



Requirements for Conducting an Advanced Life Support in Obstetrics (ALSO®) Provider Course

Revised January 2016

OBJECTIVES

At the conclusion of this document, ALSO course sponsors should be able to:

1. List the responsibilities of the course director and faculty participants who are involved in teaching a provider course.
2. Describe the meeting space requirements needed to conduct a provider course.
3. Prepare a budget for conducting a provider course.
4. Develop a promotional brochure in adherence with the Accreditation Council for Continuing Medical Education (ACCME) and the Kansas State Board of Nursing (KSBN) guidelines.

Introduction

Planning and conducting an ALSO Provider Course is a very rewarding, yet a time consuming process. Course directors and instructors must be knowledgeable about the requirements for conducting a course. This document provides a clear description of the responsibilities of the course director, as well as other levels of instructors. Adherence to these requirements is essential to ensure consistency for each ALSO Provider Course conducted. Additional information may be found on the ALSO web site at www.aafp.org/also.

Pre-Course Process

Faculty Selection

The course director is responsible for the selection of appropriate faculty. The faculty must consist of one ALSO Advisory Faculty and at least 50 percent ALSO Approved Instructors or Instructor Candidates (see following pages for faculty definitions and responsibilities). The remainder of the faculty may include additional qualified health professionals who are comfortable with the goals and objectives of the course, and who agree to utilize the required standard course methods and materials. The **optimal faculty-participant ratio is 1:5**, and no more than 1:6.

Roles and Responsibilities

Course Director

An ALSO Course Director is an individual who has a current ALSO Provider, Instructor Candidate or Approved Instructor status. Past experience as faculty at ALSO Courses is a plus. The course director ensures the course adheres to the ACCME/KSBN standards, Memorandum of Agreement (MOA) requirements and follows the AAFP faculty requirements while overseeing and managing all aspects of the course, involving the advisory faculty along the way. The course director must remain on-site during the entire course, including longitudinal courses (those completed over several weeks/months in smaller segments).

Requirements of the course director:

- Selecting faculty as required by the AAFP
- Assuring any faculty conflicts of interest are resolved and disclosed to participants
- Involving the advisory faculty in all stages of the planning and development of the course
- Organizing a required faculty meeting prior to the course

- Strictly adhering to the ACCME Standards for Commercial Support of Continuing Medical Education
- Strictly adhering to the KSBN requirements for commercial support
- Involve the ALSO Program Staff in planning and developing the course
- Organizing equipment and meeting rooms
- Obtaining Conflict of Interest documentation on all faculty
- Presenting opening announcements and introductions
- Being available for questions from faculty and participants
- Assuring that the course runs smoothly and according to schedule
- Ensuring all post-course materials are complete and submitted on time to the ALSO Program Staff

ALSO Advisory Faculty

An ALSO Advisory Faculty is an individual who is an ALSO Approved Instructor and has applied and been approved as Advisory Faculty. The advisory faculty maintains the integrity and consistency of the ALSO Program. There must be one advisory faculty attending each course, and must be a different individual than the course director.

Requirements of the advisory faculty:

- Ensuring that the course director adheres to all AAFP requirements for conducting an ALSO Provider Course
- Ensuring that the course director adheres to the ACCME Standards for Commercial Support
- Actively assisting the course director with planning and coordination of the provider course, including faculty selection
- Advising the course director on-site during the course and suggesting possible solutions if problems occur
- Observing and evaluating instructor candidates teaching at provider courses, using the ALSO Instructor Candidate Evaluation Form
- If appointed by the ALSO Advisory Board, serving as a liaison to an international entity
- Remaining on-site during the entire provider course

Individuals who wish to be designated as an ALSO Advisory Faculty must:

- Have served as a course director for an ALSO Provider Course
- Have current ALSO Approved Instructor status
- Have completed and submitted an ALSO Advisory Faculty application form, current CV and letter of interest. Applicant may either have a current ALSO Advisory Faculty complete page two of the application or include a letter of recommendation from an advisory faculty.
- Receive final approval from the ALSO Program Staff, after review, and approval by the advisory board

ALSO Approved Instructor

An ALSO Approved Instructor is an individual who has successfully completed an ALSO Provider course, attended an ALSO Instructor course and has been evaluated by advisory faculty while teaching.

