

REQUIREMENTS FOR CONDUCTING AN ALSO® INSTRUCTOR COURSE

Revised – 08/20/08



OBJECTIVES

At the conclusion of this document, course directors and faculty will be able to:

1. List the responsibilities of the course director and faculty participants who are involved in teaching an instructor course.
2. Describe the meeting agenda for the pre-course faculty meeting.
3. Prepare a budget for conducting an instructor course.
4. Develop a promotional brochure in adherence with the Accreditation Council of Continuing Medical Education (ACCME) guidelines.

INTRODUCTION

Planning and conducting an ALSO® Instructor Course is a very rewarding, yet 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 mandatory to ensure consistency for each ALSO® Instructor Course conducted. Additional information may be found on the ALSO® web site at www.aafp.org/also.

Effective January 2009, only course requests from Academy Family Physicians (AFP) State Academies, residency consortiums or other official AAFP sanctioned organizations will be considered (USAFP, STFM, FCMC etc.) as eligible to sponsor local instructor courses.

COURSE DIRECTOR QUALIFICATIONS AND RESPONSIBILITIES

Course directors for local instructor courses must either:

1. Be a member of the sponsoring organization
2. Be awarded after competitive and open advertisement of the position to active ALSO® Advisory Faculty

An individual who wishes to be an ALSO® Instructor Course Director must have the designation of current ALSO® Advisory Faculty. It is also required that he or she have previously participated as faculty in an instructor course.

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 the planning and implementation, the course director is ultimately responsible for ensuring that the course meets all course requirements specified in this document and in the Memorandum of Agreement from the AAFP. The course director must remain on-site during the entire course.

The AAFP utilizes an established procedure for identifying and analyzing continuing medical educational 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® Instructor Course. The course director should describe the need and the mechanism used to determine this need, and submit this information on the Course Request/Authorization Form.

The course director is responsible for the selection of appropriate faculty. Currently, the faculty must consist of one AAFP ALSO® Advisory Board member (or former member). This Board member will serve as the role of Advisory Faculty for the course. Two of the faculty must have taught in an ALSO® instructor course within the last two years. The remainder of the faculty will need to be approved ALSO® instructors who have taught in recent provider courses. The optimal faculty-participant ratio is 1:5, no more than 1:6.

The course director is required to involve the advisory faculty member in all aspects of the planning and development of the course to ensure that quality and consistency are maintained.

When AAFP Prescribed Credit is offered (*Refer to page 9*) 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 Continuing Medical Education, and **maintain copies for each faculty member** in the course file. The ALSO® staff can provide *sample* documents of these forms. If a conflict of interest is revealed, the conflict of interest must be resolved prior to allowing the faculty to participate in the course. It is required that all conflicts of interest or unapproved uses of products be disclosed to the participants prior to the course. This can be done verbally, in a slide or handout.

Required disclosure forms are to be kept on file by the course sponsor:

- Continuing Medical Education Disclosure Policy on Faculty and Provider Relationships
- Disclosure on Discussion of Unapproved Uses of Products

The course director is also responsible for completing and/or compiling all required ALSO® course reporting forms, including:

- Participant Information Form
- Faculty Information Form
- Course Evaluation Forms

These forms can also be found on the ALSO® web site at www.aafp.org/also. They are also included in the ALSO Course Materials CD ROM that is sent to the course director/ coordinator prior to each approved course. The course director should return all completed forms to the AAFP within two weeks of the course completion date (*refer to page 15 for detailed instructions*).

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

- Submit a proposal to the AAFP ALSO® Advisory Board via the ALSO® Program Manager for approval
- Strictly adhering to the AAFP's faculty requirements for each instructor course.
- Strictly adhering to the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support of Continuing Medical Education
- Involving the AAFP in planning and developing the course
- Involving the acting 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
- Presenting opening announcements and introductions
- Being available for questions from faculty and participants
- Assuring that the course runs smoothly and according to schedule

ALSO® Advisory Faculty

There must be at least one approved ALSO® Advisory Faculty member for each ALSO® Instructor Course. Individuals who wish to be designated as advisory faculty for each course must be a current or former AAFP ALSO® Advisory Board member.

