

Mental Health First Aid Instructor & Supervisor Training Agreement & Expectations

The Philadelphia Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) intends to train and certify 25,000 Philadelphians in Mental Health First Aid (MHFA) over a three year period. The purpose of the Philadelphia MHFA Initiative (Philly MHFA) is to significantly increase the number of people who are prepared to help individuals with behavioral health challenges. This initiative is also designed to reduce stigma so that people who face behavioral health challenges have community support and feel comfortable seeking help for their challenges.

Philadelphia is using a comprehensive outreach and community partnership approach to reach and educate as many of its residents as possible. Philly MHFA has already developed several critical partnerships, that include a large number of faith-based and grassroots organizations as well as the American Red Cross, Friends Hospital, NHS Human Services, and Pro-Act, just to name a few. Additionally, Philly MHFA is continuing to build its internal infrastructure to more fully manage and respond to the community demand for training. Philly MHFA believes that the most productive way to accomplish this task is to expand the MHFA Instructor training to include additional community stakeholders, City employees and private citizens interested in reducing the stigma/discrimination associated with mental illness and addiction disorders.

The Instructor Certification process consists of a 5-day (40 hr. week) training provided by Instructor Trainers from the National Council on Community Behavioral Healthcare (NCCBH). MHFA is a standardized and copyrighted curriculum; all prospective Instructors are expected to maintain fidelity to the training content and model. Prospective MHFA Instructors must demonstrate their ability to teach the course content, facilitate discussions and answer questions with the key messages of the course. During the training, each participant will present an assigned portion of the 8-hour MHFA course to the group. Instructor Trainers will conduct individual evaluations of each participant and provide feedback. Participants must also pass a written exam at the end of the training. ***It is not guaranteed that all participants who attend the Instructor training will achieve certification.***

As a prerequisite to applying to become a Philly MHFA Certified trainer, all applicants must read, understand and agree to abide by the following:

(Please print your name)

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Instructor Agreement

- MHFA Instructors must exhibit positive attitudes towards individuals with behavioral health challenges and should have enthusiasm to reduce the stigma/discrimination associated with mental illness and addiction disorders, as this is an aim of MHFA and the curriculum is specifically designed to promote recovery.
- Instructors agree to conduct each MHFA training in pairs. If an Instructor does not have a partner, the Philly MHFA unit will assist with finding a training partner. Each training session lasts approximately 9 hours and consists of 8 hours of training content. The training session can be conducted in one day or broken up into two 4-hour days or four 2-hour days.
- Prior to conducting the training and then following the training Instructors agree to commit the time necessary (most likely a few hours) to prepare for the training, enter data and summarize the training.
- As a condition of maintaining certification and status with Philly MHFA, Instructors who are certified at the expense of Philly MHFA, agree to teach the MHFA course a minimum of three times per year, per each curriculum in which they are certified (i.e. Adult, Youth, Public Safety, etc) to Philly MHFA approved groups.
- Instructors are required to conduct their first training within 90 days of completing their Instructor Certification. For those Instructors who are not attached to an organization, Philly MHFA unit will link them to available training opportunities to help fulfill their commitment.
- Instructors who are certified as part of Philly MHFA agree not to charge any fee for their time for trainings conducted in Philadelphia and/or in partnership with Philly MHFA.
- Instructors may be asked, and in the future required, to participate in a program evaluation conducted by Drexel University's School of Public Health. The Evaluation will likely include surveys and/or interviews. Instructors agree to cooperate with the Evaluation process.
- Instructors agree, pending availability, to attend the Quarterly Instructor Learning Collaboratives (ILC).
- Instructors agree that MHFA Trainings conducted outside of regular business hours by Organization employee Instructors or City of Philadelphia employee Instructors must be pre-arranged and approved by the employee Instructors' supervisor. Employee Instructors are expected to follow the employer's policies and procedures with respect to training outside regular business hours.
 - Philly MHFA has no authority to support or condone an Instructor's request for flex time, paid overtime or comp time for conducting a MHFA Training. Employee Instructors are responsible for requesting prior approval from their supervisors to conduct a training outside regular business hours.
- Organization employee Instructors and City of Philadelphia employee Instructors agree they are responsible for pre-arranging with their supervisor to use work time for training preparation and implementation needs. Philly MHFA is not responsible for requesting approval from an employee Instructor's supervisor.
- Instructors agree to provide to Philly MHFA office either a calendar of dates for their MHFA classes or 90 days advance notice of their class dates. Organization employee Instructors and City of Philadelphia employee Instructors agree to obtain prior approval from their supervisor before confirming the training dates with either the trainees or the Philly MHFA office.
- Instructors are encouraged to conduct more than three trainings per year. However any additional trainings conducted by Organization employee Instructors or City of Philadelphia employee Instructors should be prior approved by the employee's supervisor.
- Instructors agree to register all MHFA trainings they conduct with the NCCBH MHFA TA website (<http://www.mentalhealthfirstaid.org>).
- Instructors agree to utilize the Healthy Minds Philly website (healthymindsphilly.org) for all training registration.
- Instructors agree to notify Philadelphia MHFA unit of any MHFA trainings conducted outside of Philadelphia.