Requirements of approved instructors and instructor candidates:

- Willingness and ability to assist the course director and advisory faculty in maintaining the consistency and integrity of the ALSO Program by ensuring the course adheres to all AAFP requirements for conducting a provider course
- Willingness and ability to assist the advisory faculty member and course director in answering participants' questions regarding course content
- Willingness and ability to function as effective team leaders, to exhibit good leadership skills, and be able to convey a sense of order while role-playing in the workstations

A minimum of 50 percent of the faculty at each provider course must be ALSO Approved Instructors, or ALSO Instructor Candidates. The ALSO Approved Instructor status may be maintained by teaching in three ALSO or BLSO courses within each five year period of time. Valid teaching experiences include teaching in provider or instructor courses. Instructors must maintain active maternity care practice or demonstrated experience in management of maternity care emergencies. As long as an approved instructor meets the teaching requirements and maintains active status, retaking the ALSO Provider Course is not necessary.

ALSO Instructor Candidate

An ALSO Instructor Candidate is an individual who has passed an ALSO Provider course, attended an ALSO Instructor course, but has yet to be evaluated by advisory faculty while teaching in either an ALSO or BLSO course.

An individual who wishes to achieve ALSO Approved Instructor status must be a current ALSO Provider and:

- Successfully complete the ALSO Instructor Course to gain designation as an ALSO Instructor Candidate.
- Have his/her teaching performance observed and evaluated at an ALSO or BLSO Provider Course **within one year** by an advisory faculty member. If the evaluation does not occur within a year, the instructor candidate's status reverts back to provider status.
- Submit the completed and signed Instructor Candidate Evaluation Form to the ALSO Staff for approval. Only then will a wallet card be issued designating the individual as an ALSO Approved Instructor.

Additional Faculty

Additional faculty may include qualified healthcare professionals who are comfortable with the goals and objectives of the course, and who agree to use the required standard course methods.

Requirements of additional faculty involved in teaching at a course:

- Adherence to all AAFP requirements for conducting a provider course
- Familiarity with all slides associated with the topic they are presenting
- Consultation with the course director and advisory faculty to answer any questions regarding content, or how material should be presented
- Arrival at the course 30 minutes prior to their presentation
- Participation in the pre-course faculty meeting
- Presentation of their topic(s) in a manner consistent with the course materials
- Willingness and ability to remain on-site during the entire course

Course Coordinator

An ALSO Course Coordinator is an individual who is responsible for the administrative portion of the course from initiation to completion. The coordinator is the main contact for ALSO Program Staff.

Administering an ALSO Course can be labor intensive and requires a large amount of time to plan and implement. It is helpful for the course director to appoint a course coordinator to help in this process. The ALSO Program Staff are available to the coordinator for assistance at any time.

Participants

An ALSO Participant is an individual who attends an ALSO Provider Course, who, upon successful completion of the course, will earn a five-year ALSO Provider status, with eligibility to renew every five years or to become an ALSO Approved Instructor by attending an ALSO Instructor Course.

Course participants may include physicians, residents, nurse midwives, labor and delivery nurses, physician assistants and other maternity care providers. It is expected that course participants have at least a basic knowledge of prenatal, antepartum, and intrapartum care. The small size of each provider course is reflective of the faculty-intensive and "hands-on" nature of the course. Maximal course size is approximately 60 participants, with the average being 48.

Conflict of Interest

When AAFP Prescribed Credit or Continuing Nursing Contact Hours are offered, the course director is responsible for ensuring that all faculty for the course complete the required faculty conflict of interest/disclosure forms in compliance with the ACCME Standards for Commercial Support of CME. If a conflict has been identified, the conflict must be resolved prior to allowing the faculty to participate in the course. It is required that all conflicts of interest be disclosed to the participants prior to the course. This can be done verbally, on a slide or on a handout. The AAFP reserves the right to perform a post-activity audit and/or have a live monitor at any AAFP certified CME activity.

Continuing Medical Education (CME) and Continuing Nursing Education (CNE)

The AAFP utilizes an established procedure for identifying and analyzing CME/CNE needs and interests of prospective participants. Each course director is required to determine if there is an identified need in his/her local community to offer the ALSO Provider Course. The course director should describe the need and the mechanism used to determine this need, and include this information on the Course Request Form, submitted to ALSO Program Staff.

