



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-NSD-P020-(01)	
TITLE/DESCRIPTION: POLICY ON PROFESSIONAL FEES AND HONORARIUM FOR EMPLOYEES CONDUCTING TRAINING AND SEMINARS INITIATED BY RMCI NURSING SERVICE DIVISION – TRAINING, RESEARCH, AND EDUCATION DEPARTMENT			
EFFECTIVE DATE: January 15, 2024	REVISION DUE: January 14, 2027	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 21
APPLIES TO: Nursing Services Division, its Head, Managers, Supervisors, and Head Nurses, HRD		POLICY TYPE: Multi Disciplinary	

PURPOSE:

1. This applies to all employees and staff of nursing service who render professional services outside their duty hours and outside their scope of work. This creates a structured and transparent framework for managing the financial aspects of training, ensuring fairness, accountability, and a clear understanding of expectations.
2. By establishing a policy on payment of professional fees and honorariums, the organization demonstrates its commitment to enhancing the skills, knowledge, and competencies of its workforce. It also outlines financial responsibility between the organization and the employee who renders extra professional service outside of the required working hours for the week as mandated by law.

DEFINITIONS:

Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP) – is a non-profit organization of registered members who are actively practicing their profession as nursing supervisors, managers, and nursing leaders in the Philippines.

Intravenous Therapy (IVT) License – is issued to those who completed the Basic IVT Training and were able to fully meet the requirements mandated by the ANSAP as a licensed and certified Intravenous Therapist.

Trainer – A certified nurse manager holding the highest position within the nursing services division. Typically endorsed by ANSAP (Association of Nursing Service Administrators of the Philippines), the trainer conducts local Intravenous Therapy (IVT) training within hospital or clinical settings.

Lecturer – Experts in a particular subject matter who deliver comprehensive presentations and facilitate interactive learning and discussions among training participants.

Officer of the Day – A designated training manager responsible for coordinating the training agenda, moderating discussions, fostering knowledge exchange among participants, and overseeing logistical aspects of the training on a given day.

Preceptor – Licensed mentors who closely supervise and evaluate participants' practical demonstrations to ensure they acquire the necessary skills essential for obtaining certification upon completion of the course.

RESPONSIBILITY:

Nursing Services Division, Head, Managers, Supervisors, Head Nurses, and HRD has the primary



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responsibility of implementing this policy including monitoring its strict compliance to the prescribed policy outlined in the guidelines.

POLICY:

1. The training courses conducted by the Training and Education Unit of the Nursing Services Division (NSD) are meticulously designed to empower healthcare personnel of the Riverside Medical Center, Inc. (RMCI) with essential knowledge and proficiency to ensure patient safety.
2. The RMCI management strengthens its commitment to support the in-house licensed trainers and preceptors of the RMCI-NSD, to mobilize and engage them in the continuing staff development and education activities of the organization.
3. As a general rule, training courses required by the Department of Health should be conducted based on the following schedules:

TRAINING	VALIDITY	FREQUENCY OF CONDUCT	MANDATED BY	PARTICIPANTS
IVT UPDATE	ANNUAL	EVERY 120 DAYS	DOH, PRC, ANSAP, and other accrediting bodies: (ACI and JCI)	MINIMUM OF 60 PAX
IVT 3-DAY BASIC	3 YEARS	EVERY 90 DAYS		MINIMUM OF 60 PAX
BLS	EVERY 2 YEARS	TWICE A MONTH	DOH and other accrediting body: (ACI and JCI)	MINIMUM OF 40 PAX (20 PAX PER SESSION/DAY)
ACLS	EVERY 2 YEARS	EVERY MONTH		MAXIMUM OF 14 PAX (PREREQUISITE BLS)

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4. For the purpose of proper staff development, RMCI shall collaborate with accredited training institutions as required by DOH, ANSAP, etc.
5. In the event that the external training institute is not available, in-house training shall be implemented subject to the rules and regulations of the implementing body.
6. For in-house IVTT training, the registration fee shall be 27 % lower than the rates of implementing organizations while for BLS, the fee shall be 30 % lower compared to training institutions.
7. Training venues shall be coordinated with the facilities 2 weeks prior to the conduct of training.
8. Employees on sick leave or on duty are not allowed to participate in or hold lectures during the time of leave/duty.
9. The staff that renders extra time and services outside their scope of duties and responsibilities should be given a professional fee and honorarium as indicated in the updated table of professional fees and honorarium provided that they must be 25% lower than ANSAP for IVTT and 50% lower than PHA for ACLS and BLS.
10. All professional fees are subject to applicable taxes.