The primary responsibility of an advisory faculty member is to maintain the integrity and consistency of the ALSO® Program. This can be achieved by:

- Ensuring that the course director adheres to all AAFP requirements for conducting an ALSO® Instructor Course.
- Actively assisting the course director with planning and coordination of the instructor course, including faculty selection.
- Advising the course director on-site during the course and suggesting possible solutions if problems occur.
- Remaining on-site during the entire instructor course.

Approved ALSO® Instructor

As previously mentioned, all remaining faculty need to be ALSO® Approved Instructors. The responsibilities of approved instructors include all of the following:

- Must have taught in an ALSO® Instructor Course within the last 2 years.
- 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 an instructor 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 to be able to convey a sense of order while role-playing in the workstations.
- Willingness and ability to remain on-site during the entire course.
- 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

Course Coordinator (if applicable)

Administering an ALSO® Instructor 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 course coordinator is encouraged to be the main contact with the ALSO® staff to organize the course.

Pre-course Faculty Meeting

Faculty orientation is expected to be accomplished in a pre-course faculty meeting, conducted by the Course Director and the Advisory Faculty member. 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. Discuss the *minimum* personal planning time for *experienced* faculty to adjust to *each* new lecture and workstations they will teach.

The pre-course meeting can be conducted the night before the course. The agenda for the meeting should contain at least the following information:

YOUR ROLE AS COURSE DIRECTOR:

- Available throughout the course to answer questions and assist the faculty in facilitating the various workstations
- Rotate through the workstations offering feedback and making suggestions when necessary
- Ensure the faculty, adhere to the time constraints

INTRODUCTION OF FACULTY:

- Have faculty introduce themselves, and their involvement with ALSO®
- Faculty who have not returned the Faculty Information Sheet should do so now
- Faculty who have not returned the Faculty Disclosure Form should do so now
- An Expense Voucher can be found in each faculty packet.

INSTRUCTOR COURSE PROGRAM:

- Course agenda
- Re-emphasize time constraints
- Review faculty rotation schedule

LECTURES:

- Welcome/Overview/Adult Learning – 15 minutes
- Improving Lecture Skills: Slide-based Lecture – 20 minutes
- Integrating ALSO® Content with Mannequins (read Faculty Instructions for presenting this lecture) – 20 minutes
- How to Give Feedback During Workstations: Faculty Role Play – need moderator, student and faculty roles – 40 minutes

WORKSTATIONS:

Teaching Small Workstations with Mannequins

- Time –60 minutes
- Use shoulder dystocia video/slides for examples and demonstrate how to properly use the baby using the mannequin using shoulder dystocia positions.
- Using the blue cards (optional for this workstation only)

Luncheon schedule

Combining Maternal Resuscitation and Postpartum Hemorrhage

- Time – 55 minutes
- **Read Faculty Instructions for presenting this workstation**
- **Use the Debriefing sheet, slides, video, and crib sheets to present this lecture**
- Show PPH video to the faculty at the faculty dinner and have faculty teach the content shown in the video or show the video to the participants during the course.
- Role play the new OB case
- Obtain real props: IV bags of normal saline plus tubing, two IV catheters, bag and mask with O2 tubing, upper torso mannequin with head, cardboard boxes labeled as medications, foley catheter
- Use PIN Girl to role play how to teach the workstation.

Teaching a Lecture Using the ALSO® Slides

- Time – 85 minutes
- Use of feedback sheets to critique
- Watch the time, be a stickler!
- Discuss giving feedback (five minutes per lecturer)
 - a) First feedback from the lecturer to themselves
 - b) Feedback from the audience to the lecturer
 - c) Feedback from the faculty to the lecturer

How to divide participants into breakout groups:

The course coordinator should assign a color group to each participant during the planning stage and before arriving onsite for the course. A handout should be prepared indicating this information. After the morning lectures, each participant will stay in their assigned color breakout room for the remainder of the day and only the faculty will rotate from breakout to breakout.

Each participant will also be assigned to one of four slide groups for presentation in the “Teaching a Lecture Using the ALSO® Slides Workstation”.

- First Trimester Complications – first nine slides
- Malpresentations – first nine slides
- Labor Dystocia – first nine slides
- Medical Complications – first nine slides

Each participant should be sent copies of the “Cord Prolapse” OB case with instructions for faculty and the new fetal tracings and National Institute of Child Health and Human Development (NICHD) guidelines.

