

REVIVE!

OPIOID OVERDOSE AND NALOXONE EDUCATION FOR VIRGINIA

REVIVE! PROGRAM TRAINING AGREEMENT

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) believes it is important to ensure that all individuals certified as Trainers have a common understanding and investment in the outcome of the program. DBHDS recognizes that the success of REVIVE! depends on how well it is implemented in the community. Consistent, quality training is an essential component of the successful implementation of REVIVE! and DBHDS is grateful for the time and expertise of the professionals, friends and family members, and community stakeholders who volunteer to help make REVIVE! a success. Please read the following carefully and sign and date it at the end.

Reimbursement for Expenses

Mileage

DBHDS will reimburse Trainers for their mileage incurred in traveling to and from their home to training events, using the current state rate (based on the U.S. IRS rate). However, due to the relatively short length of the training, reimbursement for overnight stays and/or meals will not be provided. To be reimbursed, participants will be required to submit a signed state travel voucher as well as a reimbursement form that includes the Trainer's social security number. This form, along with instructions on how to complete, will be included in the Training Handbook that will be provided at Training of Trainer (TOT) events.

Naloxone Training Devices

Because trainers are providing information about how to use a medicine that must be obtained from a pharmacy via either a prescription or a standing order, it is vital for trainers to have an intranasal naloxone training device in their training kit. **It is the trainer's responsibility to either purchase DBHDS approved naloxone training device for their training kit or contact the manufacturing companies and requesting demonstration kits. DBHDS does not have these to distribute.** The approved device is the Intranasal Naloxone Trainer Kit by Savelives.com: <https://savelives.com/product/intranasal-naloxone-trainer-kit-8186.cfm>. Once a trainer has purchased this device, they can submit the receipt from LifeSaver for reimbursement of the one box of Naloxone. The receipt must have the trainer's name, the date of purchase, the name of the product and the amount paid. Reimbursement requests must be submitted within 30 days of purchase. Please allow up to 45 days to receive reimbursement once the forms are submitted. Trainers can request reimbursement for up to 3 training devices in a 1 year period. If more devices are required, this will be at the trainer's expense. This training device is for your training kit; you are responsible for obtaining naloxone if you wish to have a personal REVIVE! kit.

To demonstrate EVZIO, the naloxone auto-injector, as part of your training, please contact KALÉO directly and request a training device or request to borrow a training device from DBHDS when you notify DBHDS about your upcoming training event. Please return these devices to DBHDS after the training is complete.

The third product is Narcan Nasal Spray by AdaptPharma. directly and request a training device or request to borrow a training device from DBHDS when you notify DBHDS about your upcoming training event. Please return these devices to DBHDS after the training is complete. This product video is also embedded into the training PowerPoint and it is important that this video is shown so participants are familiar with how to use Narcan Nasal Spray.

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Planning Your Lay Rescuer Training

Once you have attended a TOT and have obtained your naloxone you are ready to lead training events for Lay Rescuers. To plan and prepare for your event, you need to:

- Select a date and time
- Select a location
- Notify DBHDS of the date, time, location and how many kits you need at least 14 calendar days in advance via email at REVIVE@dbhds.virginia.gov
- Secure a CPR mannequin for use
- Ensure you have all necessary materials, including handouts, evaluation forms, and sign-in sheets
- Check REVIVE! website to ensure training materials used are up to date

When you are ready to register participants, please contact revive@dbhds.virginia.gov to request a unique Survey Monkey link. You can use this link to have participants register directly through OR you can transfer participant registration forms to the Survey Monkey link once the training is complete. Trainers are responsible for making sure all participants are registered through the unique link provided to you.

Providing this information at least two weeks in advance allows DBHDS to send you the kit bags and extra training materials you will need to hold your training, as well as providing additional publicity for the training event on the DBHDS website, Facebook, Twitter, and other media.

Selecting a Location

Use only locations that are safe, easy to find, and offer safe (and preferably free) parking. Make sure that the building is accessible for those with physical disabilities and that bathroom are available. No funds are available to rent training space, but free space is often available at local health departments, community services boards, churches, schools, community centers, hospitals and libraries. Training locations that provide free internet access are not necessary, but are encouraged.

Publicity

Posters, brochures, and flyers are provided on the REVIVE! website under the Trainer Resources tab and DBHDS can also provide online posters and press releases that can be customized for your event to use in publicizing training opportunities. Creative ideas about publicity are encouraged, but must be approved by DBHDS before use. Take advantage of community newsletters, press releases, media outlet notifications (local television and newspaper, cable access), social media, and other methods available. Ask local health departments, community services boards, and pharmacies if you can put up posters advertising REVIVE! training events.

