

## **Nurse-Family Partnership Education Policy**

This guidance addresses attendance at Nurse-Family Partnership (NFP) education sessions.

Attendance at NFP Education is permitted only by individuals: 1) for whom a Protected Proprietary Property Letter signed by the agency they represent has been accepted by the NFP Legal Department, or 2) whose employer has a contract with NFP in force which protects NFP's proprietary property.

### **Required Education for Nurse Home Visitors and Nurse Supervisors**

The National Service Office (NSO) develops and delivers initial education for nurse home visitors and nurse supervisors. Nurse home visitors directly provide service to clients with support from nurse supervisors and nurse consultants. Initial education is required as part of model fidelity, as outlined in agency contracts.

All new, expansion, and replacement nurse home visitors and nurse supervisors are required to attend Nurse-Family Partnership (NFP) education for nurse home visitors (NHV) and nurse supervisors (NS), which consists of:

- Initial Required Education of Units 1 through 3 (from hire to 6 months after Unit 2)
- Advanced Required Education (from 6 to 24 months after Unit 2)
- PIPE E-Training (see below)

Nurse supervisors are additionally required to attend Supervisor Unit 4 after completing Units 1 through 3 as part of Advanced Required Education.

Since April 2020, all NFP education has been offered virtually. The National Service Office will provide at least three months' notice before returning to in-person education. In-person education will be provided at the NFP Education Center in Denver, Colorado.

### **Unit 2**

The NSO **highly recommends** individuals have two to four weeks from time of hire to time of attendance at Unit 2 Education. This allows an adequate opportunity for individuals to complete all required Unit 1 Education materials, receive agency orientation, as well as an introduction to home visits. Nurse home visitors who have adequate time to complete Unit 1 and learn the concepts are better prepared for Unit 2. Consequently, their uptake and ability to apply the concepts in their nursing practice in the program is significantly improved. A strong orientation increases staff retention as nurse home visitors who participate in shadow visits, planning a visit, and attending a case conference are more confident during and after Unit 2. Completing a comprehensive orientation positively impacts nurse home visitors' confidence and ability to engage clients, enroll them successfully, and build caseload. It is recommended that nurse home visitors complete Unit 2 Education within approximately 30 days of hire, so they are prepared to build a caseload after having a foundation to do so following the completion of Unit 2.

Nurse home visitors are required to complete Unit 1 and Unit 2 before they can enroll clients and conduct client visits. It is recommended that nurses implement NFP at least 50% of a full FTE (0.5 FTE) after completing Unit 2. This allows nurses new to NFP to fully integrate Unit 1 and 2 education and implement the model with fidelity. It is recommended that newly hired nurses wait to complete Units 1 and 2 until they can dedicate at least 0.5 FTE to NFP after completing NFP education.

If a nurse home visitor returns to NFP after having not practiced in NFP for two or more years, the nurse home visitor is required to complete all courses in both Initial and Advanced Required Education.

## Partners in Parenting Education (PIPE)

Partners in Parenting Education (PIPE) is an interactive parent-child education model and curriculum promoting emotional connectedness between parents and children. It is an important resource to support sensitive and responsive caregiving to achieve one of NFP's primary program outcomes of enhancing child growth and development. This training is offered directly by the founders of PIPE - How to Read Your Baby. PIPE E-Training is required for all new, expansion, and replacement nurse home visitors and nurse supervisors. Exceptions include:

- If a nurse supervisor is promoted from nurse home visitor and it has been **less than two** years since completing NFP Unit 2 education. The promoted supervisor is encouraged to complete PIPE E-Training, although it is not required.
- If nurse home visitors and nurse supervisors have previously completed NFP Education more than two years prior **and** have also completed a non-NFP PIPE refresher within the last five years from a certified PIPE trainer. These nurses are not required to complete PIPE E-Training if they share a copy of their completion certificate/letter showing the individual's and trainer's names and the completion date.

Each nurse needs to register for PIPE E-Training and independently complete the 8-week, self-paced online course. The Comprehensive course for nurse home visitors takes about four hours each week to review the course content and complete all the assignments and is offered monthly. The PIPE Review course for nurse supervisors is self-paced and up to 8 weeks to complete. The PIPE Review course is offered quarterly.

