

## Standard Operating Procedure

**OSUS – 005**            **REVIVE!**  
**Effective:**            **1/1/2024**  
**Revised:**            [Click or tap here to enter text.](#)

**Staff Responsible:**    **REVIVE Education Specialist (Primary Responsibility)**  
                                  **Harm Reduction Supervisor (Secondary Responsibility)**

**Policy:**                To identify the criteria to become a state REVIVE trainer, and to prepare Revive Instructors to present and deliver training materials accurately and effectively.

### **Procedures:**

#### **005-1.0            General Overview**

1. The Department of Behavioral Health and Development Services (DBHDS) is the organizing arm for REVIVE! Education.
2. REVIVE! is the Commonwealth of Virginia’s Opioid Overdose Naloxone Education program with the administration of Naloxone – a Federal Drug Administration (FDA) approved medication to reverse an opioid overdose.
3. The scope of REVIVE! training is limited to Virginia and cannot be conducted elsewhere.
4. Under **Virginia’s Standing Order**, a prescription is not required to obtain, purchase, or administer Naloxone.
5. Trainers must adhere to the Virginia Department of Health (VDH) guidelines on the distributing of Naloxone.
6. All organizations possessing naloxone must store it in a central location accessible to primary staff in the event of a potential opioid overdose emergency.
7. REVIVE! is a state funded program. Trainers are prohibited from charging fees for the REVIVE! training, REVIVE! kits, or naloxone supplies.
8. Trainees can participate in the REVIVE! training program voluntarily or as part of a job assignment. REVIVE! does not qualify for Continuing Education Units or Continuing Education credits.
9. The basic REVIVE! Training is not sufficient for First Responders (Law enforcement, EMS, Fire Department, Regional Jails, Probation and Parole, Forestry, Military, Juvenile Justice, Court Services, State Parks, and Correctional Facilities.) Those who fall into this category and would like to participate in training are required to attend First Responder REVIVE! trainings will be scheduled through Virginia Association of Chief of Police (VACP.)
10. **REVIVE! Trainer of Lay Rescuers (TLR)** level of responsibility includes providing instructions to Lay Rescuers on how to administer Naloxone.
11. A **Master Trainer** level of responsibility is to facilitate TLR training and to certify new trainers by ensuring that all requirements are met for certification.
12. Trainers must maintain fidelity to the REVIVE! Curriculum.
13. At each separate agency or location, there may be a maximum of three trainers, unless the organization is a multi-jurisdictional entity.
14. All alterations to the REVIVE! PowerPoint presentation must be approved via written form, by the REVIVE! Education Specialist or the agency’s designee.
15. The maximum allowable participants per Trainer is 30 at a single training event, unless the event includes multiple Rapid REVIVE trainings (i.e., booth events).
16. Trainers shall have the duty to protect any confidential or sensitive information that may be disclosed by any training participants, unless otherwise required to disclose by law.

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17. DBHDS does not have an age restriction as to who can participate in REVIVE! Trainings.
  - a. While there is no age barrier for training, it's strongly recommended to obtain a parental or guardian consent form, particularly for individuals in high school or younger.
18. Regardless of the participation status, failure to adhere to guidelines set forth in this policy can result in **DBHDS** removing an instructor from the approved Trainer list.
19. The guidelines set forth in this policy are to ensure consistency and uniform delivery of the REVIVE! Opioid Overdose Education training and the expectation of its trainers. The guidelines may change based on programmatic needs however, adequate notice will be given. Failure to adhere to these guidelines may result in notification of certified trainer status revocation.

### 005.2.0 Definitions

1. **Standing Order** - The term “standing order” means a written medical protocol in which a medical director determines in advance the medical criteria that must be met before administering controlled substances to individuals in need of emergency medical services.
2. **Lay Rescuer** - A lay rescuer is someone who has received training in offering essential first aid and medical care during emergency situations. These individuals are not medical professionals, but they have been educated to identify and address medical emergencies.
3. **REVIVE! Basic Lay Rescuer Training** - This training covers understanding opioids, how opioid overdoses happen, risk factors for opioid overdoses, and how to respond to an opioid overdose emergency with the administration of Naloxone
4. **REVIVE! Trainer of Lay Rescuers “formerly Trainer of Trainers Training – TOT” (TLR)** - includes the basic level “Lay Rescuer training” and prepares you to become a REVIVE! instructor. This course is 2 hours and covers the administrative requirements to lead REVIVE! Trainings.
5. **Master Trainer** – Is a person authorized to facilitate TLR training and to certify new trainers.
6. **Rapid REVIVE!** - This overdose prevention education is shorter and covers essential topics for saving lives. The aim is for peer-to-peer learning, community health workers, quick training for high volume events, and most importantly, pairing with naloxone dispensing for high-risk individuals. Essential topics must be covered, and a handout must be given at training.
  - 6.1. Community events
    - 6.1.1. University Trainings
    - 6.1.2. RAM Events
    - 6.1.3. Health Fairs

