# BP4 “Conduct Community Health Center Fit Testing Training” deliverable template

|  |  |
| --- | --- |
| **Sub-recipient name:** | Primary care sub-recipient (CHCANYS) |
| **Deliverable number and name:** | **C 3.1 Conduct Community Health Center Fit Testing Training** |

**Instructions:** Here are the steps to follow for completing this deliverable.

|  |  |
| --- | --- |
| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Skip this step.** |
| **4** | **Complete the summary report.** |
| **5** | **Submit required documentation. Note that there are two due dates for required documentation: October 31, 2022, and February 28, 2023.** |

|  |  |
| --- | --- |
| **1** | **DOHMH Program Manager:** Philip Tamburrino, MPH  **Phone number:** 917-622-7942  **Email:** [Ptamburrino@health.nyc.gov](mailto:Ptamburrino@health.nyc.gov) |

|  |  |
| --- | --- |
| **2** | **Deliverable as per the SOW**  **Required Activities:**  1.Identify and select trainer(s)\* to conduct fit testing training for a minimum of 22 of 44 (50%) FQHC networks.  \**Trainer(s) must demonstrate the ability to prepare the test solutions, calibrate the equipment and perform the fit tests properly, recognize invalid tests, and ensure test equipment is in proper working order.*  2.Conduct outreach and a recruit a minimum of 22 NYC-based FQHC networks to participate in in an introductory webinar providing an overview of fit testing protocols as determined by the Occupational and Safety Health Administration (OSHA).  *If the minimum of 22 unique FQHC participating networks for this deliverable cannot be met in the initial round of recruitment, the recruitment may extend to include more than one participating facility within the same FQHC network.*    3.Conduct an introductory webinar with a minimum of 22 FQHC networks providing an overview of fit testing protocols as determined by the Occupational and Safety Health Administration (OSHA).  4.Conduct at least (2) separate fit-testing training sessions for 2 hours with interested NYC-based FQHC networks\* (minimum of 6 and maximum of 11 each session).  *\*All participants must be aware of medical clearance before performing test.*  *Subrecipient is responsible for appropriate training venue, providing supplies needed for the fit testing, secure refreshments\* and covering logistics costs.*  *- DOHMH will review and approve all materials approximately* ***two (2) weeks*** *prior to the event.*  *\*Food purchases must follow the cost restrictions and City Agency Food Standards. Refreshments must not exceed $8.50 per person.*  5.Conduct an evaluation of the fit-testing training sessions.  *If unable to provide fit testing training in-person due to COVID 19 restrictions a video demonstration can be recorded and provided to participating FQHC networks.*  **Required Documentation:**  1. Documentation of trainer(s) credentials i.e., proof of qualification to provide / conduct fit testing i.e., resume, bio, and letter of attestation of skill sets. Due in the initial performance period of the contract (July 1 to October 31, 2022).  2.Evidence of recruitment outreach (email notifications) and list of individuals (names, titles, FQHC network affiliation) that were recruited. Due in the initial performance period of the contract (July 1 to October 31, 2022).  3.Provide documentation of introductory webinar:  a. Webinar schedule (date and time)  b. Agenda  c. Participant roster  c. Presentation slides  d. Evaluation results  Due in the mid-term performance period (November 1, 2022 to February 28, 2023).  4.Documentation of conducted trainings:  a. Training sessions schedule (date and time)  b. List of participants and affiliated FQHC networks  c. Agenda  d. Presentation slides  e. Fit testing training materials  Due in the midterm performance period (November 1, 2022 to February 28, 2023).  5. **Complete one summary report (minimum of 3 pages), to include strengths, weaknesses, recommendations, and next steps.** Due in the final performance period (March 1 to June 1, 2023). |

|  |  |
| --- | --- |
| **3** | **Skip this step.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4** | **SUMMARY REPORT | DUE DATE: June 1, 2023** | | | | |
| **Note any noticeable themes. Three rows are provided if needed.** | **Note if strength (S) or weakness (W)** | **Recommendation** | **Next step(s)** | **Assistance needed from the New York City Health Care Coalition.** |
| **(Theme 1)** |  |  |  |  |
| **(Theme 2)** |  |  |  |  |
| **(Theme 3)** |  |  |  |  |
| **Add other themes if needed.** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Add rows by using the tab key.** |  |  |  |  |

|  |  |
| --- | --- |
| **5** | **Additional documentation required due October 31,** **2022 to your program manager:**  1. Documentation of trainer(s) credentials i.e., proof of qualification to provide/conduct fit testing i.e., resume, bio, and letter of attestation of skill sets.  2. Evidence of recruitment outreach (email notifications) and list of individuals (names, titles, FQHC network affiliation) that were recruited. Due in the initial performance period of the contract (July 1 to October 31, 2022). |
| **Additional documentation required due February 28,** **2023 to your program manager:**  3. Provide documentation of introductory webinar:  a. Webinar schedule (date and time)  b. Agenda  c. Participant roster  c. Presentation slides  d. Evaluation results  4.Documentation of conducted trainings:  a. Training sessions schedule (date and time)  b. List of participants and affiliated FQHC networks  c. Agenda  d. Presentation slides  e. Fit testing training materials |