm
1ND	Ducker Study	Pediatric Cervical Collar Protocol
1PCOT	Sorbatex	C-spine Clearance Algorithm
1CIT	Citech Study	Recommended Cervical Orthotics/Selection Factors
1MINS	Norwalk Abstract	Pediatric Products Presentation
1MIDC	Maryland Clock	Papoose Value Analysis Documentation
		JTO Indications

Product Information

	Cervical Spine System Product Overview	1HARBR	ReSolve Halo Brochure
1MJTOT	JTO	1HAMRA	ReSolve Medco Forum
1MIMJT	JTO Medco Forum	1HARS	ReSolve Halo
1MIOBCD	Occian Back eCall	1HAVR,V,S	V1 Halo Ring, Vest & Superstructure
1APCD	AirWay PAD eCall	1HAUHS	Universal Halo Adapter
1EMS	NecLoc	1JTSS	J Tongs
1NLKL	NecLoc Kids		Miami J Coding Classification Letter
1JRPAS	Papoose		Jerome Product Order Form
1HARCD	ReSolve eCall		