

## Preventing Chronic Beryllium Disease through Exposure Recognition and Control

### Training Instructions

Introduce yourself, present the title of the training materials and give any needed information about course logistics, including the approximate time of the training session, planned breaks, fire exits, and bathroom locations. If possible, write the trainers' names on a whiteboard or flipchart.

#### **Attendance Roster (AttendanceRoster.docx)**

- Have attendees sign in if attendance is required or needed for personnel recordkeeping.

#### **Pre-test questionnaire (PreTest.docx)**

- Pass out pre-test questionnaires and pens.
- If test is double sided, state that BOTH SIDES of the document need to be filled out.
- Allow 10 to 15 minutes to complete the pre-test questionnaire.
- Collect all pre-test questionnaires prior to training.
- An answer key is provided, "TestKey.docx".

#### **Training Reaction Assessment (TrainingReactionAssessment.docx)**

- Pass out Training Reaction Assessment forms
- If forms are double sided, state that BOTH SIDES of the document need to be filled out.
- Indicate names of Trainer #1 and Trainer #2.
- Inform trainees that this form will be collected at the conclusion of training.

#### **Training Activities (TrainingActivities.pptx)**

- Instructions for interactive activities are provided in "TrainingActivities.docx".
- If using the Glo-Germ™ activity, pre-tests should be dusted with glow powder prior to training.
- If using the Quiz Bowl activity with an electronic audience response system, remote control devices should be handed out now. If using participant response cards for the Quiz Bowl activity they should also be handed out now.

#### **Introduction**

- Introduce yourself again, present the title of the training, and indicate the development of the training was funded by a Susan Harwood Training Grant.
- Emphasize that the session will be interactive and encourage all participants to ask questions, share experiences, and state concerns. You may want to start a list of facility specific concerns (easier if there is more than one trainer) on a flip chart if available.
- Consider introducing/interjecting information on site specific program if applicable

#### **Presentation (GeneralBerylliumTraining.pptx, AluminumSmelterBerylliumTraining.pptx)**

- Two training presentations are provided. "GeneralBerylliumTraining.pptx" contains materials relevant for workers in most beryllium-using industries, but is focused on beryllium fabrication activities. "AluminumSmelterBerylliumTraining.pptx" contains materials specifically developed for aluminum smelter workers exposed to beryllium.
- Both training presentations are provided with scripts. The trainer should familiarize him/herself with both the script and the accompanying slides prior to presentation.

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- The beryllium exposure and control section may generate questions about specific types and schedules of exposure monitoring in the facility. It is important to capture questions you cannot answer and ensure trainees have the opportunity to contact an appropriate staff member with questions.
- The medical surveillance section gives you an opportunity to discuss medical monitoring and surveillance policies and practices at the specific site. If brochures or fact sheets from the site occupational medicine department or other services are available, bring them to the session. Be prepared to describe the policies and schedules for BeLPT testing and re-testing used at the site.
- Participants may have many questions about the interpretation of the BeLPT. It is important to capture questions that you cannot answer and convey them to the site occupational medicine department. Be prepared to provide contact information for a health professional that can answer specific questions unable to be addressed in this training session.

### **Post-test questionnaire (PostTest.docx)**

- Pass out post-test questionnaires.
- If test is double sided, state that BOTH SIDES of the document need to be filled out.
- Allow 10 to 15 minutes to complete the pre-test questionnaire.
- Collect all post-test questionnaires prior to trainees leaving.
- An answer key is provided, "TestKey.docx".

### **Conclusion**

- Thank the trainees for their attention
- Share contact information in case they have further questions
- Collect Training Reaction Assessments

### **Knowledge Retention and Impact Survey (KnowledgeRetentionAndImpact.docx)**

- Make arrangements with the site to administer the Knowledge Retention and Impact Survey 90-days post-training.