This PIPE Review course is best suited for supervisors who are new to their role and have previous experience with PIPE. Nurse supervisors who have no previous NFP and/or PIPE experience and supervisors carrying a client caseload are strongly encouraged to complete the PIPE Comprehensive E-Training course.

The PIPE E-Training registration fee is paid directly to How to Read Your Baby. Completion of PIPE E-Training for nurse home visitors is required within three months of Unit 2 completion and within six months of Unit 2 completion for nurse supervisors since the PIPE Review course is offered less frequently. Nurses submit the course completion certificate to the NFP Registrar ([registrar@nursefamilypartnership.org](mailto:registrar@nursefamilypartnership.org)). A variance is required for PIPE E-Training completion beyond the defined period.

## Unit 4

It is **highly recommended** that nurse supervisors attend Unit 4 within six months of hire or promotion to deepen their understanding and ability to implement NFP with model fidelity and enhance their skill in supporting nurse home visitors.

- If a nurse supervisor is promoted from nurse home visitor and it has been **over** two years since completing NFP Unit 2 education, the promoted supervisor is required to complete all courses in both Initial and Advanced Required Education.
- If a nurse supervisor is promoted from nurse home visitor and it has been **less than two** years since completing NFP Unit 2 education, the promoted supervisor is required to complete all the supervisor courses in both Initial and Advanced Required Education. This includes completing the supervisor Unit 2 in-person sessions, though they are invited to attend the entire Unit 2 to experience the content through their new lens of a supervisor supporting nurse home visitors.

## FAN Training

Starting in November 2021, nurse supervisors complete FAN Training Levels I, II, and III. Nurse supervisors completing FAN Training within the last five years from a certified FAN trainer are not required to complete the FAN Training offered by the National Service Office (NSO) if they share a copy of their completion certificate/letter showing the individual's and trainer's names and the completion date for FAN Level I Core Training, Level II Mentoring, and Level III/Day 3 Follow-Up Training.

FAN content for nurse home visitors will be incorporated into Units 1, 2, and 3 as part of NFP required education starting in 2022, with details to be announced as they become available.

## Nurse-Family Partnership Education

INITIAL REQUIRED EDUCATION	
<p><b>Unit 1: Introduction to NFP</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Nurse Home Visitors</li><li><input checked="" type="checkbox"/> Nurse Supervisors</li><li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li></ul> <p>Distance learning: 20+ hours of learning completed prior to attending Unit 2</p>	<ul style="list-style-type: none"><li>• Unit 1 course: 8 modules for nurse home visitors and 9 modules for nurse supervisors.</li><li>• Unit 1 Assessment</li></ul>
<p><b>Supervisor Unit 1: Introduction to NFP</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Nurse Supervisors</li><li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li></ul> <p>Distance learning: additional one hour completed prior to attending Unit 2</p>	<ul style="list-style-type: none"><li>• eLearning modules<ul style="list-style-type: none"><li>○ Orienting to Nurse-Family Partnership</li><li>○ Network Partner Setup, Contract, and Budget</li></ul></li></ul>