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- Instructors will have an opportunity to grant Philly MHFA permission to access their instructor database for the purpose of entering MHFA training logistics, post training aider information and evaluation details.
- Instructors agree to report all MHFA trainings they conduct within Philadelphia to the Philly MHFA office regardless of whether the training is conducted during or after normal work hours.
- Instructors understand and agree that employees or agents working in conjunction with the Philadelphia MHFA Initiative (including PMHCC, Inc and its employees and agents) assume no responsibility or liability for injury to either person or property resulting from any incident that occurs during training sessions attended by or conducted by Instructors.
- Organization employee, City of Philadelphia employee and Volunteer employee Instructors understand that they are agents representative of Mental Health First Aid and are expected to dress and groom in a manner that is appropriate for business and enhances a positive image of MHFA both locally and nationally.
- Instructors agree to abide by all rules and regulations as outlined in the policies and procedures manual.

Please initial that you understand agree to the above requirements:

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Philly MHFA Agreement:

- The Philly MHFA office agrees to provide Philly MHFA certified trainers with MHFA manuals for trainings conducted in Philadelphia and/or in partnership with Philly MHFA.
- Philly MHFA agrees to offer Quarterly Learning Collaboratives to the Instructors. The purpose of these Learning Collaboratives is to share success stories, lessons learned by Instructors, updates on any procedural or curriculum changes, and to receive information about local and national resources, opportunities and events.
- In addition to the Quarterly Learning Collaboratives, Philly MHFA agrees to provide Instructors with:
 - Information about professional development opportunities.
 - Invitations to participate in the broader community of MHFA Instructors through participation in the NCCBH's MHFA listserv, and through participation in a local forum or blog for Philadelphia area Instructors.
- Philly MHFA agrees to assign each instructor with a Public Health Program Analyst who will provide:
 - Ongoing support and technical assistance. This assistance may be related to training content, training skills development, classroom techniques and co-trainer strategies. The assistance may also include observation and feedback, ongoing mentoring or consultation, as needed.
 - Logistical support as needed, including help identifying training venues and audiences, help with outreach and publicity, connection with co-trainers, and equipment, if needed.
 - Instruction and assistance regarding systems for scheduling, registration, and reporting of data.

Please initial that you understand the above Agreement: _____

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Supervisor Agreement (If applicable)

To be completed by the Supervisors of all City of Philadelphia employees and Organizations who have partnered with Philly MHFA to train their employees and Philadelphia communities:

- I understand that my employee, _____, has been certified as a Mental Health First Aid Instructor as part of Philadelphia's MHFA Initiative. This is a Philadelphia DBHIDS initiative and her/his training and certification has been paid for by Philly MHFA. I understand my employee has an obligation to conduct a minimum of three (3) MHFA trainings per year as part of this Initiative. I understand that any additional trainings conducted beyond the three mandatory trainings will be conducted at the discretion of my employee.
- I agree to support the MHFA training activities of my employee. I expect that my employee and I will work collaboratively to the benefit of Philly MHFA while at that same time ensuring minimal disruption in the operations of our workplace. I understand my employee will be providing me advance notice of time needed to comply with his/her obligations to Philly MHFA.
- I agree to allow my employee to prepare for and conduct MHFA trainings on "work time" and, when possible, to allow for schedule flexibility to accommodate MHFA training activity.
- I agree to support my employee's participation in occasional MHFA related meetings, Learning Collaboratives and/or events.
- I understand that my employee is expected to communicate with me in advance regarding the scheduling of MHFA trainings and arrangement for approved time to participate in MHFA activities.
- I agree to meet with my employee to discuss my procedural expectations around their involvement in MHFA trainings and activities, and to review any relevant workplace policies. I also agree to notify the Philly MHFA office immediately should my employee and I not be able to agree on the expectations or if scheduling conflicts arise regarding my employee's obligations to the Philly MHFA.

Please initial that you understand and agree to abide by the above requirements: _____

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Having read the MHFA Instructor and Supervisor Agreement & Expectations in its entirety, I _____
(Please print your name)
am in full agreement with the above terms and expectations.

Instructor Signature

Date

Having read the MHFA Instructor and Supervisor Agreement & Expectations in its entirety, I _____
(Please print your name)
am in full agreement with the above terms and expectations.

Supervisor Signature

Date

Having read the MHFA Instructor and Supervisor Agreement & Expectations in its entirety, I _____
(Please print your name)
am in full agreement with the above terms and expectations.

Philadelphia MHFA Initiative Representative Signature

Date