

## **U-First!<sup>®</sup> Facilitator Position Overview**

Thank you for your interest in becoming a U-First!<sup>®</sup> Facilitator for your organization. This document outlines what you need to know about the role, including the required qualifications, training pathway and ongoing commitments of a U-First!<sup>®</sup> Facilitator.

U-First!<sup>®</sup> is a one-day, standardized training program that helps frontline staff in long-term care homes adopt a person-centred approach to dementia care, using the PIECES<sup>™</sup> framework. Through funding from the BC Ministry of Health provided until September 2027, the Alzheimer Society of B.C. is delivering the U-First!<sup>®</sup> program to staff in publicly funded long-term care homes across the province. This includes training sessions, a supplementary online learning centre and a Train-the-Trainer program.

### **Benefits of becoming a U-First!<sup>®</sup> Facilitator**

You will receive training, certification and the tools needed to deliver U-First!<sup>®</sup> training within your organization, along with ongoing coaching to help you lead and champion person-centred care.

You will receive the following:

- Ability to facilitate U-First!<sup>®</sup> workshops for your long-term care home or organization.
- Training on how to facilitate the U-First!<sup>®</sup> workshop.
- Training in dialogue-based and learner-focused facilitation techniques.
- Certification indicating your status as a U-First!<sup>®</sup> Facilitator.
- Access to U-First!<sup>®</sup> workshop facilitator materials.
- Resources to support the coordination of the workshops at your long-term care home.
- Honorarium of \$275 for each U-First!<sup>®</sup> workshop facilitated, paid to your organization for the duration of the current funded period (until September 2027).
- Access to a private U-First!<sup>®</sup> Facilitator e-learning space on the Society's online campus.
- Ongoing coaching support by an Alzheimer Society of B.C. U-First!<sup>®</sup> Master Trainer.
- Opportunities for knowledge exchange with other U-First!<sup>®</sup> facilitators through the U-First!<sup>®</sup> Facilitator Community of Practice.

## Eligibility to become a U-First!<sup>®</sup> Facilitator

To become a U-First!<sup>®</sup> facilitator, you must be employed by an organization delivering publicly funded long-term care or a health authority, and hold a role related to dementia care and support (e.g. Clinical Nurse Educator, Health-Care Assistant, Education Coordinator, or similar). You must also meet the following qualifications:

### Education and professional experience:

- College diploma or completion of a certificate program in a related field
- Minimum of three years of experience working with people living with dementia
- Demonstrated commitment to person-centred care
- Knowledge of Alzheimer's disease and other dementias
- Familiarity with the P.I.E.C.E.S.<sup>™</sup> framework or other person-centred dementia training programs (e.g. Gentle Persuasive Approach, DementiAbility) is an asset

### Recommended skills and experience:

- Experience delivering education or training programs
- Experience coaching or supporting staff
- Strong group facilitation skills
- Comfort with technology (e.g. PowerPoint, LCD projectors)

## Steps to becoming a U-First!<sup>®</sup> Facilitator

To become a U-First!<sup>®</sup> facilitator for your organization, you must:

1. Hold a role related to dementia care and support (e.g. Clinical Nurse Educator, Health-Care Assistant, Education Coordinator, or similar).
2. Complete a facilitator application for consideration in the Train-the-Trainer program.
3. Submit a signed Letter of Support from your organization.
4. Once accepted, sign a U-First!<sup>®</sup> Facilitation Agreement with the Alzheimer Society of B.C. outlining roles, responsibilities and commitment required, valid until the end of the funding period (until September 30, 2027), signed by you and your employer.
5. Once accepted, complete the following training:
  - a. **U-First!<sup>®</sup> workshop:** One-day (7-hour) workshop, online or in person (pre-requisite for completing steps b and c)
  - b. **Art of Facilitation course:** Two-day (16-hour) in-person course focused on facilitation skills
  - c. **U-First!<sup>®</sup> Facilitator Training workshop:** Half-day (3-hour) in-person workshop

6. Co-facilitate your first U-First!<sup>®</sup> workshop with an Alzheimer Society of B.C. Master Trainer within six months of the training.
7. Received a final confirmation of readiness from an Alzheimer Society of B.C. Master Trainer to facilitate the U-First!<sup>®</sup> workshop independently.

## Ongoing requirements of a U-First!<sup>®</sup> Facilitator

Once you are certified as a U-First!<sup>®</sup> Facilitator, you will be responsible for meeting the following ongoing requirements:

- **Deliver at least two U-First!<sup>®</sup> workshops per year within your organization** for a minimum of one year (or until September 2027).
- Participate in a *Facilitator Review*, if requested by a Master Trainer, which includes observation and feedback.
- Attend **at least one U-First!<sup>®</sup> Facilitator Community of Practice meetings annually**, organized by Alzheimer Society of B.C. Master Trainers.
- Complete *Facilitator Refresh Training* if the U-First!<sup>®</sup> curriculum is updated. Please note there are currently no plans for revising the current curriculum.
- **Coordinate workshop logistics within your organization or long-term care home** (e.g. scheduling, booking space, communicating with learners). For promotional or registration materials, coordinate with Alzheimer Society of B.C. staff a **minimum of three weeks in advance**.
- Notify the Alzheimer Society of B.C. of upcoming workshop dates in advance.
- **Submit monthly program metrics** (sessions delivered, number of learners, learner roles and organization name) to the Alzheimer Society of B.C. using the provided template.