Pre-course Faculty Meeting - Required

The purpose of the pre-course meeting is to:

- Reinforce the evidence-based philosophy and materials of the course content
- Review the structural changes in the course
- Reinforce the small group interactive teaching approach
- Review the plan and methods for testing, including written test and megadelivery scoring
- Discuss the slide CD-ROM and LCD projector
- Answer specific questions about course content and procedures
- Ensure all Conflict of Interest forms have been submitted and conflict disclosed

Faculty orientation is expected to be accomplished in a pre-course faculty meeting, conducted by an ALSO Instructor or Advisory Faculty who has taught the current curriculum and studied the current syllabus and the course materials *well ahead of time*. It assumes that faculty attending the pre-course meeting have received a copy of the syllabus at least two weeks before the course along with this specific information, have practiced their lectures and workstations and have decided which slides they will use based on the paper copies in their syllabus.

Course faculty should receive written notice, reinforced by phone call(s), about the requirement of this pre-course meeting and their personal pre-course preparation. *Minimum* personal planning time is one to two hours for *experienced* faculty to adjust to *each* new lecture and workstation they will teach, in order to become familiar with the content and slides.

The pre-course meeting can be conducted any time, within a week of the course. Common timing would be the evening before the first day of courses that start the next morning, or in the morning of courses that start later that day. This schedule assumes that all faculty have ALSO experience, show up on time, have read these orientation materials and have prepared their own lectures and workstations ahead of time. An agenda for the pre-course meeting is as follows:

- 10 minutes: Welcome and introduction of faculty
- 10 minutes: What are “levels of evidence” and “practice recommendation categories”?
- Why and how are they integrated into the course? How does their incorporation complement the ALSO philosophy?
- 20 minutes: Structural changes to the format of the course
- 20 minutes: Practice/demonstration and critique of an example mini-lecture within a workstation.
- 15 minutes: Practice/demonstration of OB cases workstation
- 15 minutes: Practice/demonstration of fetal surveillance workstation

- 15 minutes: Practice/demonstration and critique of a megadelivery test and scoring procedure
- 10 minutes: Review of course schedule, assignments, AV equipment and room layout
- 20 minutes: Time for faculty to ask questions, or prepare using the slide CD ROM
- If the perineal laceration repair workstation or other optional workstations are to be conducted, additional time will be needed to introduce the materials, setup and procedure

Total: 2.25 hours – at a minimum! If optional workstations are to be presented, especially for perineal laceration repair, additional preparation time will be necessary

Course Planning Schedule for ALSO Sponsors

Please Note: Only course requests submitted 31 days or more prior to course date will be accepted for review.

	Timeline	Subject	Action Item
Pre-Course	4+ months	Faculty	Select and confirm faculty, obtaining their Conflict of Interest information.
	4+ months	Course Request and Approval	Submit the ALSO Course Request form found on the ALSO Website . After review, sponsor will receive a course approval email from ALSO Program Staff with attachments (MOA, Product Order Form, etc.)
	4+ months	Memorandum of Agreement (MOA)	Course director signs and submits the MOA to ALSO Program Staff via email.
	4+ months	Facilities	Obtain meeting space and hotel rooms.
	2+ months	CMEA Application	Submit the online CME Application (free) at www.aafp.org/cmea .
	2 + months	Product Ordering	Submit the ALSO Product Order Form, including the CME application number , to the AAFP Contact Center. Required purchases: - Syllabus for each participant and faculty who do not yet have one. - Instructor Manual, 5 th or 6 th edition for faculty who do not have one. - CD-ROM of Course Materials for each course. All other products are optional. Signed MOA and Online CME Application must be complete and submitted BEFORE any products will be ordered for the course.
	2-4months	Promotions	Distribute promotional brochures and accept registrations
	2 + months	Equipment	Obtain forceps and vacuum extraction apparatus, along with other necessary equipment as needed.
	4-6 weeks	Syllabus Distribution	Course coordinator/director should send the ALSO Syllabus to each registrant.
	4 + weeks	Instructor Manual Distribution	Send ALSO Instructor Manuals to each instructor.
Post-Course	1 week	Nurse Roster	Submit the Nurse Roster (alphabetized with RN signatures and license numbers) to ALSO staff. One-week post-course requirement of KSBN.
	1-4 weeks	Post-Course Forms	Complete and submit the participant and faculty form and course evaluations. Return all required course materials to ALSO Staff.
	Upon Receipt of all materials	Letters of Completion with Wallet Cards	After receiving the required course forms, ALSO Program Staff will update participant and faculty records and issue letters of completion with wallet card. This will be sent to the course coordinator to distribute to participants.
		CME Recorded	CME will be added to AAFP records for faculty and participants, by ALSO staff.