### 005-3.0 Trainer Requirements

1. For one to meet the requirements as a trainer, they must hold a position in leadership, management, or coordination, and they should anticipate leading a minimum of four training sessions within a year. If someone is seeking to become a trainer for a single training, they are encouraged to reach out and locate a trainer in their local area.
2. Individuals who seek to become a trainer must complete the REVIVE! Training of Lay Rescuers, facilitated by a certified Master Trainer.

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3. Individuals who seek to become a trainer must complete the respective registration form provided by the Master Trainer. Upon registration, a confirmation is emailed to the requester's provided email address.
4. Participant must be present and active for the duration of the training to be eligible for certification.
5. Upon completion of the TLR training, the Master trainer is responsible for providing trainees with the follow-up materials which includes REVIVE! Training materials and the REVIVE! Training agreement.
6. Individual must read and sign the training agreement before conducting Lay Rescuer trainings and ordering REVIVE! Kits.
7. Trainers are required to report all trainings using the Trainer's Report of Training Form, which can be found on the DBHDS website. (Failure to report trainings will result in removal of certification).
8. Trainer of Lay Rescuer trainings must conduct at least four (4) full Lay Rescuer Training, within one year of signing the training agreement to retain active trainer status.
9. Those who aspire to become a Master trainer, must lead 12 Lay Rescuer trainings within a 6-month period, then schedule an observation with the REVIVE! Education Specialist.
10. Once deemed suitable as Master trainer by the REVIVE! Education specialist, an email including TLR training materials, resources, a follow-up template and, a Master Trainer informational form to fill out will be sent. Once returned to the REVIVE! Education Specialist, the trainer will be added to the REVIVE! Master Trainer contact list.
11. Master trainers must conduct at least six (6) full trainings (TLR and/or Lay Rescuer) a year. Commitment as a Master Trainer includes being available for training sessions as the need arises.

### 005.4.0 Training Requirements

1. Trainings may be held in-person or virtually.
2. Participant registration, using the provided link for trainings shall be collected and/or completed before the end of the conducted training.
3. Trainers are responsible for ensuring all necessary materials used are recent and up to date.
4. Trainer must inform participants in advance if the training will be recorded, giving the option to choose a more private training.
5. The "How-to Training Guide for Trainers" available on the REVIVE! website, under Trainer resources, has notes and brief scripts to help trainers facilitate training. Trainers may follow these examples and present the information as written therein.

### 005-4.1 In-Person Lay Rescuer Training

1. Select a location
  - A. Site must be accessible for those with physical disabilities.
  - B. Use locations that are safe, easy to find and offer safe (and preferably free) parking.
2. REVIVE! does not offer funds to rent training space, therefore utilizing free spaces such as local health departments, community services boards, churches, schools, community centers, hospitals, and libraries is encouraged.

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3. Trainings held at public locations should have prior approval from the vendor to prevent scheduling conflict, and to ensure the availability of essential equipment and connections.
4. Training locations that provide free internet access are not necessary but are encouraged.
5. Trainers must contact their local health department/Virginia Department of Health (VDH) for assistance with having an authorized representative issue Naloxone, if Naloxone\* is to be distributed at training.

**\*Please Note:**

Not all REVIVE! trainings require naloxone distribution; it is highly recommended if the local health dept. or VDH has naloxone availability and personnel to distribute.

No cost naloxone is reserved for underinsured, underserved, indigent at risk individuals, at risk individuals, individuals in active recovery and those in their immediate social circle.

6. Name brand Narcan (Naloxone) is available for purchase Over the Counter at most local pharmacies.
7. Trainers should request REVIVE! Kits to pair with naloxone at least 14 business days in advance using the provided link available on the REVIVE! website.
8. Trainers are responsible for ensuring all necessary materials, including handouts, evaluation links, registration links and sign-in sheets are available for the training.
9. The decision to use the PowerPoint presentation is up to each individual trainer and their comfort level with technology. For training events where audio/visual equipment is not available, they may use a laptop or tablet and speakers to show the video to trainees.
10. In the event the training must be cancelled, it is the trainer's responsibility to notify participants, reschedule the training, and inform participants of the new date and time.

