

Reach Out and Read

Medical Provider Training

Frequently Asked Questions

1) What types of training are available for Reach Out and Read sites? Who is eligible for each type of training?

There are three types of training for new ROR sites, as well as on-going training opportunities for more experienced sites:

A) On-Site/In-house Training:

Eligible: Sites with 8 or more practicing Primary Care Providers. On-site training is available depending on trainer/regional availability.

If a site has at least 8 medical providers on staff, the ROR National Center will sponsor a ROR-certified trainer to conduct an on-site training, often as part of a regularly-scheduled monthly conference or lunch-and-learn program. Experienced in delivering the Reach Out and Read program model, ROR-certified trainers provide practical advice to clinical and administrative staff who will implement the ROR program.

New programs within ROR-designated coalitions and regional initiatives work with the coalition or initiative coordinator to schedule on-site training at the new program's location. In regions where there is no coalition, ROR national center staff will coordinate directly with the new program's staff to schedule the training.

B) Training DVD for new programs:

Eligible: Everyone. Ideal for sites with fewer than eight Primary Care Providers

For all programs, ROR National Center provides a Training DVD (also available in VHS video format) that explains:

- How to use the book in the exam room
- The importance of offering anticipatory parental guidance on literacy issues

Watching the DVD, combined with reading handouts from the ROR manual, is an excellent training option.

C) Online CME Course:

Eligible: Everyone. Only MD's and NP's receive CME credit.

The CME online course is a convenient way of learning about ROR in addition to providing the medical provider with CME credit. The course is free, open to everyone and can be taken only once. Following successful completion of the course, MDs and NPs receive a certificate by mail for 1 CME credit. Please visit www.bu.edu/cme/ror to access this training option.

D) Training for Experienced ROR Providers

Eligible: Sites or Providers that have already been trained in the ROR program/model.

ROR provides a second DVD, *Pediatric Literacy Intervention with Parents of Infants and Toddlers*, for clinicians who have been practicing the Reach Out and Read model and want additional strategies for incorporating anticipatory literacy guidance into the well-child visit. Viewing the DVD at a monthly conference or on one's own can refresh and revitalize the practice of Reach Out and Read.

2) Who in my office needs to be trained?

We encourage everyone in a participating ROR office to become trained, but require training of Primary Care Providers. Although the medical providers distribute the books and incorporate the ROR model into their well-child visits, all staff who interact with providers and the families and patients who benefit from ROR should participate in the training. ROR sites are most successful when everyone at the site is familiar with the ROR program and procedures.

3) How do I record training?

All trainings, regardless of type, need to be recorded on www.myror.org. When you log your training on www.myror.org, ROR National Center is aware that providers at your site have been trained and will adjust your site's status accordingly.

A) To initiate a training record:

- 1) Log into www.myror.org using your Site ID and password
- 2) Click on the green "Program Administration" tab
- 3) Scroll down the page to "Training"
- 4) Click "Create a New Training"
- 5) Schedule your training by inserting the date and type of training you will receive
Confused about what type of training to arrange? Contact ROR Training at 617-455-0631 or training@reachoutandread.org
- 6) Click "Create Training"

Your training record is now initiated. Print out the attendance record form (<http://www.reachoutandread.org/FileRepository/RORTrainingAttendanceSheet.doc>), and have each attendee complete it legibly. (Note: each attendee must include an email address, credentials, and area of specialization. If an attendee does not have a valid email address, he/she may enter none@none.org.)

Upon completion of training, you may now complete the training record.

B) To complete the training record:

- 1) Log into www.myror.org using your site ID and password
- 2) Click on the green "Program Administration" tab
- 3) Scroll down the page to "Training"
- 4) Find the training that you previously scheduled. Click the red "Open" button next to it.
- 5) Enter trainer info (if applicable) and all attendees.
- 6) When finished, press red "Submit" button at bottom of page.
- 7) Your training record is now complete

Please give the ROR National Center 5-7 days to process your completed training record and change your online site status from "Approved—needs training" to "Active." After entering training attendance records at www.myror.org, you may also choose to mail or fax a written copy of your attendance log to the National Center; this extra step immediately alerts ROR of your completed training.

4) How can I get a training/re-training DVD?

All sites receive an initial training DVD as part of their ROR “Welcome Kit.” This kit is generally sent 4-6 weeks after you have returned your signed Award Agreement.

Never received a training DVD? Need another copy? Email your address to Training at training@reachoutandread.org or call 617-455-0631.

5) What happens after I complete my training record on www.myror.org?

ROR National Center will review your entry and will change your site status from “Approved—needs training” to “Active.” You will be able to see your new status at myror.org 5-7 business days after you have completed your online training entry. More importantly, you are now ready to begin distributing books!

6) What if I logged my training information on myror.org, but my site’s status is still listed as “Approved—needs training”?

Please give the ROR National Center 5-7 days to process your training and change your status. If it has been longer than 7 days, please contact Training at the national office at 617-455-0632 or training@reachoutandread.org.

7) We had an On-Site training at our clinic. Who is responsible for logging our training attendance?

Although an on-site trainer may ask a site to fill out a hand-written attendance log, the Site Coordinator still needs to log the training and attendance record on www.myror.org before the site’s status will change. Please follow instructions in 3) above.

8) We do not have computer capabilities at this time. How can I log my training?

Call 617-455-0631 or email training@reachoutandread.org to request a ROR Training Attendance Sheet. Mail or fax your legibly written completed training attendance to Training at the ROR National Center. Please include Site name, Site ID, type and date of training, and the names, email addresses, and credentials of each participant.

How do I schedule On-site training?

If you have eight or more Primary Care Providers, please call your ROR coalition leader to schedule on-site training. If you are not part of a state or regional coalition, call Training at the National Center. Your ROR representative will be happy to help you arrange training with an ROR approved trainer.

Questions? Please contact Training at the ROR National Center:

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