

## Attachment J -- Master trainer training guide

### *Master Trainer Training*

We will speak to the leadership groups of each the four hospitals receiving train the trainer TA to identify a key person(s) who will act as the master trainer. This person(s) will be trained to administer RED and be able to use the recorded webinar training sessions within their organization. They will be invited to travel to Boston Medical Center for a 3-day onsite orientation of the RED intervention. This person(s) will meet with several members of the implementation team (physician leader, discharge advocate nurse) and will have the opportunity to shadow the nurse discharge advocates in conducting the RED intervention.

The master trainer will be trained to utilize webinar trainings, specifically designed for each of the following users:

- 1) Nurse discharge advocate
- 2) Pharmacist
- 3) IT professional
- 4) Hospital leadership

The leadership group at Boston University will prepare these four RED webinar trainings. Each will be a videotaped Powerpoint presentation of approximately 45 minutes in length.

- 1) Nurse webinar: A discharge advocate trainer, either Kimberly Visconti, RN, or Lynn Schipelliti, RN, will conduct this webinar and it will provide an overview of the discharge advocate training tools.
- 2) Pharmacist webinar: An inpatient pharmacist, Gail Sanchez, PharmD, will conduct this webinar. This will provide an overview of the content in the training manual for the post-discharge telephone call.
- 3) IT webinar: The IT expert, Chris Corio, will conduct this webinar. Content will consist of how IT can be used to streamline creation of the AHCP tool as well as collect patient process outcome data.
- 4) Hospital leadership webinar: Physician researcher Brian Jack, MD, will conduct his webinar. It will cover the following content: need for improved hospital discharge process, RED intervention details, RCT study outcomes, and cost analysis.