



CENTER OF EXCELLENCE
FOR BEHAVIORAL HEALTH IN NURSING FACILITIES

Bipolar Disorder In-Service Toolkit

The Center of Excellence for Behavioral Health in Nursing Facilities (COE-NF) bipolar disorder in-service toolkit is designed to provide nursing facilities with guidance on how to deliver high-quality behavioral health training for staff who work directly and/or indirectly with residents. Increasing behavioral health knowledge among nursing facility staff is essential to improving the quality of resident care. Behavioral health training equips staff with the skills to manage complex behavioral needs effectively and safely. In addition, it boosts staff confidence in working with residents with behavioral health disorders; and may also assist with meeting training requirements. According to §483.40, a facility must provide behavioral health training consistent with the facility assessment at §-483.71. (Participation in this training does not guarantee compliance with this requirement.)

This resource is designed to help nursing facility staff better support residents with bipolar disorder by outlining common symptoms, phases of the disorder, treatment approaches, and strategies for creating a safe, supportive care environment.

This information strengthens the team's ability to provide compassionate care and fosters a culture of empathy and understanding within the facility.

Completion of the toolkit training will take approximately **60 minutes** to complete when done in a group setting and **30 minutes** when completed independently. It includes the following three segments:

1. FACT SHEET

The fact sheet is a one-page information sheet that attracts attention and persuades action based on the content.

2. BITE-SIZED LEARNING

The bite-sized learning is a 5 to 10-minute narrated PowerPoint presentation for a deeper dive into the topic.

3. MODULE

The module is a 15 to 20-minute structured learning course. The module begins with a mandatory pre-test and concludes with a mandatory post-test, that is required to receive a certificate of completion.

Training Delivery Options

Learners can complete this training in two ways: by completing the online independent training or by attending an in-person group training event.

1. Online Independent Training

Learners can work at their own pace by accessing on-demand learning via the [COE-NF website](#) at any time, as long as they have internet access on a device.

To get started, learners should follow these steps:

- A. Review the fact sheet to learn the symptoms of manic and depressive episodes: [Bipolar Disorder Facts](#).
- B. Watch the bite-sized learning to recognize the signs and symptoms of bipolar disorder:
[Bipolar Disorder: Understanding and Recognizing the Signs and Symptoms-Bite Sized Learning](#).
 - i. Complete the evaluation questions provided at the end of the video.
- C. Complete the learning module as follows:
 - i. Click the link to learn helpful strategies when engaging with residents diagnosed with bipolar disorder: [Recognizing and Treating Bipolar Disorder in Nursing Facilities-Module](#).
 - ii. Answer the pre-test questions to start the video.
 - iii. Watch the video.
 - iv. Pause the video when prompted to answer the knowledge checks.
 - v. Answer the post-test questions at the end of the module to obtain your certificate of completion.

Note: Continuing education units (CEUs) are not available for this training and a certificate of completion is only available for the module.

2. In-person Group Training

For in-person group training, the nursing facility designates a facilitator to lead the session and learners attend the training at a specified time. Use this group format as part of onboarding, annual training, agency staff training, community and family education, or just-in-time training.

To obtain a certificate of completion for the module, learners will scan a QR code and follow the instructions.



In-person Group Training

These instructions will help facilitators with planning and time management so they can adapt to the dynamics of the learners. It also provides facilitators with strategies for maintaining engagement, achieving training objectives, and contributing to successful training outcomes.

Bipolar Disorder Training Objectives

By the end of the training, learners will be able to:

1. Define bipolar disorder.
2. Identify common symptoms of bipolar disorder.
3. List treatment options for bipolar disorder.
4. Recognize other medical conditions that may co-occur with, mimic, or be mistaken for bipolar disorder.



Getting Prepared Checklist for the Facilitator

Four to six weeks prior to the training session:

- ❑ Select the date(s) and time(s) for the training. Please note that multiple days may be required to administer the training to accommodate all staff.
- ❑ Identify a training facilitator. Based on the facility, this could be a social worker, staff development coordinator, director of nursing, or another staff member with relevant experience.
- ❑ Consider your facility's procedures for assigning and coordinating training sessions. Remember to include an RSVP to gauge the number of learners expected.
- ❑ Reserve a training location with enough seats to accommodate the learners.
- ❑ Confirm the room has a computer, internet access and a large display.
- ❑ Ensure sufficient staff coverage is arranged so learners can participate fully in the training session.
- ❑ Review the in-service toolkit instructions in this document.
- ❑ Review reference materials (See Appendices–Page [12](#)).
- ❑ Promote the training via postings in facilities (See Appendices for template– [Page 12](#)).
- ❑ Promote the training via email (See Appendices for template–Page [13](#)).
- ❑ Practice and prepare for the training.
- ❑ Contact the COE-NF at coeinfo@allianthealth.org with any questions or support in implementing this training.