Course Request and Approval Process

The course director is required to submit a completed Course Request Form and course schedule/agenda to the ALSO Program Staff. Upon approval of the course, an email will be sent by ALSO Staff to the coordinator, course director and advisory faculty with the following included:

- **Memorandum of Agreement (MOA)**, defining all responsibilities, to be signed by the course director and returned to the AAFP via email. A signed MOA is required to be submitted before materials are ordered.

- **ALSO Product Order Form**, to be sent to the Contact Center after MOA is returned and online CME application is submitted.
- **Online CME Application** – www.aafp.org/cmea

CME Approval

After course approval is obtained, the course director is **required** to complete the online CME Application, free of charge at www.aafp.org/cmea. Completion and approval of CME is required for participants and faculty to receive:

- AAFP Prescribed Credit Hours or Nursing Contact Hours
- Course information in their records
- Letters of Completion with Wallet Cards

Financial Arrangements

Financial arrangements are the responsibility of the course director who assumes all financial risk. A budget worksheet is available on the [ALSO website](http://www.aafp.org/cmea) and will help the course director determine projected revenue and expenses. The course director should decide which faculty expenses (airfare, hotel, meals, and incidentals) will be covered by the course and what honoraria will be offered. Faculty honoraria vary, but the ALSO Advisory Board recommends the following dollar amounts:

- Advisory Faculty \$500 to \$750
- Approved Instructor \$500
- Instructor Candidate \$350 to \$500
- Other Faculty \$300

The course sponsor will be invoiced at the time the course materials are shipped. Payment must be made within 30 days of the date of the invoice. The AAFP will only accept the return of products, within 30 days of receipt, for replacement or refund if the product is defective or damaged. Shipping and Handling charges are non-refundable.

Course Promotion - Copyright

When promoting an ALSO Provider Course, the course director must agree to abide by all copyright and trademark laws as they apply to the ALSO name, logo, and course materials. The ALSO acronym and ALSO/AAFP combined logo may only be used for course promotion. Any other use such as gift items or give-away items (such as mugs, t-shirts, buttons) requires written approval in advance from the AAFP.

Course Promotion – Brochure and Logo

NEW REQUIREMENT: All sponsors **MUST** submit an ALSO Course Brochure, provided on the Course Materials CD-Rom or Flash Drive and the ALSO website. All elements on this brochure must remain, in accordance with the AAFP and the AACME, with exception of personalizing the following:

- Course sponsor, date, and location
- Faculty list (can be adjusted at later date, with notification to the ALSO staff).
- Course agenda

The combined AAFP/ALSO logo **MUST** be used by sponsors on all promotional material.

The sponsor should mail the brochure to potential attendees at least two to three months in advance.

Course Promotion – CME/CNE

If CME credit is awarded by the AAFP, all promotion for the course must contain the below statements, with the credit amounts. The statements will be included in the CME Approval email sent to sponsors by the CME Credit Systems and Compliance department and presented word for word as seen below:

This live activity, ALSO Provider Course, with a date range of (insert date), has been reviewed and is acceptable for up to ____ Prescribed credits by the American Academy of Family Physicians. Participants should claim only the credit commensurate with the extent of their participation in the activity.

The Kansas State Board of Nursing (KSBN) has awarded continuing education program approval to the ALSO Provider Course. The following statement must be used when awarding Contact Hours for nurses: The American Academy of Family Physicians is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____ contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number; LT0278-0312. This is an advanced level course and may not be suitable for all general continuing nursing education.