<p><b>Unit 2: NFP Nursing Practice</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Home Visitors</li> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>A multi-day instructor-led education session~</p> <p>NFP nurses are required to complete Unit 2 before they can enroll families</p>	<p>Reinforces and expands on information from Unit 1, including application of program components, NFP nursing practice, and building skills in delivery of the program.</p> <p><i>~Virtual Unit 2 education offered by NSO is 26 hours and there is an additional 6 hours of virtual Unit 2 education for nurse supervisors</i></p>
<p><b>Supervisor Unit 2: NFP Nursing Practice</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>7.5 hour session as part of Unit 2</p>	<ul style="list-style-type: none"> <li>• Introduction to the NFP Nurse Supervisor Role</li> <li>• Building Collaborative Teams</li> <li>• Caseload Building</li> <li>• Supporting the Integration of the Strengths and Risks Framework into NFP</li> <li>• Reflective Supervision</li> </ul>
<p><b>Unit 3: Deepening NFP Nursing Practice</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Home Visitors</li> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>After attending Unit 2, nurses are assigned an additional 15-20 hours of Unit 3 distance learning, completed over a six-month period. PIPE E-Training includes additional time requirements.</p>	<ul style="list-style-type: none"> <li>• eLearning modules completed within six months of attending Unit 2 <ul style="list-style-type: none"> <li>○ Introduction to the Clinical IPV Assessment Form</li> <li>○ Motivational Interviewing: Ask-Provide-Ask</li> <li>○ Goal Setting</li> <li>○ Infant States &amp; Cues</li> <li>○ Early Emotional Development: Temperament</li> <li>○ Mastery Assessment &amp; Plans for Nurse Home Visitors</li> </ul> </li> <li>• PIPE E-Training (from How to Read Your Baby - 3<sup>rd</sup> party curriculum within 3 months of Unit 2)</li> </ul>
<p><b>Supervisor Unit 3: Deepening NFP Nursing Practice</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Distance learning; approximately 6 to 8 hours. Unit 3 for supervisors is completed prior to attending Unit 4.</p>	<ul style="list-style-type: none"> <li>• eLearning Modules <ul style="list-style-type: none"> <li>○ Building Your Community Advisory Board</li> <li>○ Building, Assigning and Managing Caseload</li> </ul> </li> <li>• Facilitated Conversations (in webinar format) <ul style="list-style-type: none"> <li>○ Client Enrollment</li> <li>○ Mastery Assessment &amp; Plans for Nurse Supervisors</li> </ul> </li> <li>• Self-Study Professional Development Guides <ul style="list-style-type: none"> <li>○ Recruiting and Hiring Nurse Home Visitors</li> <li>○ Documentation: A Guide for New Supervisors</li> </ul> </li> </ul>
<b>ADVANCED REQUIRED EDUCATION</b>	
<p><b>Supervisor Unit 4: NFP Team Leadership</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>4-day education about 4-6 months after Unit 2</p>	<p>Expands on topics specific to the NFP nurse supervisor role including NFP model element fidelity, reflective practice, agency assessment and planning, supporting nurses and teams, marketing, and use of data.</p>

<p><b>Supervisor FAN Level I Core Training</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Virtual instructor-led education; approximately fourteen hours.</p>	<p>Virtual two-day education session</p>
<p><b>Supervisor FAN Level II Mentoring</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>6 video conference sessions, 90-minutes each</p>	<p>Includes the submission of at least 5 FAN Post-Contact Reflection Tools and attendance and participation in at least 5 FAN Mentoring sessions.</p>
<p><b>Supervisor FAN Level III Follow-Up Training</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Virtual instructor-led education; approximately seven hours.</p>	<p>Virtual one-day education session</p>
<p><b>Advanced Required Education offered by the National Service Office</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Home Visitors</li> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Distance learning; approximately 20 to 30 hours of study. Assigned after completing Unit 3 Initial Required Education and completed within one year of completion of Unit 2</p>	<ul style="list-style-type: none"> <li>• Mental Health course</li> <li>• Supporting Children to Thrive course</li> </ul>
<p><b>Other Advanced Required Education offered by third parties</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Home Visitors</li> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Education provided by third parties for a fee, which is arranged and paid for directly with the provider by the NFP network partner</p>	<ul style="list-style-type: none"> <li>• <a href="#">PIPE E-Training (How to Read Your Baby)</a> Comprehensive course for nurse home visitors and Review course for nurse supervisors</li> <li>• DANCE Fundamentals (Dyadic Assessment of Natural Caregiver-Child Experiences), offered by the <a href="#">Prevention Research Center (PRC) at the University of Colorado</a>. DANCE is completed after completing Keys to Caregiving, about nine months after hire.</li> <li>• Keys to Caregiving Self-Study Course no longer required as of August 2021 – replaced by NFP Infant States &amp; Cues course in LearningHub.</li> </ul>

NFP encourages all active NFP nurse home visitors and nurse supervisors to attend and participate in any of the initial education sessions appropriate for their role, both instructor-led and distance learning, as a review at any time during their tenure with the NFP program.

## Outline of Optional NFP Education

Education available in Building Mastery is optional and can be completed at any time. This includes:

- A five-module course on **Supporting Clients with Opioid Use Disorder**, five-module course on **Supporting Clients using Marijuana**, four-module course on **Supporting Clients using Methamphetamine**, and the **Intimate Partner Violence (IPV)** course consists of 15 modules organized in three parts (IPV is a blend of workbook guided education and eLearning modules).
- **Team Meeting Education Modules** are also included in ResourceHub. There are over 25 modules available on a variety of topics that support NFP implementation.
- There are several **NFP Nursing Practice Videos** in ResourceHub offering nurse-client interaction exemplifying techniques taught in NFP Education. The videos cover motivational interviewing, reflection in practice, therapeutic relationships, and nursing practice using client centered principles to stimulate NFP team discussion using a reflective practice approach, critical thinking, evidence-based caring, and nursing process.

