



Guidelines for Sponsoring an Advanced Life Support in Obstetrics (ALSO®) Provider Course

Introduction

The success of each ALSO course is directly related to the quality of education and hands-on training offered to each Learner. The American Academy of Family Physicians (AAFP) must ensure the education being delivered by its ALSO Course Directors and Approved Instructors meet the AAFP's educational standards. These Guidelines for Sponsoring an Advanced Life Support in Obstetrics (ALSO®) Provider Course serve as a resource in guiding individuals through a general outline of course specifics. For further information, please see the most current version of the ALSO Instructor Manual for equipment, space, and workstation set-up specifics. Additional and updated information may be found on the ALSO website, specifically on the FAQ page available at www.aafp.org/also.

Roles and Responsibilities

Course Sponsor

An ALSO Course Sponsor is an organization (hospital, medical center, university, residency program, etc.) that works with the ALSO Staff to plan and conduct an ALSO Course at their facility. The sponsor is the organization that will be billed for all products and learner fees after the completion of the course.

Course Director

An ALSO Course Director is defined as an individual who has a current ALSO Provider, Instructor Candidate, or Approved Instructor status. Past experience as an Instructor at an ALSO Course is preferred, but not required. The Course Director ensures adherence to all ALSO program requirements are met and oversees all aspects of the course. The Course Director must remain on-site during the entire course, including longitudinal courses (defined as courses completed over several weeks in smaller segments).

Course Coordinator

An ALSO Course Coordinator is an individual who is responsible for the administrative responsibilities of the course from initiation to completion. It is helpful for the Course Director to appoint a Course Coordinator to help in this process. The AAFP ALSO Staff consider the Course Coordinator the main point of contact for the course.

Approved Instructor

An ALSO Approved Instructor is an individual who has successfully completed an ALSO Provider Course, attended an ALSO Instructor Course to become an Instructor Candidate, and has then been successfully evaluated during a course and recommended to be an Approved Instructor by an Advisory Faculty member. Approved Instructor status is maintained only by teaching in three ALSO or BLSO courses within a five-year time period. Teaching an ALSO Instructor Course does qualify the same as teaching an ALSO course.

Instructor Candidate

An Instructor Candidate is an individual who has passed an ALSO Provider Course, attended an ALSO Instructor Course, but has yet to be evaluated by Advisory Faculty while teaching either an ALSO or BLSO course. The Instructor Candidate's teaching must be observed and evaluated by Advisory Faculty in an ALSO Provider Course within one year of taking the Instructor Course. Once the Instructor Candidate submits the completed and signed Instructor Candidate Evaluation Form to the AAFP ALSO Staff for approval, his or her status will be changed to Approved Instructor.

Non-Approved ALSO Instructors

At least fifty percent of those who instruct an ALSO course must be ALSO Approved Instructors or Instructor Candidates. The other fifty percent may be comprised of Non-Approved ALSO Instructors. These individuals may include qualified healthcare professionals who are comfortable with the goals and objectives of the ALSO course and

agree to utilize the standardized course methods and materials. When Non-Approved Instructors are being utilized, they should complete the online content prior to teaching, in order to be completely familiar with the ALSO course content.

Advisory Faculty

An Advisory Faculty member is an individual who is an ALSO Approved Instructor and has gone through the process of being approved as ALSO Advisory Faculty through directing an ALSO Course. The Advisory Faculty maintains the integrity and consistency of the ALSO Program content. Advisory Faculty members must only be in attendance at a course if there is an Instructor Candidate or Advisory Faculty Candidate present that need to be observed teaching. Starting in March 2018, the Advisory Faculty may now serve both the role of Advisory Faculty and Course Director at the same time.

Course Logistics

Conflict of Interest (COI)

The Course Director is responsible for ensuring that all staff for the course complete the required COI Form to remain in compliance with the ACCME Standards for Commercial Support. This form must be completed *prior to* the official appointment to their roles. All course staff must disclose any relevant financial relationships with commercial interests to the Course Sponsor. The Course Sponsor will mitigate and resolve any conflicts of interest prior to any education being delivered to Learners. Instructors are to disclose all relevant financial relationships with commercial interests to the Learners in program materials *and from the podium* prior to all educational activities. The AAFP reserves the right to perform a post-activity audit and/or have a live monitor at any AAFP certified CME activity. In compliance with the ACCME Standards and KSBN operational requirements, copies of all instructor disclosures must be kept on file with the Course Sponsor for a period of two years.