CME Pending Statement

If CME approval is pending at the time of promotion; you must use the following statement on your materials and then replace this with the approved CME statement as soon as it is sent to you via email. **A final brochure with the approved statement must be provided to the ALSO Staff.**

Pending Statement: *Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.*

Commercial Support

In keeping with the ACCME Standards for Commercial Support of Continuing Medical Education and the KSBN operational requirements for commercial support, funds from a commercial source should be in the form of an educational grant for the support of programming, and the terms, conditions, and purposes of such grants should be documented by a signed agreement. **The commercial support must be acknowledged in all printed materials, including the course brochure and course handouts, though reference must not be made to specific products.**

CME faculty and the coordinating institution's affiliations and relationships with commercial supporters should be disclosed to participants in program materials prior to the educational activities, or from the podium. In compliance with the ACCME Standards and KSBN operational requirements, **copies of all faculty disclosures must be kept on file with the sponsor, per the ACCME.**

Required/Optional Lectures and Workstations

Required Lectures:

1. Safety in Maternity Care (20 minutes) **REQUIRED– First presentation on Day 1**
2. Vaginal Bleeding in Late Pregnancy (20 to 25 minutes)
3. Preterm Labor / PROM (combined version of two former lectures; 20 to 25 minutes)
4. Medical Complications (no more than 30 minutes)
5. First Trimester Complications (20 to 23 minutes)

Required Workstations:

1. Intrapartum Fetal Surveillance
2. Shoulder Dystocia
3. Assisted Delivery
4. Malpresentations
5. Labor Dystocia
6. OB Cases
7. PPH/Maternal Resuscitation

Optional Workstations:

1. Perineal Repair
2. Cesarean Delivery
3. Diagnostic Ultrasound
4. Neonatal Resuscitation
5. Birth Crisis

Course Agenda (sample)

Day 1

7:30-8:00	Registration
8:00-8:10	Overview/Objectives
8:10-8:30	Lecture – Safety in Maternity Care
8:30-8:50	Lecture – First Trimester Complications
8:50-9:10	Lecture – Late Pregnancy Bleeding
9:10-9:25	Break
9:25-10:55	Breakout – Intrapartum Fetal Surveillance
10:55-12:25	Breakout – Assisted Vaginal Delivery
12:25-1:25	Lunch
1:25-1:45	Lecture – Preterm Labor/PROM
1:45-3:15	Breakout – OB Cases
3:15-3:30	Break
3:30-5:00	Breakout -- PPH/Maternal Resuscitation
5:00-5:30	Lecture – Medical Complications
5:30-6:00	Q&A

Day 2

8:00-8:30	Breakout -- Labor Dystocia Case
8:30-10:00	Breakout – Malpresentations, Malpositions, Multiple Gestation
10:00-10:15	Break
10:15-11:45	Breakout – Shoulder Dystocia
11:45-12:45	Lunch
12:45-4:15	Testing Stations – Written & Megadelivery.

Half the group will stay in plenary for written exam, and half the group will go to a megadelivery testing stations.

Course Curriculum Materials

Required Purchases:

Provider Syllabus – Print \$145.00 *or* CD-ROM \$135 *or* Flash Drive \$135 (One for each participant)

Instructor Manual – Print \$75.00 or Flash Drive \$65.00 (One for each instructor-5th, 6th or 7th edition manual)

Slide Set/Course Materials CD-ROM or Flash Drive - \$75.00 (Required for each course. Only one allowed per course.)

In addition to the required course products, there are optional products including posters, mnemonic cards, DVDs available on the ALSO Product Order Form.

*Course Materials Contents: Slide sets, Written Examination, Examination Answer sheet, Examination Answer Key, Evaluation Forms, Megadelivery Instructions and Score Sheet, Participant forms, Nurse Roster, OB cases, fetal surveillance tracings, NICHD guidelines and Instructor Candidate Evaluation Forms.

The product shipment will arrive approximately five to seven days after the Product Order Form is submitted by the course coordinator/director to the AAFP Contact Center. The course coordinator/director should then **send the ALSO syllabus to participants at least one month in advance of the course.** This provides ample opportunity for the participant to read the syllabus and to formulate questions prior to the course. It is helpful to enclose a reminder with the syllabus, telling attendees to bring the syllabus to the course since additional syllabi will not be available.

