



Advanced Life Support in Obstetrics (ALSO®) Course Checklist

Please note that 'Sponsor' indicates either the Course Director or Coordinator. The Course Director is the responsible person to ensure all action items are complete and **dashboard is correct** before submitting to the AAFP.

Prior to Course Responsible Action Item

- | | Prior to Course | Responsible | Action Item |
|--------------------------|-----------------|------------------|--|
| <input type="checkbox"/> | 3 months | Sponsor | Complete the 3-steps of the Course Application Process at Hold a Course webpage . |
| <input type="checkbox"/> | 3 months | Sponsor | Identify Course Director, Coordinator, Instructors and Advisory Faculty (on-site if candidates present).
Note: Only the Course Director and Coordinator will receive the Approval email, have access to the Course Dashboard and the Course Materials Webpage. |
| <input type="checkbox"/> | 3 months | Sponsor | Finalize the Course date, secure and reserve meeting space. |
| <input type="checkbox"/> | 2 months | Sponsor | Obtain signed Relevant Financial Relationship disclosure forms from all faculty-keep on file for two years |
| <input type="checkbox"/> | 6 weeks | Sponsor | Complete the Live Disclosure slides based on returned disclosure forms from faculty. |
| <input type="checkbox"/> | 6 weeks | Sponsor | Order optional products from the Online Product Order webpage , such as the Mnemonic Cards and Course Manuals (.pdf). Hard copy of the Manuals is no longer available. |
| <input type="checkbox"/> | 6 weeks | Sponsor | Email registrants with the verbiage provided in the ALSO Course Approval email, including the Online Course URL. ENSURE IT IS THE CORRECT URL FOR THE COURSE DATE BEFORE DISTRIBUTING. |
| <input type="checkbox"/> | 6 weeks | Sponsor | Access Course Dashboard and continue to track Learners until they all access the online course and show as Complete – a requirement to attend the Live course. Follow up as necessary. |
| <input type="checkbox"/> | 6 weeks | Sponsor | Nurse Roster - Complete fields and provide for Nurse Learners to sign, as applicable. |
| <input type="checkbox"/> | 6 weeks | Sponsor | Nurse-Instructed Workstation sheet – Complete fields for Nurse Instructors only , as applicable. |
| <input type="checkbox"/> | 6 weeks | *Learners | Access the Online Course and complete at least 24 hours prior to Live Course (claim credit at end to show as 'Complete'). Completion may take time to sync to the Course Dashboard. |
| <input type="checkbox"/> | 2 weeks | Sponsor | Finalize Course agenda, faculty assignments, Learner work groups. |
| <input type="checkbox"/> | 2 weeks | Sponsor | Distribute the teaching materials found on the Course Materials web page, to the faculty for review prior to the Faculty Meeting. Instructors cannot access the link to the web page. Videos cannot be emailed. Sponsor should view with faculty during pre-course meeting. Approved Instructors access their Online Instructor Renewal Course to review content/videos. Non-approved Instructors and coordinators order the ALSO Course or ALSO Instructor Course Manual digital download to review content. |
| <input type="checkbox"/> | 1 week | Sponsor | Hold a pre-Course Faculty Planning Meeting to review materials/ videos and answer any questions. |
| <input type="checkbox"/> | 3 days | Sponsor | Check the Course Dashboard for Learner completion. If names of Learners are not listed, or some are still showing 'Incomplete', contact them immediately . |
| <input type="checkbox"/> | 2 days | Sponsor | Print Nurse Roster and set out for Nurse Learners to sign as they arrive to the course, if applicable. |
| <input type="checkbox"/> | 2 days | Sponsor | Set up workstations, ensuring all AV equipment is functional. Place directional signs, if needed. |
| <input type="checkbox"/> | Course day | Sponsor | Only Learners who show as 'COMPLETE' on the Course Dashboard may be allowed in the Live course. Online course access will be restricted as of the date of the course. |

Any online access issues should have already been reported to AAFP and resolved by the course date. If an 'Incomplete' Learner shows up, claiming they completed the online course, ask them to open their online course to ensure they 'Claimed Credit'. After ensuring they have completed the course, they should be allowed to attend. For situations you cannot resolve on your own, please contact also@aafp.org.

POST COURSE:

- 1) Sponsor will complete and submit their Course Dashboard within one week of Live course. Reminder email is provided.
- 2) If there are any questions or corrections needed to the Dashboard, **do not submit, until all issues are resolved.**
- 3) Complete the Course Dashboard
 - a. Select Occupation for each Learner and Instructor.

- b. Indicate pass, fail or no show for each Learner.
 - c. Enter AAFP ID numbers in the Instructor section for the Course Director, Instructors, and Advisory Faculty
 - d. Scan and upload the completed Nurse Roster with signatures and/or the Nurse-Instructed Workstation sheet, as applicable.
 - e. Select 'Recommend' next to any Instructor or Advisory Faculty candidate's name, who was observed by an Advisory Faculty **at THIS course**. THIS STEP MUST HAPPEN for the status change to register in their AAFP/ALSO Accounts.
 - f. Course Director reviews the course dashboard for accuracy and 'Attests' to doing so near bottom of dashboard.
 - g. Select 'Submit to AAFP'
- 4) Upon submission of the Course Dashboard, each Learner account will be updated with CME credit, Letter of Participation, and status wallet card for those Learners who successfully passed and are indicated as such on the Course Dashboard. **Letters and Wallet Cards may be accessed by each Learner and Instructor in their AAFP Transcript or Account. Share this link if they need further instruction: [How to Access Wallet Cards](#).**
 - 5) The Relevant Financial Relationship disclosure forms and other Course documentation should be **kept on file with the Sponsor for two years** and may be requested in the event of an audit by the AAFP.

Further information and more detailed descriptions of the action items listed above, please reference the **ALSO Course Guidelines document available on the Course Materials web page**.

Contact the Women's Health Team at also@aafp.org for any course-related questions.

Contact the Member Resource Center at 1-800-274-2237 or aafp@aafp.org for online access issues, and invoicing questions.

Office hours M-F, 8 am-5 pm CST