How to Teach the OB Cases and Intrapartum Fetal Surveillance

- Time –60 minutes
- Set the rules for the workstation
- Present new cases and tracings
- Emphasis on the learner being the teacher
- Emphasize giving feedback
- May vary roles of those in the workstation (note cards will be provided for the different learner types)
 - a) Know it all / Expert
 - b) Timid
 - c) Unresponsive
 - d) Argumentative
 - e) Ill-prepared

How to Perform the Megadelivery Testing Station

- Time – 80 minutes
- Review the score sheet with the participants
- Faculty should do a VERY SHORT megadelivery role play at the beginning of the workstation
- Assign a test taker, a test giver and three graders
- Explain that the test GIVER is who is being evaluated
- May vary roles – unresponsive, argumentative, ill-prepared, know it all / expert, or timid
- Five minutes for testing and no more than 10 minutes on feedback

EVALUATIONS

- Faculty to always remind participants to fill out the course evaluation forms
- Let the participants know that they will all be evaluated on their teaching ability, their attitude, their content knowledge and hands on skills.

REVIEW FLOOR PLAN FOR THE DAY-walk the faculty to each meeting room to become familiar with the space.

COURSE/CONTINUING MEDICAL EDUCATION APPROVAL

To conduct a course and receive approval for CME credit hours, the course director is required to submit a completed ALSO® Instructor Course Request/Authorization Form, a completed ALSO® Instructor Faculty form and a tentative course schedule/agenda to the AAFP. There is no Accreditation application fee required to administer an ALSO® course. Once the documents listed above have been reviewed, the ALSO staff will forward the information to the AAFP's Accreditation department for CME review. The course director will also receive an ALSO course approval letter, materials order form and a written Memorandum of Agreement, which defines the course director's responsibilities. The course director must then sign the agreement and return it to the AAFP. Course materials will not be shipped to the course director without the signed Memorandum of Agreement. The Course Request/Authorization form may be downloaded online at www.aafp.org/also.

PARTICIPANTS

Course participants may include physicians, residents, nurse midwives, labor and delivery nurses, physician assistants and other maternity care providers who have successfully completed an ALSO® Provider Course and **are current providers at the time of attending the course**. Maximal course size is approximately 60 participants, with the average being 30.

FINANCIAL ARRANGEMENTS

Financial arrangements are the responsibility of the course director who assumes all financial risk. An electronic budget worksheet is available online at www.aafp.org/also, which will help the course director determine projected revenue and expenses. The course director should decide which faculty expenses (transportation, lodging, meals) will be covered by the course and what honoraria will be offered.

COURSE PROMOTION

While promoting an ALSO® Instructor 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 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. A standard ALSO® course brochure "template" is available at www.aafp.org/also and must be used when creating the course brochure (refer to Appendix B).

If CME credits are awarded by the AAFP, the brochure must contain the following statements worded exactly as presented here:

CME Credit Statement:

This activity has been reviewed and is acceptable for up to _____ credit(s) by the American Academy of Family Physicians. _____ of these credit(s) conform to the AAFP criteria for evidence-based CME clinical content. CME credit has been increased to reflect 2 for 1 credit for only the EB CME portion. When reporting CME credit, AAFP members should report total Prescribed credit earned for this activity. It is not necessary for members to label credit as evidence-based CME for reporting purposes.

Misuse of the statement may result in withdrawal of AAFP credit hours and/or denial of future application to the AAFP for program approval.

The brochure must also contain the following:

- Course objectives
- Course schedule
- Course disclaimer
- Faculty roster

After receiving AAFP approval, the course director should mail the brochure to potential attendees at least three to six months prior to the course. Course materials will not be sent to the course director until the brochure is approved by the AAFP.

COMMERCIAL SUPPORT

In keeping with the ACCME “Standards for Commercial Support of Continuing Medical Education” 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 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 operational requirements, copies of all faculty disclosures must be kept on file with the course sponsor.

PARTICIPANT INFORMATION LETTER

It is required the following letter of correspondence is to be sent to each participant with the ALSO® Instructor Manual. An email will also need to be sent to each participant with the items listed above.