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TABLE 1.0 TABLE OF RMCI RATES FOR A 3-DAY BASIC INTRAVENOUS THERAPY TRAINING (IVTT) COURSE

DESIGNATION	QUALIFICATION	PHILIPPINE HEART ASSOCIATION	RMCI	AMITY	OTHER INSTITUTIONS
Licensed Trainer	Certified/Licensed IVT Trainer	P2,500 per day for or a total of P7,500 for the whole IVT Course	25% lower than the ANSAP rate and	P3,000 per day for or a total of 9,000 for the whole IVT Course	P3,000 per day for or a total of P9,000 for the whole IVT Course
	Graduate of TOT for IVT				
	Certification in IVT Master Class		38% lower than other instutions		
	Member of a reputable nursing organization				
	Member of the Association of Nursing Service Administrator in the Philippines	7,500	5,625	9,000	9,000
	Concurrent Nursing Director of a Hospital/Chief Nursing Officer				
	PRC Accredited CPD Lecturer				
Training Coordinator	Certified IVT Preceptor	P6,000 for the entire training course	P4,000 plus P500 for the pre-and post training submission of requirements	Package	Package
	Graduate of TOT for IVT				
	Certification in IVT Master Class				
	Member of a reputable nursing organization				
	ANSAP Member	P6,000	4,500	P 6,000	P5,000
	Concurrent in a Managerial/Supervisory position in a hospital setting				
Officer of the Day (OD)	Certified IVT Preceptor	P1,500 per day X 3 days	P1,125 per day X 3 days	P1,500 per day X 3 days	P1,500 per day X 3 days
	Graduate of TOT for IVT				
	ANSAP Member				
	Concurrent in a Managerial/Supervisory position in a hospital setting	P4,500	3,375	P4,500	P4,500





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Lecturer	Certified IVT Trainer/Preceptor	P2,500 per topic	Per topic	Per topic	Per topic
	ANSAP Member				
	Concurrent in a Managerial/Supervisory position in a hospital setting				
	PRC Accredited CPD Lecturer				
	With at least 3 years track record as Clinical Instructor				
Facilitator	Certified IVT Preceptor	P1,000 per day X 3 days = P3,000	P750 per day X 3 days = P2,250	P1,200 per day X 3 days = P3,600	P1,000 per day X 3 days = P3,000
	Certification in IVT Master Class				
	ANSAP Member				
	Concurrent in a Managerial/Supervisory position in a hospital setting				
Preceptor	Certified IVT Preceptor	P1,500 per day during 2 days demonstration	2,250	P3,100	P3,100
	Certification in IVT Master Class				
	ANSAP Member				
	Concurrent in a Managerial/Supervisory position in a hospital setting				
Documenter	Certified IVT Preceptor	P4,000 for the course	P3,000 for the entire course	for the entire course	for the entire course
	Certification in IVT Master Class				
	ANSAP Member				
	Concurrent in a Managerial/Supervisory position in a hospital setting				
Committee Heads (As Needed)	Certified IVT Preceptor	P1,200 per day with a total of P4,500 for 3 days	P900 per day X 3 days = 2,700 for 3 days	P1,250 per day X 3 days	P1,000 per day X 3 days = P3,000
	ANSAP Member				
Support Staff	Orderly or Attendant		P600 per day X 3 days = P1,800		
In case participants reaches more than 60			P1,800		





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TABLE 1.1 TABLE OF PROFESSIONAL FEES AND HONORARIUM FOR BASIC LIFE SUPPORT (BLS) AND ADVANCE LIFE SUPPORT (ACLS) TRAINING