One day or more prior to the training session:

- Training facilitator should review the fact sheets, bite-sized learning, and complete the module prior to the training.
- Review the RSVP list for the number of learners.
- Print the [*Sign-in Sheet*](#).
- Print one [*Training Evaluation Form*](#) for **each participant**. This evaluation is for the facility's reference.
- Print both module pre-test and post-test for **each participant** (See Appendices—Pages [14-15](#) and [16-17](#), respectively).
- Print module Pre/Post Test Answer Key for facilitator only (See Appendices—Pages [18-19](#)).
- Download this fact sheet: [*Bipolar Disorder Facts*](#)
- Print copies of the fact sheets for dissemination or share via email.
- Post the fact sheets in employee areas throughout the facility.

One hour prior to this session:

- Ensure the audio and visual equipment function properly to show the videos to the class.
- Cue up the bite-sized learning videos: [*Bipolar Disorder-Understanding and Recognizing the Signs and Symptoms- BSL*](#)
- Cue up the module video in a new tab: [*Recognizing and Treating Bipolar Disorder in Nursing Facilities - Module*](#)
- Privately take the online pre-test for the module to access the video.
- Cue up the [*QR code for the Certificate of Completion*](#).
- Have pens or pencils ready for learners who need them to take the tests.

Delivering the In-Person Training: Bipolar Disorder

As you guide learners through this training, remember to:

- **Foster an interactive and engaging environment that encourages open discussion and active participation.**
- **Use the materials provided to structure discussions to ensure that key learning objectives are met.**
- **Encourage questions to ensure comprehension and engagement.**
- **Be mindful of the allotted time.**

The facilitator's role is pivotal in creating a supportive learning atmosphere where all learners feel empowered to contribute.

Enjoy facilitating this journey of learning and growth!

1. Introductions

- **Start by introducing yourself and setting clear expectations for the session.**
- **Introduce the training as follows by saying:**

Welcome to our in-service training on bipolar disorder.

Today, we will explore this complex mental health disorder. During this session, we will explore bipolar disorder, identify its common symptoms, and discuss ways to support residents in managing those symptoms.

You will learn how to distinguish between manic, hypomanic, and depressive episodes, and gain practical strategies for responding when residents exhibit signs of these episodes.

Let's take a closer look at bipolar disorder.

- **Learners introduce themselves and their role (if applicable).**
- **Pass around the sign-in sheet to learners.**

2. Present the Fact Sheet: Bipolar Disorder Facts

- **Introduce the fact sheet as follows:**

Let's review the definition of bipolar disorder and the symptoms that are associated with this condition.

- **Instruct learners to read the fact sheets on their own or in groups.**
- **Lead a discussion using the following potential questions:**
- What is a misconception you had about bipolar disorder before reading the fact sheet?

- Were there any bipolar symptoms listed that you were not aware of?
- What types of behaviors have you observed in residents during a manic episode?
- What types of behaviors have you observed in residents during a depressive episode?

3. Bite-sized Learning: Bipolar Disorder: Understanding and Recognizing the Signs and Symptoms

- **Introduce the bite-sized learning video as follows:**
- **In this brief five-minute video, we will take a closer look at bipolar disorder and learn treatment options that can help support residents living with this condition.**
- **Start the bite-sized learning video by selecting the 'Watch Video' button.**
- **Watch the bite-sized learning with the learners.**
- **Lead a discussion with the following potential questions:**
 - In what ways have you observed bipolar disorder affecting a resident's ability to function?
 - One of the main features of bipolar disorder is noticeable shifts in mood. What kinds of mood changes have you observed in residents diagnosed with bipolar disorder?
 - What behavioral patterns have you noticed or observed in residents diagnosed with bipolar disorder?
 - What additional questions do you have?
- **Upon completing the bite-sized learning, the facilitator (only) will follow the prompts on the screen to complete the evaluation questions and end the video.**
- **Learners are not required to complete the evaluation questions.**

Note: Pre and post test questions are not part of the bite-sized learning.

4. Module: Recognizing and Treating Bipolar Disorder in Nursing Facilities

- **Introduce the module video by saying:**

We're about to view a 20-minute video module that will deepen our understanding of bipolar disorder. By the end of this session, we'll not only have a better understanding of the disorder, but also gain practical strategies for connecting with and supporting residents living with it.

Let's dive in and explore how we can provide compassionate care for those affected by bipolar disorder.