DATE: _____

TO: ALSO® Instructor Course Participants

FROM: _____

SUBJECT: ALSO® Instructor Course Materials

The ALSO® staff is pleased you are registered as a participant for the ALSO® Instructor Course,_____. The course will take place at the_____. **Please open the attached slides and supporting documents immediately. There is pre-course preparation REQUIRED for the “Teaching a Lecture Using the ALSO Slides” session, as well as the workshop on “How to Teach OB Cases/Intrapartum Fetal Surveillance Tracings.”** If you have any problems opening up the documents or slides, please contact me immediately at_____, ext_____. I will be happy to send this information via CD.

Please notice the attached Program Agenda and Hotel Floor Plan, which indicates the location of meeting rooms. The registration and continental breakfast begin at 7:30 a.m. with the course beginning promptly at 8:00 a.m. This course involves many role-playing scenarios in which you will be evaluated by the course faculty. The materials required for the course can be found attached to this email.

You must be very familiar with the basic course core knowledge of the ALSO® Provider Syllabus in order to effectively complete the workstations in this course. If some time has passed since you have taken the provider course, it would be very helpful to review the mnemonics and basic elements of the provider course to ensure your skilled participation in the general workstations. You will also receive an ALSO® INSTRUCTOR COURSE MANUAL. Please check your mail departments to ensure there is no delay within your institution. Please let me know if you do not receive this by Friday, _____. I will need to check the shipment and be sure that you receive the instructor manual prior to the course.

YOUR RESPONSIBILITIES AS A PARTICIPANT IN THIS COURSE

- ✓ For the workstation “Teaching a Lecture Using the ALSO Slides,” we have included a PowerPoint file with **ONE** of the following lectures: First Trimester Complications, Medical Complications, Labor Dystocia, or Malpresentations. **Prior to the course, you will be expected to prepare, a ten-minute presentation of the first nine slides of the lecture you received. The course will be most useful to you and the other students if you are very familiar with the material that you are expected to teach. Unprepared participants are obvious to the other participants in this course.**
- ✓ This is not an ALSO Provider Course, you are expected to know and feel comfortable with the clinical skills taught in an ALSO Provider Course.
- ✓ The Instructor Manual should be read prior to the course.
- ✓ The OB Cord Prolapse Case with instructions for faculty, the Fetal Surveillance tracings and the NICHD guidelines for re included with this email. You will be responsible for facilitating a small group discussion of the OB case and interpretation of the tracings, so preparation is required.
- ✓ You will be expected to correctly demonstrate skills when using forceps and vacuum in the small group workstations in front of your peers and other faculty.

(Please review all the materials prior to attending the Instructor Course) These attachments include this letter as well as the following documents:

1. Course Agenda – Schedule of the lectures and workstations
2. Practice Slides – “Teaching a Lecture Using the ALSO Slides” Please do not substitute the topic or add additional personal slides. **This presentation will be done in small groups of seven in a very informal and comfortable setting.** Your performance will be evaluated on presentation style, voice quality, audience engagement, and knowledge of material. You will also be asked to critique others in your group on their presentation style.
3. ALSO® Megadelivery Score Sheet – For use when evaluating participants in the megadelivery testing stations.
4. ALSO® Instructor Candidate Evaluation Form - For use when teaching in your first provider course as an instructor candidate. The Advisory Faculty for the course will use this form to evaluate your teaching performance and recommend you for approved instructor status, or discuss reasons where improvement may be needed before recommending you for approved instructor status. When the evaluation form has been completed, the form should be forwarded to the ALSO® staff. Upon receipt of an evaluation recommending an instructor candidate for approved instructor status, ALSO® staff will send a wallet card identifying you as an ALSO®

5. Approved Instructor. You may want to make a copy of the form to place in your files for future use.
6. OB Case on Cord Prolapse with instructions for faculty
7. Fetal Surveillance Tracings and NICHD guidelines
8. Life Cycle of an ALSO® Instructor - Information on the process of the different levels of approved instructors/advisory faculty.

Please print and review all the attached documents and BRING THEM TO THE COURSE. The attached documents are very useful and will assist you throughout the course. EXTRA COPIES WILL NOT BE AVAILABLE ON SITE.

