

Workplace Drug Testing Drug Collector Instructor Training Program

Instructor: Leo M. Kenney, DC, DABCO, FICC, DABFP, DABCC, BAT

Course Outline and Curriculum

Goal: This course provides advanced training to chiropractors who wish to train their employees to perform workplace testing in their clinics and in the occupational healthcare setting. This course will certify chiropractors to train their employees to perform Occupation Drug Testing properly and in accordance with the U.S. Department of Transportation Procedures for Transportation Workplace Drug and Alcohol Programs.

Chiropractors who successfully complete this program will be certified as Drug Test Specimen Collector Trainers as required by federal regulation (49CFR Part 40).

Course Description: This course is composed of an interactive internet based training component consisting 2 hours of training and an attended seminar consisting of 2 hours of class room training. **A total of 4 hours of continuing education is provided by this program.**

The individual must complete the Workplace Drug Testing Collector Training Program before they can begin the Instructor Training Program. Attendees must then complete the two hour online training before they will be allowed to attend the classroom seminar to receive certification. The online training includes a review of all the necessary teaching tools and reference material an instructor must have to certify other collectors. It includes review of all the related regulation in CFR Part 40, teaching guidelines and instruction in the use of visual aids. The course is broken into three Units: Tools, CFR Part 40, and Teaching Guidelines. At the conclusion of each Unit attendees must complete a quiz and achieve a 100% score to proceed to the next Unit. If they score less than 100% they are redirected to the section relating to the question answered incorrectly. Upon reviewing this section again, they are returned to a new quiz which they must successfully complete with a 100% score.

At the conclusion of all three units the attendees must complete a test with a minimal passing score of 85%. If the attendees score below 85% they are again returned to appropriate unit for review and then returned to attempt another test. A maximum of 2 hours of continuing education credit is available for the completion of this electronic program. If the attendee completes the internet based component in less than 2 hours the continuing education certificate the attendee will receive will document the exact amount of time he/she spent on the training. If they exceed the 6 hours allotted they will only receive credit for 2 hours. Time is tracked in 3 minute increments.

The attendee will receive a separate certificate of attendance for the attended seminar and the interactive internet based training component of the program with each clearly identifying how the hours were obtained.

The classroom portion of the program consists of detailed descriptions of the procedural steps in the performance of drug specimen collection in federally mandated programs, the performance in non-federally mandated programs and their differences. In addition the attendees are required to successfully complete 5 consecutive error-free mock collections under the supervision of a properly certified trainer as defined in the federal regulations. There is role playing by the attendees in problem testing situations and the regulations pertaining thereto.

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Online Training Component

- **Hour 1-2: Unit I - Tools**
Objective: The attendees will be able to:
 - » State the goals and objectives of the Workplace Drug Testing Drug Collector Instructor Training Program
 - » Describe the various tools, forms, visual aids, materials and supplies necessary to conduct collector training.

- Unit II – 49 CFR Part 40**
Objective: The attendees will be able to:
 - » Explain in detail the requirements for collector training, who is eligible, the required recertification and record keeping of collectors.

- Unit III – Teaching Guidelines**
Objective: The attendees will be able to:
 - » Describe an appropriately outlined training program for collectors.
 - » Describe the use of a teaching plan and its value in training.
 - » Describe the use of visual aids and other teaching aids and props to reinforce the message of the instructor.

Classroom Component

- Hours 1-2: Introduction and overview.**
Comprehensive review of Drug Specimen Collection Training requirements and Workplace Drug Testing rules and regulations.
- Learning Activities:**
- In depth review of the federal regulations 49 CFR Part 40.
 - A discussion of training sites, security, records requirements, records maintenance, and Trainer responsibilities and liabilities.
- Training Techniques**
- Learning Activities:**
- Instructor lead discussion of appropriate training locations, concerns when training collectors who are employees, mechanisms for staying on subject and maintaining audience attention.
- Role Playing:**
- Learning Activities:**
- Attendees will role play by teaching components of the Collector Training Course and will be critiqued by the instructor and the other attendees.