Maintenance of Records

The ALSO Course Sponsor should retain all documentation associated with the development of the ALSO Provider course for two years. The AAFP reserves the right to perform a post-course audit and/or have a live monitor present at any ALSO course.

Continuing Medical Education (CME) and Continuing Nursing Education (CNE)

The AAFP uses an established procedure for identifying and analyzing CME/CNE needs and interests of prospective Learners. Each Course Director is required to determine if there is an identified need in his or her local community to offer the ALSO Provider Course.

CME and CNE Approval

The Course Director is **required** to complete the online CME Application, free of charge at www.aafp.org/cmecredit. Completion and approval of CME application is required for Learners and Instructors to receive:

- AAFP Prescribed Credits or Nursing Contact Hours.
- Course information and Provider status in their AAFP ALSO records.
- Live Course Letters of Participation and ALSO Wallet Cards.

Copyright

All ALSO materials are protected by copyright laws, and the AAFP reserves full title and ownership of all such materials. The Course Sponsor and Course Director must abide by all copyright laws and retain all copyright, trademark, and other proprietary notices appearing in such materials.

Course Approval Process

The Course Director or Coordinator is required to first complete their proposed **Course Agenda Template** from the ALSO website. Once completed, the Director or Coordinator should go to www.aafp.org/cmecredit to begin filling out their course application. Within the credit application, it will require an upload of the completed Course Agenda Template. **All fields must be completed in this document in order to receive course approval.** Upon review, the course will be approved by AAFP ALSO Staff. A course approval email will then be sent to the Course Coordinator and Course Director containing the Product Order Form, Online course registration link to share with learners, and a unique course discount code to distribute to learners so they may individually register for the online portion of the course. Please read the course approval email in full, as it includes important documents and directions for holding the course.

Required Materials to Purchase

- Pricing options and required versus optional products are outlined on the also website at www.aafp.org/also.
- ALSO products are available to order prior to the start of the course via the ALSO Product Order Form (course will be invoiced after the course date) or directly through the AAFP online catalog www.aafp.org/catalog (may pay via credit card in real time).
- Product orders will arrive approximately 5 to 7 days after the Product Order Form is submitted by the Course Coordinator/Director to the AAFP Member Resource Center.

Course Promotion: Required Elements

Brochure, Name and Logo

When promoting an ALSO Provider Course, the Course Sponsor and Course Director must abide by all trademark laws as they apply to the AAFP and ALSO names and ALSO logo. The AAFP name, ALSO acronym and ALSO logo may only be used for course promotion. Any other proposed use of the AAFP name, ALSO acronym or logo that is not described above, such as gift items or give-away items, e.g., mugs, t-shirts, buttons, requires written approval in advance from the AAFP.

A copy of any course promotional materials *must* be submitted to AAFP ALSO Staff to be kept on file. An ALSO Course Brochure template is provided on the ALSO Course website. All elements in this brochure must remain in accordance with AAFP, ACCME, ABOG, and KSBN guideline requirements, with exception of personalizing the following:

- Course Sponsor, date, and location.
- Instructor list (course staff names may be adjusted at a later date with notification to the AAFP ALSO Staff).
- Course schedule/agenda, including a time frame for each lecture and workstation.

The ALSO acronym and ALSO logo *must* be used by Course Sponsors on all promotional materials. The Course Sponsor should mail the brochure to potential attendees at least two to three months prior to course date.