A certificate of attendance will be issued by the AAFP after the conclusion of the course. The ALSO® Instructor Course has also been reviewed and is acceptable to receive 7.5 prescribed credits by the American Academy of Family Physicians.

If you have any questions, issues or concerns with the attached documents or receiving the Instructor Manual, please feel free to contact me, _____, at _____, ext. _____ or via email at _____. Thank you in advance for your attention to these details. I'm looking forward to seeing you at the course.

COURSE CURRICULUM MATERIALS

The AAFP will send course materials to the course director approximately six weeks before the course is scheduled. The course director should then send the ALSO® Instructor Manual to participants **at least one month in advance of the course**. This provides ample opportunity for the participant to read the manual and to formulate questions prior to the course. It is helpful to enclose a reminder with the manual, telling attendees to bring the manual/handouts to the course since additional manuals/handouts will not be available. A sample timeline for planning the course is available in Appendix A.

COURSE EQUIPMENT/COURSE FACILITIES

Equipment and supplies to be obtained by local coordinating institution:

1. Audiovisual Equipment

Classroom Style Seating: main lecture hall, large enough to seat all participants and faculty – set as 2 people (chairs) per 6' table or 3 people (chairs) per 8' table

- ALSO® Slide Set CD ROM
- LCD Projector
- Large Projection Screen
- Laser Pointer with Mouse Remote for Client-provided Laptop
- Large Flipchart with Markers
- Four Lavalier Microphones
- Lectern with Microphone
- Overhead Projector

Breakout Rooms: separate workstation rooms set in theater style (only chairs, no tables) of 12 people to be placed in the middle of the room and (2) two 6' tables (place the 6' tables in opposite corners/sides of room). Each room will receive the AV equipment listed below (if have 36 participants, will have three breakouts, 48 participants, will have four breakouts and 60 participants, will have five breakouts):

- LCD Projector
- Projection Screen (size appropriate for the size of the room)
- Flip Chart with Markers

2. Clinical Equipment

Each mannequin workstation 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**): call (800)-274-2237, ext. 6556. May be rented on a first come, first serve basis.
- CPR Savers (www.cpr-savers.com): for the discounted price of \$650.95, contact Brian at (800) 480-1277.

- Armstrong Medical Industries, Inc. (www.armstrongmedical.com): 575 Knightsbridge Parkway, Lincolnshire, Illinois, 60069. Customer Service (800) 323-4220 or 847-913-0101.
- Simulaids, Inc. (www.simulaids.com): 12 Dixon Avenue, Woodstock, New York, 12498. (800) 431-4310 or 845-679-2475.
- Gaumard Scientific (www.gaumard.com): 14700 SW 136 Street, Miami, Florida 33196-5691. 1-800-882-6655. Email: sima@gaumard.com

Vacuum Extractors can be obtained from:

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

Equipment and supplies to be provided by the AAFP:

1. Instructor Manual 1 per new instructor (\$50 each)
2. ALSO Course Materials CD ROM

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. Course completion certificates will not be sent until invoice is paid in full. The AAFP will only accept the return of defective or damaged products, within 30 days of receipt, for replacement or refund. Otherwise, per the AAFP policy, there are no returns of course materials. Shipping and Handling charges are non-refundable.

COURSE COMPLETION

All required course forms will be sent to the course director / coordinator on a CD ROM. You may download the documents for printing and duplicating. The accurate completion of the required course reporting forms is extremely important to ensure the quality and integrity of the ALSO® records. Course participants, as well as faculty, are entered into the ALSO® database. This allows the AAFP ALSO® staff to track expiration dates for provider renewal status, faculty status (instructor candidate/approved instructor/advisory faculty), and test scores. The following required **typed forms** are to be completed and emailed to the ALSO® staff for processing within two weeks following course completion (available at www.aafp.org/also):

- Participant Information Form
- Faculty Information Form

The Course Evaluation Forms should be mailed to:

ALSO
American Academy of Family Physicians
11400 Tomahawk Creek Parkway
Leawood, KS 66211-2680

Course sponsors should retain the written exam answer sheets and megadelivery score sheets for their files. These documents no longer need to be submitted to the ALSO staff as this information must be recorded on the Participant Information Form.

