

## Introduction

Planning and conducting a BLSO Provider Course is a very rewarding, yet time consuming process. Course directors and instructors must be knowledgeable about the requirements for conducting a course. This section provides a clear description of the responsibilities of the course director, advisory faculty, as well as other levels of Instructors. Adherence to these requirements is essential to ensure consistency for each BLSO course. For additional information please contact BLSO staff at 1-800-274-2237.

## Roles and Responsibilities

### **Course Director**

It is encouraged that an individual who wishes to be a BLSO Course Director also be an ALSO or BLSO Approved Instructor. However, any health care professional actively practicing maternity care, or in the emergency management of maternity care, or in medical or nursing education can qualify as course director.

With the AAFP's direction and assistance, it is the role of the course director to oversee and manage all aspects of implementing the course. Although a coordinator or assistant may be used to assist with planning and implementation, the course director is ultimately responsible for ensuring that the course meets all course requirements specified in this section and in the Memorandum of Agreement from the AAFP. The course director must remain on-site during the entire course.

It is required that the course director and advisory faculty roles be filled by two different individuals rather than one individual filling both roles.

The course director is responsible for the selection of an advisory faculty and appropriate instructors for the course, reaching the recommended faculty to participant ratio of 1:5 — absolutely no more than 1:6. The course director is also responsible for completing and/or compiling all required BLSO course reporting forms, including:

- ▶ Course Participant and Faculty Form (email to BLSO Coordinator)
- ▶ Course Evaluations (mail hard copy through USPS to BLSO Coordinator)

These forms can also be found in the Appendices and online at [www.aafp.org/blso/forms](http://www.aafp.org/blso/forms). The course director must return all completed forms to the AAFP **within two weeks of the course completion date**.

A brief summary of activities that require the course director's involvement when conducting a course include the following:

- ▶ Involving the AAFP in planning and developing the course.
- ▶ Recruiting faculty with the appropriate skill and training to teach all components of the course
- ▶ Involving an ALSO Advisory Faculty member in all stages of the planning and development of the course.
- ▶ Organizing a faculty meeting prior to the course.
- ▶ Organizing equipment and meeting rooms.
- ▶ Ensure all participants have submitted their BLSO Assessment Summary score sheet (online exam) prior to the start of the course. Only those who have scored at least 80 percent will be allowed to take the course.
- ▶ Presenting opening announcements and introductions.
- ▶ Being available for questions from faculty and participants.
- ▶ Assuring that the course runs smoothly and according to schedule.
- ▶ Returning the post-course materials to BLSO staff within two weeks of course.
- ▶ Ensuring the materials invoice is paid within 30 days of receipt.

### **ALSO/BLSO Advisory Faculty**

An ALSO Advisory Faculty member is required to be available to assist the course director in all aspects of the planning and development of the course. They may be onsite during the course or remain off-site, but be available by phone and/or email during the entire course. There are currently over 300 ALSO Advisory Faculty in the US and the BLSO staff can help identify those from your region. An advisory faculty earns this status by accomplishing the following:

- ▶ Serving as course director for an ALSO/BLSO Provider Course.
- ▶ Achieved ALSO/BLSO Approved Instructor status.
- ▶ Completing and submitting an application form, CV and letter of interest.
- ▶ Receiving final approval from the ALSO Advisory Board.

*Advisory Faculty applications may be found at [www.aafp.org/also/forms](http://www.aafp.org/also/forms)*

The primary responsibility of an Advisory Faculty member is to maintain the integrity and consistency of the ALSO and BLSO Programs. This can be achieved by the following requirements:

- ▶ Ensuring that the course director adheres to all AAFP requirements for conducting a Provider Course.
- ▶ Actively assisting the course director with planning and coordination of the provider course, including faculty election.
- ▶ Attending the pre-course meeting.
- ▶ Advising the course director on-site or by phone and/or email during the course and suggesting possible solutions if problems occur.
- ▶ Helping identify potential candidates for BLSO Instructors.
- ▶ Being available for assistance at all times.
- ▶ Serving as support to the BLSO Staff to obtain any past-due post-course materials or payment from the course sponsor.
- ▶ It is required that the course director and advisory faculty roles be filled by two different individuals rather than one individual filling both roles.