Basic Life Support (BLS) and Advance Cardiac Life Support (ACLS)					
NO.	DESIGNATION	QUALIFICATION	PHA	AMITY	RMCI
1	Training Coordinator	Certified and Licensed BLS Trainer	P2,500 per day X 2 days	P2,500 per day X 2 days	P1,250 per day X 2 days = P2,500
		With updated BLS and ACLS License	P5,000	P5,000	P2,500
		PRC Accredited CPD Lecturer			
2	Trainer and Lecturer	Certified and Licensed BLS Trainer	P5,00 per topic	P5,00 per topic	P2,500 per topic
		With updated BLS and ACLS License			
		PRC Accredited CPD Lecturer	P5,000	P3,000	P 2,500
3	Facilitator	Any NSO Staff	P1,500 per day X 2 days	P1,000 per day X 2 days	P750 per day X 2 days
			P3,000	P2,000	P1,500





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TABLE 2.0 TABLE OF WORKING TEAM VIS A VIS NUMBER OF PARTICIPANTS FOR A 3-DAY BASIC INTRAVENOUS THERAPY TRAINING (IVTT) COURSE

Required Number of Facilitators and Preceptors Based on Number of Participants					
DESIGNATION	NUMBER OF PARTICIPANTS				
	60 PAX	80 PAX	100 PAX	RATIO	
TRAINER	1	1	1		
TRAINING COORDINATOR					
OFFICER OF THE DAY					
LECTURER	18	18	18		
PRECEPTOR	12	20	25	1:04	
FACILITATOR	4	5	6	1:15	
DOCUMENTER	1	1	1		
COMMITTEE HEADS/IN-CHARGE		2	2		
SUPPORT STAFF NEEDED		1	1		
Preceptor to Preceptee Ratio	1:04				

TABLE 3.0 TABLE OF NUMBER OF PARTICIPANTS FOR BASIC LIFE SUPPORT (BLS) AND ADVANCE LIFE SUPPORT (ACLS) TRAINING

DESIGNATION	NUMBER OF PARTICIPANTS			
	40 PAX	80 PAX	100 PAX	RATIO
TRAINING COORDINATOR	1	1	1	
1TRAINER/ LECTURER (BLS ONLY)	3	6	8	
FACILITATOR	2	4	5	

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TABLE 3.1 TABLE OF AUTHORIZATION TO DEDUCT FOR NURSING SERVICE DIVISION TRAINING

TRAINING	AMOUNT	DEDUCTION SCHEDULE	APPROVER
IVT	P3,500.00	6 PAYDAY	CHIEF NURSE
BLS	P1,500.00 - WITHOUT CPD P2,000.00 – WITH CPD	3 PAYDAY	TRAINING MANAGER
ACLS	P5,500.00	12 PAYDAY	NURSING DIRECTOR

TABLE 3.2 TABLE OF PROFESSIONAL FEES & HONORARIUM FOR FIT-TESTERS

Fit-Testing			
NO.	DESIGNATION	QUALIFICATION	RMCI RATE
1	Fit Tester (with at least 20 students)	Concurrent Manager/Supervisor of NSD	
		Certified Fit-Tester	
		Pay per day	
	Note: With additional fit tester in excess of 20 students		P1,500





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GUIDELINES

- **Types of Training Services**
 - **3-day basic intravenous therapy training (IVTT) course**
This is given to nurses to ensure safe and accurate establishment, removal, and proper management of IV access, administration of medication, and monitoring of risks and/or potential complications.
 - **Basic Life Support (BLS) Training (1 day)**
Basic Life Support (BLS) training is a crucial educational program designed to equip individuals with the essential skills needed to respond effectively in life-threatening emergencies.
 - **Advance Cardiac Life Support (2-days)**
Advanced Cardiovascular Life Support (ACLS) training is an advanced-level educational program designed to equip healthcare professionals with specialized skills to manage and respond effectively to complex cardiovascular emergencies.
 - **Other CPD-Accredited Training and Seminars**
This refers to training and seminars conducted by the Training and Education unit of the Nursing Services Division with an accredited number of CPD units approved by the Philippine Regulations Commission (PRC).
- **Registration Fees**
The training registration fees are charges paid by participants in order to be registered and undergo the required training provided by licensed professionals that will enhance their knowledge, skills, and expertise on a given coursework.