ALSO® staff will tabulate all course evaluation forms. The final evaluation report will be emailed to the course coordinator six to eight weeks following the ALSO® department's receipt of the course evaluation forms.

Once all course forms have been completed and returned to the ALSO staff, certificates will be emailed to the course coordinator to print and distribute to course participants (Provider Wallet Cards will be mailed). Per the AAFP payment guidelines, payment for invoices are due within 30 days of receipt. Course completion certificates will be issued after payment is received in full.

Questions regarding the return of course materials or billing should be directed to ALSO® staff at (800) 274-2237, ext. 6554, or (913) 906-6000, ext. 6554.

APPENDIX A

Sample Timeline for Planning an ALSO® Course

Timeline	Planning Schedule
4 + months prior	Notify AAFP of intent to conduct an ALSO® course via the ALSO® Course Request/Authorization Form
4 + months prior	Sign the Memorandum of Agreement and return to ALSO® staff
4 + months prior	Determine the number of mannequins needed. Complete the mannequin rental request form, and return to ALSO® staff if applicable
4 + months prior	Obtain meeting space and hotel rooms
3 + months prior	Select faculty - mail confirmation letters
2 + months prior	Distribute ALSO® approved promotional brochures and accept registrations
2 + months prior	Order CD slide set
2 + months prior	Obtain forceps and vacuum extraction apparatus, along with other necessary equipment as needed
6 + weeks prior	The ALSO® staff will ship the required number of syllabi, instructor manuals, and a CD ROM with all of the forms necessary for conducting an ALSO® course, including the written examination, answer key and billing invoice .
4 + weeks prior	Course director should send the ALSO® Syllabus to each registrant
4 + weeks prior	Send ALSO® Instructor Manuals to each instructor. Paper slides for the lectures are contained in the final section of the syllabus.
2 weeks after	Complete the Faculty Information Form and the Participant Information form. Email all required course completion forms to ALSO® staff; mail course evaluation forms.
4 weeks after	After receiving the required course forms and invoices are paid in full, ALSO® staff will email course completion certificates to course coordinators to print and distribute (Provider Wallet Cards will be mailed).

APPENDIX B

ALSO® PROMOTIONAL BROCHURE

ALSO® Instructor Course

Please note: there is no Evidence-based or Nursing Contact Hours offered for this course.

Advanced
Life
Support in
Obstetrics

American Academy of
Family Physicians



Program Date/Location

Local Coordinating
Institution/Grantor
Information

This course is directed primarily toward maternity care providers who have successfully completed the ALSO® Provider Course and are current providers at the time of attending the course.

Front Cover

This brochure is designed to be done in landscape, tri-folded. (Although for the purposes of this manual, it appears in portrait)

ALSO® Instructor Course

This one day course focuses on specific teaching skills required for the didactic lectures, hands on small group workstations and testing stations presented in the ALSO® Provider Course. This course focuses on adult learning, faculty development, giving effective feedback, teaching in lecture and small group workstations, using slides and mannequins and how to evaluate participants during the two testing stations.

OVERALL COURSE OBJECTIVES

- List characteristics of effective feedback
- Outline methods of coordinating an oral presentation using clinical information with the ALSO® slides
- Demonstrate appropriate teaching methods that can be used when incorporating mannequins into the workstations
- Demonstrate strategies for engaging provider participants with interactive learning

during small group sessions.

ACCREDITATION STATEMENT FOR PHYSICIANS:

This activity has been reviewed and is acceptable for up to ____ Prescribed credit(s) by the American Academy of Family Physicians.

Additional
Information

Course Disclaimer

The material presented at this course is being made available by the American Academy of Family Physicians for educational purposes only. This material is not intended to represent the only, nor necessarily the best methods or procedures appropriate for the medical situations discussed, but rather is intended to present an approach, view, statement, or opinion of the faculty which may be helpful to others who face similar situations.

The AAFP disclaims any and all liability for injury, or other damages, resulting to any individual attending this course and for all claims which may arise out of the use of the techniques demonstrated therein by such individuals, whether these claims shall be asserted by a physician, or any other person.

Every effort has been made to assure the accuracy of the data presented at this course. Physicians may care to check specific

details, such as drug doses and contraindications, in standard sources prior to clinical application.

08-20-08