

Training Resources for IIS Trainers

An IIS Trainer is a highly specialized position. It is unlikely that any new trainer will come prepared with all the skills and knowledge to perform this role. To adequately prepare IIS trainers, we recommend, that new trainers be assessed for their:

- a. **Expertise in training design and delivery** (classroom, webinar, as it applies to your IIS)
- b. **Knowledge of immunization** (especially vaccines and schedules)
- c. **Experience with the state's IIS registry application**

As such, IIS trainer training should follow these two tracks*:

1. Professional trainers who are new to IIS (focus on learning subject matter)
2. Technical or public health professionals who become trainers (subject matter experts in b or c who need to learn how to design and deliver training)

*Based on need, a new trainer can take either or both tracks.

Track 1: Subject Matter Expertise

Prepares new IIS trainers to be competent in the subject areas of immunization and your IIS. We recommend that trainers have access to these tools and resources.

Immunization Resources

- ☐ CDC IIS website cdc.gov/vaccines/programs/iis/index.html
- ☐ CDC Course IIS 101 “[What Every Program Manager Should Know](#)”
- ☐ [Epidemiology and Prevention of Vaccine-Preventable Diseases](#) (The Pink Book)
- ☐ [Fact Sheet on ACIP](#)
- ☐ ACIP child, adolescent, and adult [immunization schedules](#)
- ☐ [Vaccine Information Statements](#) (VIS)
- ☐ [Vaccine Adverse Event Reporting System](#) (VAERS) vaers.hhs.gov/index
- ☐ [Vaccines for Children](#) (VFC) Program
- ☐ [Vaccine storage and handling techniques](#) and [CDC's Vaccine Storage and Handling Toolkit](#)
- ☐ [Assessment, Feedback Incentives and eXchange](#) (AFIX)
- ☐ [National Immunization Survey](#) (NIS) data
- ☐ [Meaningful Use](#) and IIS
- ☐ [VTrckS intro video](#) and [training library](#)
- ☐ [2013 to 2017 Immunizations Program Operations Manual](#) (IPOM)
- ☐ Your state/city/metropolitan area's immunization program guide and website
- ☐ Your state/city/metropolitan area's immunization laws/requirements

IIS Training Tools

Most of these resources will be specific to your own IIS application. The trainer should be fully conversant with your IIS functionality in order to train others on to use it. Your new trainer should be familiar with training tools your IIS has already developed and able to help update them.

- ☐ IIS program demonstration of data entry and basic registry functions
- ☐ Access to the IIS application (training database) to practice using the registry
- ☐ IIS training tools, as tip sheets/job aids, user manual, pre-recorded webinars, online courses, etc. should be made available to the IIS Trainer
- ☐ Standard PPT/agenda/learning objectives
- ☐ Evaluation strategies and metrics, if used.
- ☐ A review of error reports and an opportunity to speak to Help Desk in order to understand common problems that may be addressed through training
- ☐ [American Immunization Registry Association](#) (AIRA) MIROW Guides, SnapShots newsletter, and other general IIS resources.

Track 2: Training Competency

It's likely that some IIS trainers will come from public health or technical backgrounds, but may not have training in being a trainer. Training is a skill and learning more about what makes a training effective will give trainers some clear strategies for success. Below are some resources to consider:

- [Instructional Methods for Healthcare Professionals](#) free online course from Coursera
- *Rapid Instructional Design* by George M. Piskurich (Order book from Amazon.com)
- [Nevada Childcare Institute's Train-the-Trainer Institute](#) (used to qualify for Continuing Education)
- **Learn from other IIS training programs**
From [AIRA's Training page](#), check out links to other IIS programs' training tools or demos. In most cases, contact information is available for IIS training staff.
- [A primer on evaluation for IIS trainers](#) (AIRA webinar supplement, Sept 2014)

Professional Organizations IIS Trainers Should Consider Joining

- [TrainingMagNetwork.com](#) (No membership fee; free training skills webinars. See [archive](#))
- [American Society for Talent Development](#)
- [Society for Applied Learning Technology](#) (SALT)