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TABLE 4.0 TABLE OF TRAINING/COURSEWORK REGISTRATION FEES

Training/ Coursework	Registration Fee			
Infusion Therapy Course	P1,200.00			
	RMCI	NON-RMCI	RMCI with CPD	NON-RMCI with CPD
3-day Basic IVT	P4,000.00	P4,500.00	P4,500.00	P5,000.00
IVT Update	P1,200.00	P1,500.00		P2,000.00
Basic Life Support	P1,500.00	P2,000.00	P2,000.00	P2,500.00
Fit Testing	P300.00/HEAD			
ACLS	P5,500.00			
CPD Lectures	P1,200.00			
PALS	P5,500.00			
NRP	P5,500.00			
ATLS	P5,500.00			

- **Identification of and Determination of the Total Number of Training Participants**
 - The Head Nurses will identify the nurses who are candidates for the training and submit the names and number of participants to the Training Manager, who consolidates all the training needs.
 - The Training Manager then coordinates with the professional training organization and its representative to agree on the schedule of training.
 - Once the schedule is finalized and agreed upon, the Training Manager will announce the schedule and notify all the participants to submit the needed requirements. All requirements will then be submitted to the Logistics committee who reviews all the requirements, prepare the checklist and submit the documents to the partner professional training organization.



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- **Submission of Training Proposal and Other Requirements**
 - The assigned Training Coordinator for the training, will then process all the documentary requirements, such as training proposal, training plans including modules, training materials, and the list of identified trainers and preceptors.
 - The education committees shall also be mobilized to do the needful training preparations and activate the different committees to help in the preparations.
 - A training proposal which includes a budget based on the number of target participants, shall then be prepared and must contain the following details:
 - Number of participants and the estimated gross income
 - Details of Expenses (Including budgetary requirements
 - Net Income
 - For the proposal to merit approval the total income from participants' registration must be higher than the net income presented, with the exception of the CPD Continuing Professional Development Lectures conducted which are non-revenue earning and are conducted for staff development purposes.
- **Payment of Professional Fees**
 - The hospital, as part of its commitment to continuing professional development, will encourage licensed and ANSAP-certified trainers and preceptors to use their licenses and certifications.
 - Should the staff/employee perform tasks outside their scope of work, such as the certified trainers, preceptors, lecturers, and committee heads, they must be compensated in accordance with the agreed-upon rate stipulated in section 3 of this policy. This is subject to an increase or rate update depending on the prevailing rate and must be covered by a memorandum for the new guidelines. For the payment to be valid, the following requirements must be satisfied:
 - Trainers/Coordinator and Committee members shall be paid for the services rendered for the entire duration of the course including the preparation period, supervision of tasks during training, and after the completion of training until such time that the course requirements for certifications are fully completed within the period of 90 days.
 - The assigned Trainer/Coordinator must issue a certificate or clearance that the concerned

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employees who will render extra work are cleared or are authorized to render extra work hours outside the prescribed 40-H requirement of the hospital/office work.

- Should the lecture or task require more than 1H time to render or be completed, the employee must make sure that it is rendered during non-working days so as not to hamper the delivery of business or work as usual.
- It is the primary responsibility of a Trainer and the Coordinator to make sure that all that was stipulated herewith are strictly observed, otherwise payment for professional fees and honorarium will be invalid.
- Should the tasks or work requires an employee to file a leave, the leave must be approved at least seven (7) days before rendering such training service.

