



Basic Life Support in Obstetrics (BLSO™)

Course Sponsor Guidelines

This document includes guidelines for the following topics:

Course Planning • Applying for a Course • CME Credit and Compliance • Faculty Responsibilities • Copyright • Invoicing

Thank you for your interest in sponsoring a Basic Life Support in Obstetrics (BLSO®) Course. This document is designed to assist Course Sponsors in planning a BLSO Course while ensuring the education being delivered meets the educational standards of the American Academy of Family Physicians.

Communication: BLSO process changes and other updates are communicated via the [Latest Announcement Web page](#), [Instructor Online Community](#), [Coordinator Online Community](#) and in many cases, blast email. This document will also be updated, accordingly.

Begin the process of planning your BLSO Course early, allowing enough time to apply for CME, select faculty, secure facilities, email Learners the Online course URL/link, and prepare the workstations.

APPLY FOR A COURSE and CME APPROVAL

Visit the [Hold a Course](#) web page for a Course description, pricing and to complete the BLSO Course **3-Step Application Process**. This application process is the entry point for holding a course and prepares sponsors for accurate completion of the course dashboard, leading to seamless processing of post course materials (CME Elective Credit, Letters of Participation, Waller Cards, etc.).

APPLYING FOR CME: An AAFP CME Application (step 2 of the 3-Step Application Process) must be submitted by the sponsor for every BLSO Course, regardless of their need for CME. If a Sponsor holds two courses on consecutive days, for different groups of learners, they will need to submit two CME Applications – one for each date. There is no charge to submit a CME Application, but there is a [New Organizational Account form](#)/review process with a one-time fee for organizations **who have not submitted an AAFP credit application within 3 years of submitting the one to Sponsor your upcoming ALSO or BLSO Course**. If you have any questions about this AAFP Credit System requirement, please email cmecredit@aafp.org, or call (800) 274-2237.

DASHBOARD

You may now access your Course Materials and Resend your Course Approval email directly from your Course Dashboard!

Enter the Course Director and Coordinator's AAFP ID# on the CME Application. *These fields may be edited by Sponsor at any time prior to the Live course date. Select 'Resend Course Approval Email' from the Course Dashboard after the edit, to send to the updated contacts.*

The Director and Coordinator will receive two emails:

1) Course Approval email: Important course information and Course Materials link (administrative and teaching documents) for Sponsors, as well as **instruction and Online course access for Learners**.

2) CME Approval email: Official **Live activity approval with CME Statement** (activity title, date, and credit amount) for Sponsors to use on all promotional materials.

[CME Relevant Financial Relationship Policy and Disclosure Form](#) must be completed by each faculty member prior to the appointment of their roles at the course, to remain in compliance with the ACCME Standards for Integrity and Independence in Accredited Education. All faculty must disclose any relevant financial relationships with ineligible companies to the Course Sponsor. The Course Sponsor will mitigate any relevant financial relationships prior to any education being delivered to Learners. Sponsors are to disclose all relevant financial relationships with ineligible

companies, to be shared with all Learners at the beginning of the course (disclosure slides available on the Course Materials page). Sponsors may choose to use their own disclosure form.

In compliance with ACCME Standards and AAFP requirements, all Course documentation should be retained for two years by the Course Sponsor. The AAFP reserves the right to perform a post-Course audit and/or have a live monitor present at any BLSO Course.

FACULTY ROLES AND RESPONSIBILITIES:

BLSO Course Sponsor is an organization (hospital, medical center, university, residency program, etc.) that plans and conducts a BLSO Course at their facility and is responsible for payment of the AAFP BLSO Course invoice.

Course Coordinators are responsible for working with the Course Director and overseeing the administrative responsibilities of the Course, including the Course Dashboard submission to AAFP after the course. AAFP Women's Health staff work closely with the Course Coordinator, as the main contact. The Course Coordinator and Director listed on the CME Application will receive the Course Approval email, access to the Course Materials Web page and to the BLSO Course Dashboard.

Course Directors oversee the entire course, ensure adherence to all BLSO requirements and are **responsible for all aspects of the course**. The Course Director must remain on-site during the entire course and is **accountable for reviewing the Course Dashboard for accuracy before it is submitted to the AAFP**. The Course Director and

Course Coordinator listed on the CME Application will receive the Course Approval email, have access to the Course Materials web page and to the BLSO Course Dashboard. They must distribute the teaching materials to the course faculty, as faculty do not have access to the Course Materials web page.

FACULTY REQUIREMENTS

Course Coordinator-1

(No ALSO or BLSO status necessary)

Course Director-1

(Any ALSO or BLSO status)

ALSO Advisory Faculty – 1

(Only required on-site for observing /recommending Candidates. Otherwise may serve remotely.)