If you encounter difficulty connecting with local media in your community or have an idea or question about publicizing a training event, please contact Maria Reppas, DBHDS Communications Director, at maria.reppas@dbhds.virginia.gov or (804)887-7398.

Supplies, Equipment and Curriculum

Training Kit

Use **only** the materials provided in the kit provided by DBHDS. Each kit includes:

- Latex-free gloves
- Rescue breathing masks

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- Mucosal atomizer device
- Information card
- “I’ve Received Naloxone” stickers

Other materials required for leading a REVIVE! training include:

- Mannequin to demonstrate rescue breathing and naloxone administration(.) (DBHDS has some, and others might be available through local law enforcement, fire and rescue, or health departments)
- Extra training materials, including gloves, face shields, and atomizers, so that you don’t have to use the ones in your training kit (provided by DBHDS)
- Printed copies of REVIVE! Training Guide to distribute to trainees
- Hard copies of Registration Form for walk-ins and when there is no preregistration
- Sign-in Sheet and Evaluation Forms
- Laptop Computer, Data Projector

All of the documents in your handbook, as well as a PowerPoint presentation, instructional video, and other forms and documents are available for download from REVIVE!’s website - <http://1.usa.gov/1B7eUqy>. Program documentation is updated regularly, and will be posted to the website. Trainers will receive an email when a new version of a document is posted.

The decision to use the PowerPoint presentation is up to each individual Trainer and their comfort level with technology. However, every trainer is expected to show the instructional video that is part of the Training Guide. For training events where audio/visual equipment is not available, you can use a laptop or tablet and speakers to show the video to trainees.

Holding Your Training Event

REVIVE! training events are provided **free of charge**. Trainers are prohibited from charging fees for trainings or kits.

On the day of your training, arrive at the location early to set up the room and deal with any unexpected issues such as no chairs or a double booked room.

Be prepared! Your trainees are attending because they are interested in learning about how to use naloxone, so the more comfortable you are with the material, the better you will be at communicating that material to them. Consider practicing beforehand with the kit supplies, including the naloxone (to ensure that) you are comfortable with using them during the hands-on portion of the training.

The Training Curriculum has notes and scripts to help you lead your training. Please follow these examples and present the information as written therein. If you find resources that you think would be helpful, please send them to the REVIVE! program at REVIVE@dbhds.virginia.gov, via standard mail at DBHDS, Attn: REVIVE!, PO Box 1797, Richmond, Virginia 23218, or by phone at (804)786-0464.

Allow a minimum of an hour for each REVIVE! Lay Rescuer training. There is no limit on how many can attend a training event, but make sure that there are no more than 25-30 trainees per trainer. This will ensure that all of your trainees will have an opportunity to practice in the hands-on portion of the training and ask questions.

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Lead the training confidently and sensitively. The issue of opioid overdose emergencies may act as a trigger for some individuals. Be sensitive to this as you are leading the training, maintaining eye contact with your audience, and helping those who are having difficulty to process their feelings and to find additional professional or peer-led help as necessary.

If someone asks you a question during the training and you are not sure how to answer, it's perfectly fine to tell them that you don't know the answer. Send their question and contact information to REVIVE@dbhds.virginia.gov and someone will respond as soon as possible.

This training event is solely for the purposes of REVIVE! You should not publicize, market, or promote any other product, agency or event (unless preapproved by DBHDS) during this training.

Finally, please recognize that any information shared by trainees during a training event is considered confidential and is not to be shared with anyone except as required by state law.

After the Training Event

After the training, collect the sign-in sheet along with all registration and evaluation forms. Distribute the card verifying they have received REVIVE training to each attendee. Please leave the room as you found it, removing any trash and resetting the furniture to its original position unless instructed otherwise.

If you used hard copies of the registration forms at the training event, you are responsible for transferring participant information to the Survey Monkey link. Evaluations help to ensure trainings are providing participants with the material they need in an effective manner. The evaluation must be passed out at the end of the training and then transferred by the trainer into the Survey Monkey link provided. **Registrations and evaluations must be submitted via Survey Monkey links at the end of the training. Failure to do so may result in termination of Trainer status.**

Other Expectations

Lead as many training events as you have the opportunity for. No specific number of trainings are required, but we strongly encourage you to lead trainings when requested and when time allows. Trainers shall have a duty to protect any confidential or sensitive information that may be disclosed by any participants, unless otherwise required by law to do so. As such, you are being held to a high standard of professionalism.

Wherefore, I acknowledge that I have read and understand the above and voluntarily accept the duties and obligations set forth herein.

Printed Name of REVIVE! Trainer

Signature of REVIVE! Trainer

Date