- **Roles and Responsibilities**

Each professional employee who renders the task outside their scope of work is expected to fulfill the assigned task, as outlined herewith:





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TABLE 5 IVT TRAINING AND IVT UPDATING

ROLE	PREPARATORY PHASE (30-60 days before the training)	IMPLEMENTATION PHASE (During the 3-day Training)	POST-ACTIVITY PHASE (30-60 days after the training)
Trainer	Prepares a training proposal for submission to ANSAP with detailed training budget plan	DAY 1 - Delivers Opening remarks and introduction to the 3-day orientation course by discussing requirements on how to be certified)	Reviews and certifies all the training report of the Training Coordinator prior to submission to ANSAP
	Prepares the training proposal, training design and list of preceptors/facilitators and lecturer for submission to ANSAP	DAY 2-Reviews the result of the pre-test an determine the pointst for improvement among test takers during the 2nd day)	Sign/certifies the certificates of compliance for all participants for submission to ANSAP
	Approves the final training design, and notify the Training Coordinator of the final topic sequence and final schedule of training	DAY 2-Instructs lecturers on the point of emphasis for the lecture and discussion based on the pre-test result	Conducts post activity evaluation with the entire working committee
	Review and assess the relevance of the previous slides materials used for the training	DAY 3-Prior to the demonstration, determines, and approves retakers (if necessary)	File the request for certification for successful applicants (submitted by the Training Coordinator) who completed the IVT licensing requirement
	Review and approves the training/teaching materials of all lecturers prior to the training		
Training Coordinator	Submits the training proposal and the approved list of preceptors and lecturers to ANSAP	Delivers hand-outs, handbooks, pre-tests, post-test to the venue for distribution to participants	Collects the machine copy of the checklist with certification of completion done by preceptors
	Collects all the requirements for training from the applicants (machine copies of employee ID, PRC ID and 2 pcs 2 X 2 picture	Collects the tabulation of pre-test from the facilitators for compilation	Collect and collate the photos as proof of successful insertion from all the participants.
	Orders training handbooks for participants	Assign preceptors for each station that will conduct return demonstration (While the task of the Trainer is to secure approval for the list of preceptors, the training coordinator during the training, will now assign each of them the precepts during the day 3 and during the 90-day completion period)	Collect the attendance 3-day attendance sheets as part of the activity documentation report
	Processes proposal approval within RMCI		Collect all other requirement from preceptors, lay-outs and edits documentation of successful completion (additional IV insertion - 5, BT- 2)
	Sends payment for the handbook to ANSAP		Once completed within the 90-day period, submits to ANSAP for approval of the participants' IVT license
	Reproduce pre-tests and post-tests and the evaluation forms		Once documentation report is completed, the training coordinator will submit them to the trainer for validation and certification to the TRAINER.

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TITLE/DESCRIPTION: POLICY ON PROFESSIONAL FEES AND HONORARIUM FOR EMPLOYEES CONDUCTING TRAINING AND SEMINARS INITIATED BY RMCI NURSING SERVICE DIVISION – TRAINING, RESEARCH, AND EDUCATION DEPARTMENT			
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ROLE	PREPARATORY PHASE (30-60 days before the training)	IMPLEMENTATION PHASE (During the 3-day Training)	POST-ACTIVITY PHASE (30-60 days after the training)
Officer of the Day		DAY 1- Oversee the over-all conduct of lectures	
		Facilitates the sequencing of lectures, supplies and materials needed for the lectures and demonstration	
		Facilitator during the Q and A after every lecture	
		Training activity timekeeper for each and every lecture and topic	
		Summarizes the highlights of the lectures and discussions including learnings and challenges encountered	
		Designate volunteer preceptor who will aid slow learners to catch up	
		Certify the day-today documentation to be submitted to the training coordinator for consolidation	
		Queuing of participants to 13 different stations	
Facilitator	Prepares the registration sheets	Registers participants and accounts the hanbooks, training materials, kit, and pre-test and post test	
	Notify each station of the approved participants	Administers, checks and evaluates pre-tests and post-tests	
	Prints the approved training design and program and distribute them to all participants via email	Tabulate pre-test results and compare them wit the post-tests then inform the trainer if there are participants that needs to be given due consideration to retake	
	Coordinates with the officer of the day, of the availability of the materials per station, based on the checklist	Conducts one-on-one counselling to all participants who failed the post-tests	
	Prepares the training venue, the needed office supplies and the templates for participants to fill in during the graded demonstration	Assists preceptors during day 3 to successfully complete the graded return demonstration	
	Prepares the training kit for the participants	Prepares the materials for the IV insertion actual practice per station	
		Update the day to day checklist of attendance and encode the completed compliances	
		Checks all the checklist of participants whether they already complete all the return demonstrations then issue a slip of completion, then sign the over-all checklist	
		Prepares all the needed equipment and materials of their designated preceptors to assist	
		Distribute meals and snacks during lectures for 3 days	
		Purchase and procurement of supplies and materials	





