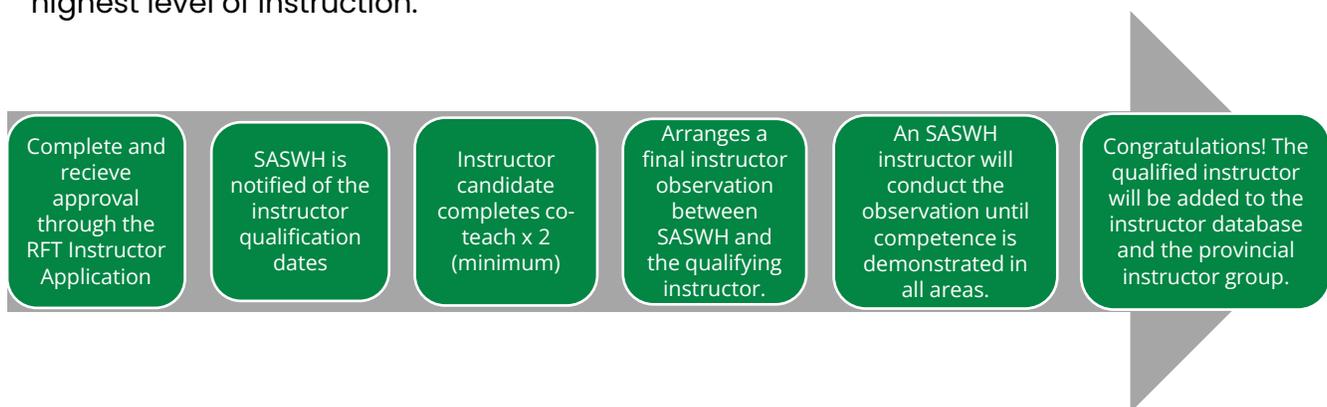


RFT Instructor Qualification Procedure

This instructor qualification process for RFT instructors ensures the highest level of competency among instructor candidates.

- Before accepting applicants into the instructor process, SASWH reserves the right to observe fit testing sessions to ensure that candidates meet the necessary competencies and prerequisites.
- RFT instructors will notify SASWH of the instructor's qualification.
- The RFT instructor will co-teach a minimum of two Train the Tester (TTT) sessions with instructor candidates, aiming for competency across all required areas.
- Instructors will offer post-session discussions to provide valuable feedback, helping further improve the candidates' skills.
- Once a qualified instructor deems a candidate competent, this assessment will be documented and submitted to SASWH.
- SASWH will then arrange for a final instructor observation session between the candidate and an experienced SASWH RFT instructor.

The average number of co-teaching/observation sessions is three, and the process will continue until the candidate achieves competent status in all areas. This approach ensures instructors are well-qualified, knowledgeable, and capable of providing the highest level of instruction.



Key Point to Remember

Instructor candidates are tasked with teaching future RFT testers the program's curriculum. The effectiveness of each RFT tester and the success of new instructor candidates depend significantly on the experienced guidance, mentoring, and support provided by current qualified RFT instructors.

SASWH's RFT Instructor Qualification Assessment

Please print legibly or fill out electronically:

RFT instructor candidate:	
Employer:	
Date of completing RFT TTT program:	

Standard RFT Instructor Qualification Process

Current qualified RFT instructors co-teach TTT sessions with instructor candidates until an assessment of Competent (C) is achieved in all areas. A conversation follows each TTT to provide an opportunity for open and respectful discussion. The number of co-teaching/observation sessions averages three; additional sessions may be needed.

Remember – the instructor candidate will be teaching fit tester candidates how to fit test. The success of every RFT tester candidate relies heavily upon the RFT instructor, and the success of every new RFT instructor candidate relies heavily on the coaching/mentoring and guidance provided by qualified RFT instructors.