Required CME Pending Statement

If CME approval is pending at the time of the distribution of course promotional materials, the Course Sponsor must use the following pending statement word for word: *“Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.”*

Once Course Sponsors receive confirmation of approved CME credit, they may then replace the pending statement with the approved CME statement that will be included in the CME Approval email sent by AAFP CME Credit Systems and Compliance. A final brochure or promotional materials with the approved credit statement must then be provided to the AAFP ALSO Staff. **Under no circumstances can a Course Sponsor use a statement and credit amounts from previous years on promotional materials.**

KSBN Required Statement

The KSBN has awarded continuing education program approval to the ALSO Provider Course. The following statement must be used when awarding Contact Hours for nurses: *“The American Academy of Family Physicians is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for _____ contact hours applicable for APRN, RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing Provider Number; LT0278-0312. This is an advanced level course and may not be suitable for all general continuing nursing education.”*

Maintenance of Certification (MOC) Required Statement

The American Board of Obstetrics and Gynecology (ABOG) MOC standards now allow participation in ABOG-approved Simulation Courses to meet the annual Improvement in Medical Practice (Part IV) MOC requirement. This course has been approved to meet ABOG Improvement in Medical Practice requirements for 2016-2018. Please review the 2016 MOC Bulletin at www.abog.org/bulletins/MOC2016.pdf for further information.

Course Agenda/Schedule

Per ACCME requirements, there must be a 15-minute break incorporated every four hours. Per the KSBN, contact hours will only be awarded for actual time attended, including partial credit for one or more contact hours. Time frames allotted for each session and break must be reflected on the Course Agenda (provided in the CME Application) in order for the AAFP credit system department to determine the amount of credit that will be approved for the course. Further detailed information regarding recommended time frames for workstations and required instructor/learner ratios can be found in the ALSO Instructor Manual. Please keep in mind, the layout of the course schedule is ultimately up to the Course Director to adapt session times to align with the number of learners and any unique needs for the courses.

ALSO Provider Course Planning Checklist

For more information, refer to the "Apply to Hold a Course in Just Four Simple Steps" section of the ALSO website located at www.aafp.org/also

Time Prior to the Course	Responsible Party	Action Item
<input type="checkbox"/> 3 Months	Sponsor	Review the 4 steps to apply for holding a course by going to https://www.aafp.org/cme/programs/also/hold/provider-blended.html
<input type="checkbox"/> 3 Months	Sponsor	Read the ALSO Course Guidelines Document (as indicated in step 1 on the website).
<input type="checkbox"/> 3 Months	Sponsor	Finalize the course date, secure location and reserve meeting space (if necessary)
<input type="checkbox"/> 2 Months	Sponsor	Identify Course Director, Course Coordinator Advisory Faculty (only If candidates will be present who need to be observed), and Approved Instructors (enough to maintain a minimum 1:6 instructor to learner ratio). Obtain a signed Conflict of Interest Form from each instructor, and keep a copy on file at sponsor site for two years in case of course audit.
<input type="checkbox"/> 2 Months	Coordinator	Complete <i>all</i> fields of the ALSO Course Brochure Template (as indicated in step 2 on the website). Save the completed brochure to your files .
<input type="checkbox"/> 2 Months	Coordinator	Apply for CME credit and fully submit the CME Application (as indicated in step 3 on the website). You will need your completed Course Brochure readily available to upload within the application, as well as the Course Coordinator AAFP ID and the Course Director AAFP ID. If you do not yet have an AAFP ID, you will need to create one (free of charge). All future course instructions will be sent to the emails indicated within the application. So please ensure the information is accurate and up to date. Within 1 business day, you will receive an auto-generated email from the ALSO staff indicating your course has been approved and an explanation of next steps.
<input type="checkbox"/> 6 Weeks	Coordinator	If you need to order printed manuals or mnemonic cards for your course, please submit the Product Order Form to the AAFP Member Resource Center at aafp@aafp.org . You will be invoiced for products ordered at the end of the course. Please allow 5-7 business days for delivery.
<input type="checkbox"/> 6 Weeks	Learner	Follow directions within the course approval email by copying and pasting the Learner Email Template language and sending instructions (on how to access the ALSO online content) to each learner. If there are any technical difficulties in accessing the content, please call the AAFP Member Resource Center at 1-800-274-2237 during regular business hours (8 am-5 pm CST).
<input type="checkbox"/> Ongoing	Coordinator	Fill in the Course Roster/Signature Form as learners are confirmed for the course. Please ensure all date fields are completed on this form, <i>as it will save the course Coordinator and/or Director a large amount of time when having to enter this information into the dashboard after their course is complete</i> .