BUILDING MASTERY	
<p><b>Building Mastery Education</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nurse Home Visitors</li> <li><input checked="" type="checkbox"/> Nurse Supervisors</li> <li><input checked="" type="checkbox"/> Managers, Nursing Practice &amp; State Nurse Consultants</li> </ul> <p>Distance “just-in time” optional learning available any time after completion of Unit 2</p>	<ul style="list-style-type: none"> <li>• Supporting Clients with Opioid Use Disorder</li> <li>• Supporting Clients who use Marijuana</li> <li>• Supporting Clients who use Methamphetamine</li> <li>• Intimate Partner Violence course (Parts 1, 2, 3)</li> <li>• Team Meeting Education Modules (in ResourceHub)</li> <li>• NFP Nursing Practice Videos (in ResourceHub)</li> </ul>

## Fees

- For new nurses: The agency of employment will be charged the full fees for education sessions for nurses filling new, expansion, and replacement positions; billed after attendance.
- For nurses choosing to review education (“refresher”): Those who remain in their current role of nurse home visitor or nurse supervisor who attend Unit 2 or Unit 4 Education as a review will be billed at the refresher rate.
- For promoted nurse supervisors: Fees for nurse supervisors promoted from nurse home visitors will be billed at the refresher rate for NFP education (Units 1, 2, and 3) upon attendance and full nurse supervisor education fees at 100% upon attendance at Supervisor Unit 4 or at the six-month anniversary of promotion. If a promoted nurse supervisor is only attending the Supervisor Unit 2, full supervisor education fees at 100% will be charged upon attendance at Supervisor Unit 2 or at the six-month anniversary of promotion.

- For supervisors attending Supervisor Unit 4, full supervisor education fees at 100% will be charged upon attendance at Supervisor Unit 4 or at the six-month anniversary of promotion.
- If education attendance is not covered by an implementation agreement signed by all parties, payment in advance will be required.

## **Administrator Orientation for Administrators and Other Staff Supporting NFP**

Each new NFP Administrator is required to complete NFP Standard Administrator Orientation within six months of being hired. This includes:

- New NFP Administrators with direct supervisory relationship to the NFP nurse supervisor;
- Administrators at new NFP network partners with NFP program responsibilities; and
- Administrators in states that are entering into their first contract with NFP when the contract includes “Program Support.”

The **Standard** Administrator Orientation education was developed based on feedback from administrators of local NFP programs and is specifically geared to meet the needs of administrators and others who support NFP programs. There is recognized value in having those directly responsible for administering the program and leading NFP’s local community advocacy in becoming fully versed in how the program is implemented. Participants meet leaders from various NFP NSO departments (such as Marketing, Policy and Government Affairs, Program Development, Impact and Learning, Nurse Consultation, etc.) who explain how the department will support the administrator and their NFP team. There is considerable time for questions and discussion of common challenges and strategies to avoid and address them.

Starting in 2020, an **Optional** session was added, highlighting the roles of nurse home visitors and nurse supervisors in the program. This optional education allows individuals to engage with similar content from Unit 2 in a condensed fashion to learn more about NFP nursing practice.

If the state or network partner does not have a current contract with the NFP National Service Office, the administrator’s employing agency executes a Protected Proprietary Property Letter that is signed by both a representative of the employing network partner and the administrator attending the orientation. The agency of employment will be charged the full fee for Administrator Orientation sessions.

Personnel dedicated to supporting NFP nurse home visitors and nurse supervisors on a regular basis (e.g., State Nurse Liaisons, Mental Health Specialists, Reflective Practice Specialists, Social Workers, etc.) *may* be permitted to attend Administrator Orientation.

## **Education for State Nurse Consultants**

Individuals working in a State Nurse Consultant capacity are required to attend and participate in the full array of NFP nurse home visitor and nurse supervisor required education promptly upon being hired and every third year thereafter.

The agency of employment will be charged the full fee for required education and refresher rates thereafter.