

Contracted Facilitator – Frequently Asked Questions

Will I be facilitating solo?

Yes. However, if the participant numbers for Gentle Persuasive Approaches in Dementia Care (see below) exceeds the maximum amount of 10 per facilitator, we'll provide you with a co-facilitator.

- Gentle Persuasive Approaches in Dementia Care: 10 participants per facilitator; 20 total
- Provincial Violence Prevention Curriculum: 16 participants total
- Safe Client / Resident Handling: 8 participants total
- LPN Safety Leadership Education: 16 participants total

Will I be expected to troubleshoot technical issues?

Yes. You may have problems with sound, the projector or laptop, or connecting to the internet, and you may not have support from someone at the workshop location. You will need to troubleshoot these issues.

How much notice will I be given to facilitate a workshop?

We typically provide at least a month's notice for an upcoming workshop. Sometimes we'll need a facilitator with shorter notice. You're welcome to accept or reject any requests to facilitate.

How far will I need to travel for workshops?

SafeCare BC has members throughout BC. You're welcome to accept or reject any requests to facilitate. Whenever possible, we match facilitators with workshops in the region they're already located in.

What time do I need to arrive prior to a workshop?

Arrive 30 minutes prior to each workshop. Use that time to set up for the workshop, test equipment (e.g. videos, sound, projector), and become familiar with the housekeeping information that must be shared with participants (e.g. emergency exits, washrooms, Wi-Fi information).

Do I need to show the SafeCare BC video?

Yes. Show the video at the start of each session. Ask if participants have any questions about SafeCare BC or the services SafeCare BC can provide.

What do I do with the sign-in sheet?

SafeCare BC's programs and events coordinator provides sign-in sheets for each workshop. At the beginning of each workshop, ensure each participant signs in and legibly prints their email address. We send workshop certificates by email. In case of emergency, SafeCare BC needs to know who's attending each workshop. During the first break, take a photo of the sign-in sheet with your smartphone and email it to training@safecarebc.ca.

What about workshop attendees who arrive late or leave early?

At the start of the day, inform participants that they will not receive a certificate if they do not attend the entire workshop. Participants cannot arrive late or leave early. The only exception is if a person misses a small section of the day and you're willing and able to catch that person up during the lunch hour or after the workshop on your own time. Otherwise, participants will not receive a certificate.

Please inform participants immediately if they will not receive a certificate for missing a part of the day. Direct participants to speak with SafeCare BC if they'd like to discuss why they will not receive a certificate.

Do participants need to complete evaluation surveys?

Yes. Near the end of the workshop, write the survey code on the whiteboard/flip chart paper for participants to complete the workshop evaluation survey with their smartphones. When possible, all participants should be given the Wi-Fi information for the site at this time.

How do I submit an invoice for my services?

Within 30 days post-workshop, submit an invoice to SafeCare BC that includes the agreed-upon number of hours completed for contractor rate. SafeCare BC will issue payment within 30 days of receipt.