



## **Instruction Sheet for Use with the ALSO Materials on CD ROM**

The materials you will need for your ALSO course are available on this CD-ROM. Due to the ongoing updates of the ALSO chapters and slides, all updates will be included on the CD-ROM as well as being placed on the ALSO web-site. It is your responsibility as course coordinator to copy the updates and make them available to your participants, or direct the participants to the ALSO web-site and make them aware that they are responsible for copying any new material from the site.

As of September 2004, the ALSO department is no longer accepting returned syllabi. If you have any syllabi that are left over from a course you may keep them for future courses.

Some of the material is confidential and copyrighted, such as the examination and the answer key. **Please use discretion when copying or storing the CD and informational material. A locked and secured area is strongly suggested. This is a read-only file. You will not need to make any changes to most of the documents. If you need to add something, such as participant or faculty names, you must save the document to your hard drive to do any editing to the file.**

You should make copies of the forms and materials to be used in the course on white or colored paper as indicated if available. A list of these are as follows:

### **1 copy per participant**

- Written Examination (white paper)
- Written Exam Answer Sheets (white paper)
- Megadelivery Score Sheet (white paper)
- Physician Questionnaire (blue paper)
- Faculty Evaluation (green paper) to add your faculty name, you will need to download this to your hard drive to make changes.

### **1 copy per faculty**

- Faculty Disclosure Form (white paper)
- OB Case/FHR Information Sheet (white paper)
- OB Cases on PowerPoint and Associated Content (Eclampsia, PPH, Cord Prolapse)
- FHR Tracings and Associated Content as assigned
- Written Exam Answer Key (only those grading tests) (white paper)

### **1 copy for course director/coordinator**

- Participant Information Sheet (yellow)
- Faculty Information Sheet (pink)
- ALSO Materials Log Sheet (white)

### **Miscellaneous as required**

- Nurses Attendance Form (lavender)
- Instructor Candidate Evaluation Form (white)

- Return Packing Slip (orange)
- ✓ **Please inform course participants that they may access the 31-question, self-assessment tool online at [www.aafp.org/also](http://www.aafp.org/also).**