- **Distribute the pre-test questions to the learners and, if needed, pens/pencils. Instruct the learners to complete the pre-test. Let them know the goal of the pre-test is to measure their learning on the post-test. No one is expected to know all the answers.**
- **Collect the pre-tests from the learners.**
- **Start the module video and watch it with the learners.**
- **Pause the video for each of the following knowledge checks and self-checks to let learners answer the questions. Then, discuss the correct answers or feedback as a group. Once the discussion for each question is complete, restart the video.**

✓ **Pause at Time Stamp: 7:50**

Knowledge Check: Question 1

What type of episode is Mr. Johnson presenting?

- A. Manic Episode
- B. Depressive Episode

The correct answer is B.

Mr. Johnson is experiencing a depressive episode.

Notify a nurse or mental health professional in a timely manner to assess the symptoms and provide Mr. Johnson with the care he needs.

✓ **Pause at Time Stamp: 16:11**

Knowledge Check: Question 2

What would you do to help Ms. Jenner?

- A. Alert the medical team so they can assess Ms. Jenner's symptoms of hypomania or mania.
- B. Quickly get Ms. Jenner to bed to reduce her activity level.
- C. Ignore her since acknowledging the behavior could make it worse.

The correct answer is A.

Alert the medical team so they can assess Ms. Jenner's symptoms of hypomania or mania.

✓ **Pause at Time Stamp: 17:40**

Knowledge Check: Question 3

What would you do to help Mr. Hari?

- A. Let Mr. Hari rest and monitor him to see if symptoms improve.
- B. Get immediate medical attention for Mr. Hari.
- C. Limit all activities since stimulation could make Mr. Hari worse.

The correct answer is B.

Get immediate medical attention for Mr. Hari.

Upon completion of the video:

- **Lead a wrap-up discussion using the following questions:**
 - What is the difference between a hypomanic episode and a manic episode?
 - What are some other conditions that may occur alongside bipolar disorder in residents?
 - Have you observed residents with bipolar disorder also experiencing psychosis? If so, what symptoms did you observe?
 - With the new knowledge you've gained today, what are some practical things you can do to help create a calm and safe environment for residents diagnosed with bipolar disorder?
- **Distribute the post-test questions to the learners to complete independently.**
- **Collect the post-test questions from the learners.**
- **The facilitator will review and answer the online post-test questions on the screen with the learners to conclude the video.**
- **Display the Certificate QR code on the screen. Ask learners to scan the code and complete the form. A certificate of completion will be sent to the email address they provide on the form.**

Training Wrap-up

- **Answer any additional questions from learners.**
- **Thank learners for attending the training.**
- **Distribute and collect evaluation surveys. (For internal use only.)**
- **Calculate the pre and post-test learning scores. (For internal use only.)**

Note: Continuing education units (CEUs) are not available for this training and a certificate of completion is only available for the module.

APPENDICES

Additional Resources

Associated resources that pertain to this training:

- [*An Overview of Bipolar Disorders for Nursing Facility Staff*](#)
 - [*Understanding Bipolar Disorder. Substance Abuse and Mental Health Services Administration \(SAMHSA\)*](#)
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Sample Promotional Postings

Attend the upcoming in-service training on bipolar disorder to learn how to:

1. Identify common symptoms of bipolar disorder.
 2. Better understand treatment options for bipolar disorder.
 3. Identify other medical conditions that may co-occur with, mimic, or be mistaken for bipolar disorder.
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Sample Email

Subject: Enhance Your Knowledge in Recognizing and Treating Bipolar Disorder

Dear [Recipient],

Are you looking to increase your knowledge and understanding of bipolar disorder? Well, look no further! Our training offers an overview of bipolar disorder, including how to recognize its signs and symptoms, as well as effective treatment options.

Throughout this training, you'll gain a deeper understanding of how bipolar disorder affects the daily lives of residents and learn practical ways to engage with residents diagnosed with the condition.

Key training points:

- **Define bipolar disorder and symptoms.**
- **Learn beneficial treatment options.**
- **Explore ways to engage with residents diagnosed with bipolar disorder .**
- **Don't miss this opportunity to elevate your skills and contribute to a safer and more harmonious working environment.**

Date: [Insert Date] **Time:** [Insert Time]

Location: [Insert Location]

Please RSVP by [Insert RSVP Date].

For inquiries, contact [Insert Contact Information].

We look forward to seeing you.

Best,

[Your Name]

[Your Position/Title]

Module Pre-Test

Name: _____ Date: _____

1. What is bipolar disorder?
 - A. It's a mood disorder characterized by episodes of mania or depression.
 - B. It's a mood disorder characterized by chronic worry and anxiety, often without a particular trigger.
 - C. It's a personality disorder characterized by a pattern of excessive attention-seeking behaviors.

