

# Just in Time Training 2009 BT Symposia

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# What is Just in Time Training?

- *What do you think?*
- Teaching a skill that a person doesn't know or has forgotten, and will use right away.
- Something that is put in place because a situation determines that there is a need for it.

# What is NOT Just In Time Training?

# Used as a last minute training for the following reasons:

- Have exhausted resources
- Do not have enough trained resources
- Skills or knowledge has been forgotten since the initial training
- Not enough personnel to provide one-on-one training
  - Burn nurse

# When would YOU use it?

# What does JITT look like?

- Can be short or long (psych first aid, ventilator management, patient lifting)
- Focused specifically on task(s) (Theory is not the focus)
- Can be tailored to the receiver and their skill level
  - Mental health – psych first aid for layperson vs. grief counseling for LMHP
  - Filling out required forms (pre-deployment requirements)
- Prepackaged (ideally)

# What ELSE does JITT look like?

- Not used unless needed
- Simplified Step-by-Step instructions
- Should include skill practice
- Trainees should be given job aids

# How to do it

1. Identify when you might need to use JITT
2. Identify the tasks that you will need to train people to do
3. Break each task into cognitive and action steps
4. Determine method of delivery
5. Create job aids (these will be used by the trainee as a resource)
6. Skills practice (evaluation & remediation)

# Group example - Set up cots for a disaster shelter

- *Major Tasks*
  - *Cot Retrieval*
  - *Cot Layout*
  - *Cot Setup*

# Cot Retrieval

- *Know where cots are stored*
  - *Onsite or off*
  - *Is it locked?*
  - *Is it accessible?*
  - *Who has the %\$&\*^@ key???*
- *Go to storage*
  - *How are you going to get there?*
- *What transport equipment do you need?*
- *How many people needed?*
- *Additional supplies needed (tools, etc...)*
- *Grab cot (not too many!!!)*

# Cot Layout

- *Determine floor plan and cot positioning*
  - *Adequate spacing*
  - *Proximity to noise (showers, kitchen, bathroom)*
  - *Family groupings*
  - *Gender grouping*
  - *Which cots may need electrical outlets? (cpap, etc)*
- *Pre-position cots according to floor plan*

# Cot Setup

- *Remove mattress*
- *Flip cot upside down*
- *Open up legs and lock in place*
- *Flip cot right side up*
- *Put mattress back on*
- *Test integrity of bed (by SITTING on it)*

# Cot Setup Job Aids

- *Step by step instructions*
  - *Gathering material*
  - *Assembling the cot*
  - *Trouble shooting*
  - *Tools/supplies needed*
- *Cot set up diagram on laminated paper*
- *What's next in the Shelter set-up?*

Back to the talking heads.....

# Types of Job aids

- Cookbook format (sequential)
- Worksheet format (uses if-then format)
- Checklists (chronological or sequential)
- Flowchart
- Graphic organizer (“create six rows” vs. a picture of six rows)
- A combination of the above
- Tools

# Tools or Equipment

- Hammer, screwdriver, etc
- Stethoscope
- Triage tarps
- Tape
- Medical supplies
- Keys (or boltcutters)

# PB&J

- Container of Peanut Butter
- Container of Jam
- Knife
- Bread
- Plate
- Napkin
- Hand Sanitizer
- Good Luck!

# Training Development Steps

- In your response realm, identify when you will need to use JITT
- Identify the tasks that you will need to train people to do
- Break each task into cognitive and action steps
- Determine method of delivery
- Create job aids (these will be used by the trainee as a resource)
- Skills practice (evaluation & remediation)

# Break

# Scenario Creation

- *Everyone identify three activities related to your response role that need JITT*
- *Share with the whole class*
- Pick **ONE**
- Write it LARGELY on a sheet of paper
- Partner with someone if you like
- Create a JITT!!

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# Volunteers?