### **Additional Instructors**

The course director selects other individuals who wish to serve as faculty for the BLSO provider course, adhering to the recommended faculty to participant ratio of 1:5 – absolutely no more than 1:6.

At least fifty percent of instructors for a course must be ALSO or BLSO Approved Instructors. The remainder of the faculty may include additional qualified health professionals who are actively practicing maternity care, or in the emergency management of maternity care, or in medical or nursing education. These instructors should have completed a BLSO or ALSO course. However, instructors without BLSO or ALSO training may be used to teach specific modules which they have expertise in such as a nurse for the neonatal resuscitation module or emergency medicine physician for maternal resuscitation. Responsibilities of additional faculty include:

- ▶ 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.
- ▶ Mandatory participation in the pre-course faculty meeting.
- ▶ Presentation of their topic(s) in a manner consistent with the course materials.

*Please note that being faculty in a BLSO course DOES NOT count toward an ALSO Approved Instructor's requirement of teaching three ALSO courses in five years .*

## **Pre-Course Approval and Preparation**

### **Course Approval**

The course director must complete and submit a BLSO Course Request Authorization Form to BLSO staff approximately three to four months prior to course date. This form will include course information and the faculty list. The course director and coordinator will receive a Course Approval email from BLSO staff when your course is approved. The email will include the Memorandum of Agreement (must be signed by course director and returned before materials are ordered) and Materials Order Form, Coordinator Checklist, and

instructions to apply for CME credit (requirement). *The Course Request Authorization Form may be found at [www.aafp.org/blso/forms](http://www.aafp.org/blso/forms).*

### ***CME Approval***

As soon as the Course Approval email is received, the course director must complete the online CME Application which can be found at [www.aafp.org/cmea](http://www.aafp.org/cmea). This is to be done immediately upon receiving course approval, as it can take four to six weeks to review and approve. When approved, the course director (or application submitter) will receive a CME Approval email from the Credit Systems and Compliance staff, including the number of credits to be awarded for the course and the CME statement to be used on promotional materials. If application is not approved before time of promotion, sponsor should use the following pending statement:

*“Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.”*

### ***Course Promotion***

In promoting a BLSO Provider Course, the course director must agree to abide by all copyright and trademark laws as they apply to the BLSO name, logo, and course materials. The BLSO acronym and 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.

A promotional brochure for the course must be designed and produced by the course director and sent to the AAFP for approval before the brochure is printed. The brochure must also contain the BLSO course objectives, course schedule (including time frames for each lecture/workstation), course disclaimer and faculty roster. After Course Approval email is received by sponsor, the course director should mail the brochure to potential attendees at least three to six months in advance. See the pending statement under “CME Approval.”

### ***Course Materials***

Materials should be ordered using the order form provided by the BLSO staff two months before the course date. The AAFP will send course materials to the course director within two days of receiving the order. Allow seven days for delivery. Course equipment and course facilities are to be obtained by sponsor.

### ***Conflict of Interest***

Sponsor must have every faculty member complete the Conflict of Interest (COI) form and keep this on file, including how any conflicts were disclosed to the participants. DO NOT submit these forms to the BLSO Program Department.

### ***Course Evaluations***

Each participant is to complete ONE course evaluation. Please allow a few minutes at the end of each lecture and workstation for participant to complete, before moving on.

### ***Syllabus Distribution and Pre-Course Online Exam***

The BLSO syllabus should be distributed at least four weeks before the course begins and earlier distribution is encouraged. Participants are expected to read the manual and complete the pre-course online exam prior to the day of the course. Participants must understand it is required that they achieve at least 80 percent passing rate, print the last page of the exam and bring with them to the course.

### ***The Course Venue***

The trainers need to ensure that the training site is free from distractions, that it is clean and well lit. There needs to be comfortable and moveable seating so that participants can easily work in both small and/or large groups. Large tables are needed for placement of the mannequins. It is necessary to have a room with enough space to allow the participants to stand within three to four feet of the Instructor in a semicircle. There must also be enough space to allow four workstations to occur simultaneously, without competing noise between stations.