Pre TTT Coaching/Mentoring: For any "No" response, please provide a rationale and a plan to achieve "Yes".	Yes/No
Actively participated in the plan for co-teaching TTTs; understands the qualification process.	
Understands learning outcomes/format of the one-day Train the Tester and requirements for demonstration, practice and return demonstration of facilitation and techniques.	
Understands the content and flow of the RFT Protocols and Resources, materials and equipment for fit testing, and PowerPoint.	
Understands and has access to the RFT instructor area on SASWH's website, RFT resources/Safety Talks and if applicable, other employer areas for employer resources.	
Understands administrative procedure for training records (employer's process for due diligence in tracking training provided).	
Understands the employer's policy pertaining/related to RFT.	

Key: C = Competent; efficient/effective; no concerns
 D = Development needed; achieved through another TTT co-teaching opportunity (supportive notes required)
 N = Not presented during that TTT co-teaching opportunity

TTT Facilitation Skills	1st TTT date: _____	2nd TTT date: _____	3rd TTT date: _____
Well prepared to deliver the course content (arrived early, set up, equipment, professional, positive attitude)	C D N	C D N	C D N
Receptive to comments/information provided by the instructor, co-teaching (if offered)	C D N	C D N	C D N
Created a motivational learning environment while maintaining “control/flow/pace” of the TTT	C D N	C D N	C D N
Responded effectively to questions, concerns, and challenges; used Parking Lot/Park Aid effectively	C D N	C D N	C D N
Communicated clearly, used appropriate eye contact and body language	C D N	C D N	C D N
Used varied strategies for different learning styles	C D N	C D N	C D N
Facilitated course content at a comfortable pace, including ample time for practice and teach back	C D N	C D N	C D N
Provided constructive feedback to the fit testers to enhance their skills	C D N	C D N	C D N
Utilized RFT resources appropriately (Protocols and Resources, Forms, issuance of wallet cards)	C D N	C D N	C D N
Used appropriate examples/experiences and/or engaged group (respectful of confidentiality)	C D N	C D N	C D N
Provided explanation and demonstration of SASWH’s RFT semi-secure area for testers	C D N	C D N	C D N
Explained maintaining fit tester status (required fit testing and recertification)	C D N	C D N	C D N

Explained how testers can request assistance, guidance, and co-fit testing opportunities	C D N	C D N	C D N
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1. Areas of fit tester competency			
Accountability and Legislation	C D N	C D N	C D N
Respiratory protection and fit testing fundamentals	C D N	C D N	C D N
Requirements for the use of respiratory protection	C D N	C D N	C D N
Limitations on the use of respiratory protection	C D N	C D N	C D N
Purpose and applicability of respirator fit testing	C D N	C D N	C D N
Specific roles and responsibilities of the respirator fit tester	C D N	C D N	C D N

2. Respiratory protection requirements			
Specific requirements as outlined in the organization's respiratory protection program	C D N	C D N	C D N
RFT program content regarding fit testing, interference concerns, screening, training, inspection, use, cleaning, maintenance, and storage	C D N	C D N	C D N
Applicable regulatory requirements	C D N	C D N	C D N

3. Respirator identification in the Respiratory Fit Testing program			
Types of respirators required as determined in the RFT program	C D N	C D N	C D N
Make, model, and size of selected respirator inlet covering types	C D N	C D N	C D N
Respirator components and their function	C D N	C D N	C D N

4. Pre-use requirements for the selected respirator(s)			
Respirator assembly, pre-use inspection, cleaning and sanitizing, and maintenance	C D N	C D N	C D N
Donning, seal check procedures, doffing, and redonning	C D N	C D N	C D N

5. Verification of workers' respirator use and competency			
Verification of the workers' competency to perform pre-use inspection, donning, and seal check procedures, doffing, and redonning without assistance from the fit tester	C D N	C D N	C D N

6. Organization of fit testing workspace, equipment and activity			
Room layout and management of ventilation	C D N	C D N	C D N
Placement of fit test equipment	C D N	C D N	C D N
Orderly management of the fit test process	C D N	C D N	C D N