Time Prior to the Course	Responsible Party	Action Item
<input type="checkbox"/> 2 Weeks	Director	Finalize the Course Agenda, Faculty assignments, and separate learners into rotating groups (if necessary). Share final agenda and any supportive instructor documents within the Course Materials with instructors to review and prepare for the Faculty Planning meeting and course.
<input type="checkbox"/> 1 Week	Director	Hold a Pre-Course Faculty Planning Meeting to provide guidance about the course and allow instructors to ask questions about their assigned sessions.
<input type="checkbox"/> 1 Week	Coordinator	Access the ALSO Course Dashboard (link provided at www.aafp.org/also) to see a real-time report of what Learners have completed their online pre-work. If names of known course participants are missing from the list, this means they have not yet accessed any portion of the course.
<input type="checkbox"/> 1 Week	Coordinator	Send an email reminder to all registrants who have not yet completed the online course content, reminding them that they must do so by 24 hours prior to the live course, or they will not be able to gain entry to the live portion of the course.
<input type="checkbox"/> 1 Week	Director	Review the ALSO Instructor Manual and coordinate course logistics with Course Coordinator, prepare course forms, and gather items for workstations.
<input type="checkbox"/> 1 Week	Coordinator	Print Agenda, collate course forms needed from Course Materials documents for both Learners and Instructors at workstations.
<input type="checkbox"/> 48 Hours	Coordinator	Access the ALSO Course Dashboard, and contact any remaining learners via phone to again remind to complete the online course content within the next 24 hours, or they will not be allowed entry to the live course.
<input type="checkbox"/> 1 Week	Director	Review the ALSO Instructor Manual, print course forms, create course evaluation, and gather items for workstations.
<input type="checkbox"/> 24 Hours	Coordinator	Print final Course Roster/Signature Form . Fill in with as much information as possible prior to printing. Place form at registration desk for <u>every</u> learner to fill in all required fields (including their signature) upon check-in for the course.
<input type="checkbox"/> 24 Hours	Director	Set up equipment for each workstation and ensure all AV equipment is functional. Place directional signs for learners if needed.
<input type="checkbox"/> Morning of Course	Coordinator	Distribute necessary forms to learners. Hand out mnemonic cards and printed manuals (if ordered). Remind everyone to completely fill in all fields on the Course Roster/Signature Form . As soon as all learners have arrived and checked in, it is essential for the Coordinator to review the Course Roster/Signature Form to assess for empty information fields. The Coordinator should then seek those learners with incomplete information before the end of the course, and have them fill in any missing information.

Time After the Course	Responsible Party	Action Item
<input type="checkbox"/> 1 Day	Coordinator	The Coordinator and Director will be sent an email reminder from the ALSO Program Staff which will include a link to the post-course page of the ALSO/BLSO Dashboard.
<input type="checkbox"/> 1 Week	Coordinator	Scan the fully completed Course Roster/Signature Form and save the file to a computer. Log into the ALSO/BLSO Dashboard with the document in hand and do the following: <ul style="list-style-type: none"> • Indicate whether or not each learner passed the course. • Ensure all instructor names are entered (so they get credit for teaching the course). • Upload the completed Course Roster/Signature Form file to the Post-Course page. • Click Submit-your course is instantly processed (wallet cards/letters of processed will be emailed to each learner individually).
<input type="checkbox"/> 1 Week	Coordinator	Keep all course evaluations, signed workstation checklists, COI forms and other course documents in a file for a period of two years in case of course audit by accrediting agencies.

ALSO Provider Course Disclaimer

The material presented in the ALSO course is being made available by the AAFP 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 instructor, 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 the course and for all claims, which may arise out of the use of the techniques demonstrated therein by such individuals, whether a physician or any other person shall assert these claims.

Every effort has been made to assure the accuracy of the data to be presented at the course. Physicians should check specific details such as drug doses, contraindications, etc, in standard sources prior to clinical application. This course has been determined to be a Level 2 classification under the AMA PRA Credit and Classification Guidelines. The AAFP does not certify competence upon completion of the ALSO Provider Course, nor does it intend this course to serve as a basis for requesting new or expanded privileges.

For further information on sponsoring an ALSO Course, please visit the ALSO website at www.aafp.org/also or contact ALSO Staff at 1-800-274.2237 x8722