### ***Supplies***

Audiovisual equipment/teaching aids

- ▶ BLSO slide set (.ppt found on Course Materials CD-Rom)
- ▶ LCD
- ▶ Large projection screen
- ▶ Large flip chart with markers. There needs to be adequate wall space and/or a proper stand to display flip charts. Have adhesive materials available to attach the flip chart sheets to the walls. Ensure sufficient supplies of fresh markers are available throughout the training session.

***Pelvic and newborn mannequins*** Each mannequin workstation should have one mannequin along with one term and one premie fetal mannequins. Information on purchasing mannequins is available at [www.aafp.org](http://www.aafp.org)/also select 'Educational Materials' and then 'Equipment'. The ALSO Department has a limited supply of mannequins for rental (\$55), and can be ordered on the Materials Order Form. Please allow at least four to six weeks' notice to be sure mannequins are available in inventory for your course.

### ***Workshop specific materials***

At the beginning of each session guide there is a list of materials that will be needed for the session. Please make sure that you have reviewed the list and have the necessary materials.

### ***Pre-course faculty meeting***

Faculty orientation is to be accomplished in a mandatory pre-course faculty meeting, conducted by the course director or advisory faculty member who has studied the BLSO instructor manual and the course materials **well ahead of time**. Faculty attending the pre-course meeting should have received a copy of the Instructor Manual and slides at least two weeks prior to the course and have practiced their lectures and workstations. Course faculty should receive written notice, reinforced by phone call(s), about the importance of this pre-course meeting and their personal pre-course preparation. Minimum personal planning time for experienced faculty to prepare for each lecture and workstation is one to two hours.

The purpose of the pre-course meeting is to:

- ▶ Reinforce the evidence-based philosophy and materials of the course.
- ▶ Review the structural outline/schedule in the course.
- ▶ Reinforce the small group interactive teaching approach.
- ▶ Review the plan and methods for evaluation, including written test and group case based scoring.
- ▶ Answer specific questions about course content and procedures.

The pre-course meeting should be the evening before the first day of course. Below is a sample schedule for the pre-course Faculty Meeting. It assumes that all faculty members have maternity care or emergency obstetrical care experience, show up on time, have read these orientation materials and have prepared their own lectures and workstations ahead of time:

- ▶ 10 minutes: Welcome and introduction of faculty.
- ▶ 5 minutes: Discussion of any possible conflict of interest and how it will be disclosed to the audience.
- ▶ 10 minutes: Review of the learners.
- ▶ 10 minutes: Review of course schedule, assignments, AV equipment and room layout.
- ▶ 30 minutes: Review of the slide sets.
- ▶ 45 minutes: Practice and demonstration of workshops.
- ▶ 15 minutes: Practice/demonstration of group evaluation, scoring procedure and or written examination.

TOTAL TIME — approximately two hours

### ***Time Management***

A lot of material is packed into this one-day course. It is essential that the instructors pay attention to time so the course can stay on schedule. The initial lecture/discussion should be brief and succinct. With the remaining time, participants can adequately complete their hands on practice time with the mannequins if two Instructors and mannequin sets are available. Allow a few minutes for participants to complete their course evaluation at the end of each lecture/workstation.

## Post-course Processes

### ***Participant and Faculty Form***

This form must be complete and the Excel document **emailed back to BLSO staff within two weeks** of the course. ALL fields must be complete in order to create a record in our database, award credit, and provide certificates and wallet cards to the participants.

### ***Participant Evaluation***

This form must be completed by the course director for each participant. The Pass/Fail status will be transferred to the Participant and Faculty Form. Sponsor may keep the participant evaluations on file, but **DO NOT** submit them to the BLSO Program Department.

### ***Course Evaluations***

All of these evaluations should be **mailed to the BLSO Department**, 11400 Tomahawk Creek Parkway, Leawood, KS 66211 within two weeks of the course. Sponsor is encouraged to make a copy of the evaluations before mailing. Within six weeks of receipt of the evaluations, an evaluation summary will be created and provided to the sponsor.

### ***Invoice Payment***

As indicated in the Memorandum of Agreement (MOA), invoices are due upon receipt or within 30 days of the course date. The invoice must be paid before certificates and wallet cards can be issued.

FOR BLSO ASSISTANCE PLEASE CONTACT BLSO STAFF AT 1-800-274-2237.