Course Equipment and Facilities

To Be Obtained by Local Coordinating Institution

Main lecture hall large enough to seat all participants and faculty – set in schoolroom style

1. Audiovisual Equipment

- ALSO Slide CD-ROM (must order on the ALSO Product Order Form)
- LCD projector
- large projection screen
- laser pointer
- large flipchart with markers
- four lavalier microphones
- lectern with microphone
- overhead projector

Separate workstation rooms set in classroom style large enough for 12 chairs, two six-foot tables and the AV equipment listed below (three for 36 participants, four for 48 participants, and five for 60 participants):

- LCD projector
- projection screen (size appropriate for the size of the room)
- flip chart with markers

2. Clinical Equipment

Each workstation room should have two pelvic mannequins along with two term fetal and two preemie fetal mannequins. Each room should also have two sets of forceps and two vacuum extractors. There should also be two six-foot long tables on each side of the workstation rooms for the equipment.

Mannequins can be obtained from:

- The American Academy of Family Physicians (**for rental only**), 1-800-274-2237. **May be ordered on the ALSO Product Order Form. First serve basis.**
- Armstrong Medical Industries, Inc. 575 Knightsbridge Parkway, Lincolnshire, Illinois, 60069. Customer Service (800) 323-4220 or 847-913-0101. Institutions affiliated with the ALSO Program receive the mannequins at the discounted price of \$506.00. Web: www.armstrongmedical.com
- Simulaids, Inc. 12 Dixon Avenue, Woodstock, New York, 12498. 1-800-431-4310 or 845-679-2475. Web: www.simulaids.com .
- Gaumard Scientific, 14700 SW 136 Street, Miami, Florida 33196-5691. 1-800-882-6655
Web www.gaumard.com . Email: sima@gaumard.com

Vacuum Extractors can be obtained from:

- Columbia Medical Inc., A division of Utah Medical, PO Box 1530, Redmond, Oregon 97756-1530. (800) 548-8667. Web site is www.utahmed.com .
- Cooper Surgical, 95 Corporate Drive Trumbull, CT 06611. 203-601-5200, 800-243-2974
- Clinical Innovations, 747 West 4170 South Murray, Utah 84123. 801-268-8200

Post-Course Process

The course director is responsible for ensuring that all required ALSO post-course reporting forms are complete and submitted in one email to ALSO Program Staff one to four weeks from course end date. All items may be found on the Course Materials CD-ROM.

Form

Nurse Roster (alphabetized, with nurse signatures)

Participant and Faculty Form (via email)
Sponsor must include the CME application approval number on form.

Course Evaluation Forms (via regular mail)
Sponsor should make copies of the evaluations prior to mailing to the AAFP.

Instructor Candidate Evaluation Forms
(submitted by the candidate via email)

Any finalized promotional pieces from courses that included nurses must be submitted to ALSO Program Staff, if not yet submitted, per KSBN.

Submission Due

Within one week of course end date

Within four weeks of course end date

Within four weeks of course end date

Within four weeks of course end date

Within four weeks of course end date

Evaluation Summary

The AAFP will tabulate all course evaluation forms. If form has been modified in any way, duplexed or copied onto colored paper, the **summary will not be provided**. This is stated on actual evaluations. The final evaluation summary will be sent to the course coordinator six to eight weeks following the ALSO department's receipt of the evaluations.

Letters of Completion with Wallet Cards

Names are merged to the letters of completion with wallet cards from the submitted Participant and Faculty form, so **PLEASE make sure the names are accurate on the participant forms to avoid misspellings on letters and wallet cards and/or mistakes in the ALSO database**.

The Letters of Course Completion with Wallet Cards will be forwarded to the course sponsor via email in PDF format. The sponsor will be responsible for the printing and distribution of the letters to the course attendees. It is suggested these be printed on stock card, or the appropriate paper of your choice, utilizing a color printer. The wallet cards are now included on the Letter of Course Completion.

CME Recording

The ALSO Program Staff upload CME / CNE to the records of all participants and faculty listed on the form submitted. No need for participant self-reporting.

For further information on sponsoring an ALSO Course, please visit the ALSO web site at www.aafp.org/also or contact ALSO Program Staff at 1-800-274.2237 x8722