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5.2 BLS/ACLS TRAINING

ROLE	DUTIES & RESPONSIBILITIES	REMARKS
Training Coordinator	Responsible for evaluating the skills of the participants and able to identify the area in which the participants need more improvement. Able to communicate and coordinate with other organizations involved to identify needs for the training and to further map out developmental plans. Able to develop and facilitate simulating and relevant training sessions and programs for the subject of the coursework. Coordinates with the people involved to provide schedules and changes with the program. Spearheads the program by overlooking the flow of events and making sure that it aligns with the course checklist. Collaborates with committees that guarantees safety in order to maintain a safe and a compliant environment.	
	Ensures the flow of the lectures and events to be right on schedule Facilitates and prepares the equipment to be used by the participants for the return	





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Facilitator	demonstration. Administers the assessments to be given to the participants. Responsible for registering the participants and preparing the handouts/training materials to be used by the participants.	
Lecturer/Trainer	Equipped with knowledge and an expert who can conduct lectures regarding the subject matter. Able to create and present lectures and discussions that provides knowledge and enlightens the participants. Able to provide a stimulating and a productive course learning environment. Delivers a high-quality educational content to participants which involves planning and relevant course materials. Creates assessments that measure the progress and understanding of the participants regarding the coursework.	

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10.2 FIT-TESTING

ROLE	DUTIES & RESPONSIBILITIES	REMARKS
Training Coordinator	<p>Coordinates with various organizations to schedule training sessions and ensures that it is conducted on a regular basis or as needed. Provides concise and clear instructions regarding the coursework and applies effective methods for the participants.</p> <p>Keeps accurate data and records of the sessions, and its results to ensure compliance with regulatory requirements needed for audit and inspections.</p> <p>Continues to be updated of changes in guidelines and current practices to ensure relevancy of data.</p> <p>Able to evaluate the skills and progress of the participants and to identify the effectiveness of the coursework provided.</p> <p>Ensures that all equipment needed for the project is ready and prepared for use.</p> <p>Registers the participants and provides the learning materials for the participants.</p> <p>Builds rapport with the participants and actively maintain interactions within the members of the program.</p> <p>Motivates and caters to the needs of the</p>	

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	participants to perpetuate a stimulating learning environment.	
Lecturer	<p>Knowledgeable about a certain topic and has an authority who can give lectures on it.</p> <p>Develops and creates a training program that is engaging to the participants.</p> <p>Develops evaluations that gauge participants' progress and comprehension of the program.</p>	
Documenter	<p>Produces thorough documentation that is easy to comprehend and helps with processes, systems, and other pertinent information.</p> <p>Effectively and properly organize the documentation so that participants or team members can readily access the information they require.</p>	





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5.3 OTHER CPD TRAINING AND LECTURES

ROLE	DUTIES & RESPONSIBILITIES	REMARKS
Training Coordinator	Identify training needs and further build developmental strategies, communicate and collaborate with other organizations that are involved with the program. Collaborates with safety-related committees in order to keep a compliant and secure environment. Facilitates the training course's registration and application for accreditation with the certifying body. Able to register the participants and provide learning materials needed for the program. Facilitates the flow of the events and assures that all equipment for the training are ready and functional. Provides assessment tests given to the participants. Checks and verifies the learning materials are given and provided before the start of the program/lecture.	
Lecturer	An expert to the given training topic and is able to give stimulating lectures about the subject matter. Stimulates the participants with engaging lectures and demonstrations. Creates assessment tools that will evaluate the skills and progress of the participants upon exposure to the training provided.	





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PROCEDURE (SOP): N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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