ALSO Approved Instructors – 1 or more

Non-Approved Instructors

(including Instructor Candidates) – **0 or more**

Faculty to Learner Ratio - 1:6

Advisory Faculty (AF) are ALSO Approved Instructors who have applied for and met the requirements for Advisory Faculty status.

Each BLSO Course should have one Advisory Faculty who may serve remotely, making themselves available to the course staff for consultation, (via phone/email) during course hours, as well as offering guidance to the staff before and after the course date. **Only if there is a candidate to observe/recommend, do they need to serve on-site.**

Approved Instructors (AI) have successfully completed an ALSO

Course and an ALSO Instructor Course and have been evaluated, as an Instructor Candidate (IC), while teaching in an ALSO or BLSO Course and recommended for Approved Instructor status by an Advisory Faculty. Each BLSO course **must have at least one AI** who will serve on-site during the entire course.

Instructor Candidates (IC) have successfully completed an ALSO Course and an ALSO Instructor Course but have yet to be evaluated and recommended as an Approved Instructor by an Advisory Faculty. The Instructor Candidate must be observed and evaluated by an Advisory Faculty while teaching in an ALSO or BLSO Course **within one year of their Instructor Course date**.

1. If you have an IC teaching in your course, best practice is to have them rotate through all required workstations, with an AI supervising each workstation, while the IC teaches. If this is not possible, there should always be an AI present to observe and assist if/when needed.

2. After completion of the Course, in which the IC taught, the Sponsor collects the completed IC Evaluation (serves as recommendation from the observing AF) and keeps on file for two years – **no need to submit to the AAFP.**
3. Course Sponsor **MUST select ‘Recommend for Approved Instructor’** (if applicable) next to the candidate’s name in the Instructor section of their Course Dashboard (if applicable), prior to submitting to the AAFP.

Note: Dashboard corrections regarding Instructor Candidates can only be honored **up to two years** after the course date in which they were observed. The request must be emailed to also@aafp.org, with an attached copy of the AI Evaluation (all fields complete) from that specific course.

4. The observing AF must also be listed on the Course Dashboard in the Instructor section.

Non-Approved Instructors are those who are subject matter experts in the pregnancy topic they are instructing, who are comfortable with the goals and objectives of the BLSO Course and agree to utilize the standardized Course methods and materials. Prior to teaching, they (or the sponsor) should [order](#) the BLSO and BLSO Instructor Manual digital downloads (hard copy no longer available) to review and become familiar with the BLSO Course content. **They should NOT access the Learner’s Online course URL/link.**

INVOICING AND PAYMENT

The AAFP will email one Live course invoice to the Sponsor approximately **10 days** after the course, which will include the **Learner Online Access fees/Learner Report** and **Course Registration/Materials fee**. The Sponsor is responsible for **payment within 30 days of receipt** of the invoice.

When multiple organizations send staff to the course, Sponsors may provide copies of the Learner list and Invoice to the organizations so they may either pay the Sponsor or pay the AAFP directly (**must include the invoice number with payment**). It is the sponsor’s responsibility to track and ensure the entire invoice is paid within 30 days. It is not an option for each Learner to pay the AAFP directly – only their organizations. **Sponsors with overdue payments are subject to non-approval of future Course applications.**

Optional products ordered from the Online Product Order web page are paid at point of sale.

Learners Who Do Not Attend Their Scheduled Live Course and Marked as ‘No-Show’ on Dashboard

If a learner accesses the Online course URL and then does not attend (regardless of circumstance) they will remain on the Course Dashboard and the Learner Online Access invoice. **The learner may register for a future Live course and will receive a new Online course URL to access, from that specific sponsor. They will then appear on the new sponsor’s Course Dashboard, but their existing Online course progress or completion will remain in their AAFP Account to access.** The Learner will appear on the sponsor’s Learner Online Access invoice for that course. This applies whether the two course sponsors are different or the same.

Other Resources:

- Please follow the **Course Checklist** available from your Course Materials web page and the Course Dashboard.
- Please refer to your **BLSO Instructor Manual (pdf)** available in the Online Instructor Renewal Course, and on the [Online Product Order web page](#) for more information on how to plan your course – equipment, supplies, space, and specific workstation requirements.
- **Contact Information** (Office hours Mon-Fri 8:00 am - 5:00 pm CST)
AAFP **Women’s Health Team** at also@aafp.org for any course- or status-related assistance.
AAFP **Member Resource Center** at aafp@aafp.org for online access issues, and invoicing questions.

BEST PRACTICE

Collect fees from Learners prior to providing them the Online course access link. If they are a ‘No Show’ they remain on your Learner Online Access invoice.