7. Operational aspects and issues in the fit test method(s) being used			
Knowledge of fit test procedures, requirements, and limitations	C D N	C D N	C D N
Description of the QLFT challenge agent and how to identify it	C D N	C D N	C D N
Identification, knowledge, and understanding of erroneous fit test results	C D N	C D N	C D N
Awareness of health and safety issues associated with chemicals and equipment used in fit testing	C D N	C D N	C D N

8. Use selected respirators and fit testing equipment			
Select, set up, and use QNFT or QLFT equipment and accessories	C D N	C D N	C D N

Choose the appropriate canisters/cartridges/filters for the fit test method	C D N	C D N	C D N
Set up respirator facepiece assembly, use of probes, QNFT adapters and, where required, software application	C D N	C D N	C D N
Prepare, inspect, and perform operational checks of fit test equipment and supplies	C D N	C D N	C D N
Create and maintain records of fit test equipment maintenance, diagnostic checks, calibration, and repair	C D N	C D N	C D N

9. Conduct respirator fit tests			
Confirm worker pre-qualifications for fit testing (i.e. completion of screening form, training, freedom from interference concerns due to facial hair and other personal conditions, effects, or accessories)	C D N	C D N	C D N
Oversee the matching up of a respirator (make, model, and size) with the workers' physical characteristics	C D N	C D N	C D N
Identify a poorly fitting respirator through observation and questioning about comfort and fit	C D N	C D N	C D N
Verify through observation and questioning, without coaching or assistance, that pre-use inspection, donning, user assessment seal check, doffing, and redonning are performed successfully	C D N	C D N	C D N
Confirm the compatibility of other personal protective equipment during the fit test	C D N	C D N	C D N
Conduct the chosen procedure (QLFT or QNFT)	C D N	C D N	C D N



Confirm the fit tester and worker adherence to the entire fit test procedure	C D N	C D N	C D N
Apply problem-solving solutions (for the worker, equipment, and environment) before, during, and after the fit test process, addressing fit test failures if they occur	C D N	C D N	C D N
Interpret and document the results of the fit test	C D N	C D N	C D N
Communicate the need to use only the specific respirator make, model, and size with which the worker passed the fit test	C D N	C D N	C D N
Ensure cleaning and sanitizing of respirators and fit testing equipment is carried out according to the manufacturer's instructions and the organization's infection control program	C D N	C D N	C D N

RFT instructor co-teach	
RFT instructor name (Print):	
Employer:	
Date of co-teach RFT TTT:	
Comments, and areas to focus on and suggestions/plan for improvement:	
Signature:	

RFT instructor co-teach	
RFT instructor name (Print):	
Employer:	



Date of co-teach RFT TTT:	
Comments, and areas to focus on and suggestions/plan for improvement:	
Signature:	

RFT instructor observation	
RFT instructor name (Print):	
Employer:	
Date of observation RFT TTT:	
Comments, and areas to focus on and suggestions/plan for improvement:	
Signature:	

I, **[insert name of RFT instructor]**, am a current and qualified instructor for SASWH's RFT program. I have followed the standards to qualify **[insert name of RFT instructor candidate]** to the RFT instructor level. I can attest to the competencies achieved and am therefore requesting SASWH's final approval.

Signature:	
Date:	

I, **[insert name of RFT instructor candidate]**, understand the RFT instructor status applies while I am employed by my current employer. I will adhere to SASWH's requirements of an RFT instructor and will support and uphold the integrity and



standards of the RFT program. I will not change or edit the RFT program resources without permission from SASWH. I acknowledge that SASWH may follow up and/or observe a TTT session I facilitate. I further acknowledge that **failure to uphold the integrity and/or standards of the RFT program may result in termination of my RFT instructor status.**

Signature:	
Date:	

SASWH approves the RFT instructor status as validated through the above process.

Name:	
Signature:	
Date:	