### **005-4.2 Virtual Lay Rescuer Training (*REVIVE! PowerPoint is required to use for presentation.*)**

1. Choose appropriate and accessible online meeting platforms (i.e. Zoom, Google Meet, WebEx, Microsoft Teams)
2. Log in to platform 10 minutes prior to test audio, video and internet connection.
3. Trainers are to have their video on throughout the entire presentation.
4. Trainers may require participants to have their cameras on for the duration of the training, to ensure full attendance.
5. Trainers must provide the registration and evaluation links for participants to complete during and after the training.
6. If the need arises to cancel the training, it becomes the trainer's responsibility to inform the participants and reschedule the session.

### **005-4.3 Training Etiquette**

1. Trainers shall be on time and fully prepared for all trainings.
  - A. In-Person: Set up area with materials and necessary equipment to present.
  - B. Virtually: Be prepared for any setbacks with set-and technological issues.
2. Trainers are expected to present with appropriate dress and appearance.
3. Trainers should lead with confidence and sensitivity.

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4. The topic of opioid overdose emergencies may be a trigger for some individuals. It is imperative that trainers leading any training, maintain eye contact with the audience, and help those who are having difficulty to process their feelings, to find additional professional or peer-led help as necessary.
5. Trainers should be aware of their audience and provide disclosures of training materials including videos, intramuscular naloxone, etc., that also may be a trigger.
6. Trainers should avoid using triggering and stigmatizing language.
7. Trainers should offer participants the opportunity to excuse themselves, if needed, during triggering events.
8. Questions asked during training shall be answered accurately and to the best of knowledge.
9. If unsure of an answer to a specific question, trainers may email the question to [revive@dbhds.virginia.gov](mailto:revive@dbhds.virginia.gov) and a staff member from the REVIVE! Coordination Team will respond as soon as possible.

### 005-5.0 Media

1. To ensure the integrity of the REVIVE! program is maintained, no individual shall participate in any media event, using the REVIVE! name without approval from DBHDS.
2. Requests must be submitted in writing to [revive@dbhds.virginia.gov](mailto:revive@dbhds.virginia.gov) at least seven (7) days prior to the event.
3. A written notification of approval or denial will be provided to the requester. (If request is denied, an explanation will be provided).
4. If approved, instructors must adhere to the provided REVIVE! talking points to maintain consistency and fidelity to the program.

### 005-6.0 REVIVE! Kits

1. REVIVE! Kits are available to certified trainers at no costs.
2. Trainers must use the link provided on the DBHDS-REVIVE! Website. (Emailed request will not be honored).
3. To ensure kits are delivered in the allotted time before the event, it is encouraged to place the order no less than 14 business days of the event date.
4. To ensure the demand for kits is met statewide, there is a 30-kit limit, per trainer, per event and must not be ordered for stockpiling.
5. Trainers must have a signed and dated training agreement on file to request kits
6. Trainers may contact the REVIVE! Coordination Team to request an exception for a larger order of kits for the following:
  - a. Community events
  - b. University Trainings
  - c. RAM Events
  - d. Health Fairs
    - i. To qualify for a larger order, Trainer must have been reporting trainings, be an active trainer, and the number requested must be reasonable, based on the supply of kits.
7. Kit requests with PO Box, incomplete or incorrect addresses will not be shipped.

### 005-7.0 Trainer Certificate

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1. To receive a certificate, a request must be submitted through the Certificate Request Form, found on the DBHDS REVIVE! Website.
2. The request will go through an approval process to validate the training and the trainer.
3. Once approved, the certificate will be sent to the email provided on the request form within 10 business days of the request.
4. The certificate will include the name of the trainer as it appeared on the request form and the dates of the trainer's certification dates, which is two-year period.
5. After the two-year end date, it is recommended that the trainer attend a recertification training to maintain trainer status.

### 005-7.1 Trainer Recertification

1. Trainer's must renew their trainer certification by attending a recertification class offered quarterly, only by the REVIVE! Education Specialist.
2. Trainers will receive reminder emails about the approaching certification expiration, along with information on how to sign up for recertification.
3. Recertification consists of overview of general training, updates in relation to training, legislation, and naloxone information, and an open question and answer (Q&A) session.

Approved by:

Candace Roney                      11/08/2023  
Candace Roney                      Date:  
Director Office of Substance Use Services

### OSUS – 005 Review Verification Log

Date	Director/Designee Initials