2. What's the best way to determine a diagnosis of bipolar disorder?
 - A. Physical exam, tests/screening, and psychiatric evaluation
 - B. Physical exam, bloodwork, and physical fitness test
 - C. Psychiatric evaluation, genetic assessment, and an MRI

3. To be diagnosed with bipolar disorder, one must _____.
 - A. Have a close blood relative with bipolar disorder
 - B. Be at least 25 years old
 - C. Have experienced at least one episode of hypomania or mania
 - D. Have experienced at least one episode of depression

4. Which of the following are common symptoms of bipolar disorder?
 - A. Extreme mood swings, problems with sleep and ability to think clearly
 - B. Vivid hallucinations, extreme anxiety, and trembling
 - C. Extreme mood swings, severe headaches

5. Which of the following can benefit residents with bipolar disorder?
 - A. Isolation from other residents
 - B. Monitor and track moods and behaviors
 - C. A schedule full of surprises and variety

6. When talking with a resident presenting with a bipolar disorder mood episode _____
 - A. Be empathetic
 - B. Actively listen
 - C. Remain calm and respectful
 - D. All of the above

7. Which of the following conditions can be mistaken for bipolar disorder?
 - A. Schizophrenia
 - B. Agoraphobia
 - C. Social Anxiety Disorder

8. When a resident is experiencing a manic episode:
 - A. Encourage the resident to move to a calm environment
 - B. Monitor resident for unsafe behaviors
 - C. Notify physician of change in resident's behavior
 - D. All of the above

9. To diagnose hypomania, you need at least the following duration of symptoms:
 - A. Four days
 - B. One week
 - C. Two weeks

10. All of the following therapies may be helpful in the treatment of bipolar disorder except:
 - A. Hypnotherapy
 - B. Interpersonal and social rhythm therapy
 - C. Cognitive behavior therapy
 - D. Psychoeducation

Module Post-Test

Name: _____ Date: _____

1. What is bipolar disorder?
 - A. It's a mood disorder characterized by episodes of mania or depression.
 - B. It's a mood disorder characterized by chronic worry and anxiety often without a particular trigger.
 - C. It's a personality disorder characterized by a pattern of excessive attention-seeking behaviors.

2. What's the best way to determine a diagnosis of bipolar disorder?
 - A. Physical exam, tests/screening, and psychiatric evaluation
 - B. Physical exam, bloodwork, and physical fitness test
 - C. Psychiatric evaluation, genetic assessment, and an MRI

3. To be diagnosed with bipolar disorder, one must _____.
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 - C. Two weeks

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 - A. Hypnotherapy
 - B. Interpersonal and social rhythm therapy
 - C. Cognitive behavior therapy
 - D. Psychoeducation

Module Pre/Post-Test Answer Key

1. What is bipolar disorder?

A. **It's a mood disorder characterized by episodes of mania or depression.**

B. It's a mood disorder characterized by chronic worry and anxiety, often without a particular trigger.

C. It's a personality disorder characterized by a pattern of excessive attention-seeking behaviors.

The correct answer is A.

2. What's the best way to determine a diagnosis of bipolar disorder?

A. **Physical exam, tests/screening, and psychiatric evaluation**

B. Physical exam, bloodwork, and physical fitness test

C. Psychiatric evaluation, genetic assessment, and an MRI

The correct answer is A.

3. To be diagnosed with bipolar disorder, one must _____.

A. Have a close blood relative with bipolar disorder

B. Be at least 25 years old

C. **Have experienced at least one episode of hypomania or mania**

D. Have experienced at least one episode of depression

The correct answer is C.

4. Which of the following are common symptoms of bipolar disorder?

A. **Extreme mood swings, problems with sleep, and the ability to think clearly**

B. Vivid hallucinations, extreme anxiety, and trembling

C. Extreme mood swings, severe headaches

The correct answer is A.

5. Which of the following can benefit residents with bipolar disorder?

A. Isolation from other residents

B. **Monitor and track moods and behaviors**

C. A schedule full of surprises and variety

The correct answer is B.

6. When talking with a resident presenting with a bipolar disorder mood episode_____.
- A. Be empathetic
 - B. Actively listen
 - C. Remain calm and respectful
 - D. **All of the above**

The correct answer is D.

7. Which of the following conditions can be mistaken for bipolar disorder?
- A. **Schizophrenia**
 - B. Agoraphobia
 - C. Social Anxiety Disorder

The correct answer is A.

8. When a resident is experiencing a manic episode:
- A. Encourage the resident to move to a calm environment
 - B. Monitor the resident for unsafe behaviors
 - C. Notify physician of change in resident's behavior
 - D. **All of the above**

The correct answer is D.

9. To diagnose hypomania, you need at least the following duration of symptoms:
- A. **Four days**
 - B. One week
 - C. Two weeks

The correct answer is A.

10. All of the following therapies may be helpful in the treatment of bipolar disorder except:
- A. **Hypnotherapy**
 - B. Interpersonal and social rhythm therapy
 - C. Cognitive behavior therapy
 - D. Psychoeducation

The correct answer is A.