



AAFP Guidelines for Sponsoring an Advanced Life Support in Obstetrics (ALSO®) Course: Blended Classroom Version

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 meets the AAFP's educational standards. Course Directors and Approved Instructors must be knowledgeable about the requirements for sponsoring a course. These AAFP Guidelines for Sponsoring an Advanced Life Support in Obstetrics (ALSO®) Course: Blended Classroom Version (Guidelines) serve as a resource in guiding individuals through the process by providing a detailed description of the required steps. Adherence to these requirements is essential to ensure consistency in each ALSO course. Additional and updated information may be found on the ALSO website available at www.aafp.org/also.

Roles and Responsibilities

Course Director

Definition

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 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 over five weeks or less).

Requirements

- Selects instructors as required by the AAFP.
- Strictly adheres to the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support. Available at www.accme.org.
- Strictly adheres to the Kansas State Board of Nursing (KSBN) rules and regulations related to continuing nursing education in the KSBN Nurse Practice Act. Available at www.ksbn.org/npa/npa.pdf.
- Strictly adheres to the American Board of Obstetrics and Gynecology (ABOG) Objectives and Purposes. Available at www.abog.org.
- Obtains Conflict of Interest (COI) documentation on all instructors prior to the appointment to their role.
- Assures all course staff Conflicts of Interest are resolved and disclosed to Learners prior to the start of the live course.
- Involves the Advisory Faculty in all planning and development of the course.
- Organizes the required course staff meeting prior to the course.
- Involves the AAFP ALSO Staff in planning and developing the course as required.
- Organizes necessary equipment and meeting rooms.
- Presents opening announcements and introductions at the course.
- Available for questions from instructors and Learners.
- Assures that the course runs smoothly and according to schedule.
- Maintains security of materials on the ALSO Course Materials CD-ROM or flash drive.
- Ensures all post-ALSO Course Materials are complete and submitted on time to the AAFP ALSO Staff.
- Shreds any unused testing/workstation materials or ALSO Course Materials after the course is complete.

Course Sponsor

Definition

An ALSO Course Sponsor is an organization (hospital, medical center, university, residency program, etc.) that works with the AAFP ALSO Staff to plan and conduct an ALSO Course at its facility.

Advisory Faculty

Definition

An Advisory Faculty is an individual who is an ALSO Approved Instructor and has gone through the process of being approved as ALSO Advisory Faculty. The Advisory Faculty maintains the integrity and consistency of the ALSO

Program content. There must be one Advisory Faculty in attendance at each course, for the entirety of the course. For a particular course, the Advisory Faculty may not serve both the role of Advisory Faculty and Course Director at the same time.

Requirements

- Submits a signed COI form to the Course Director *prior to* the appointment and formal acceptance of his or her role.
- Ensures that the Course Director adheres to all role requirements as indicated above.
- Actively assists the Course Director with planning and coordination of the course, including course staff selection.
- Advises the Course Director during the course through active problem solving and suggestions for improvement.
- Observes and evaluates Instructor Candidates teaching skills using the ALSO Instructor Candidate Evaluation Form.
- Reviews the signed Instructor Candidate Evaluation Form with the Instructor Candidates and reminds them to submit to AAFP ALSO Staff.

Qualifications

Individuals who wish to be designated as ALSO Advisory Faculty must:

- Have served as a Course Director for an ALSO Provider Course.
- Maintain Approved Instructor status.
- Have completed and submitted an ALSO Advisory Faculty Application Form, current CV, and letter of interest. Applicant must either have a current ALSO Advisory Faculty complete page two of the application or write a letter of recommendation.
- Have received notification of Advisory Faculty approval from the AAFP ALSO Staff.

Approved Instructor

Definition

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. 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 as teaching an ALSO course.

Requirements

- Submits a signed COI form to the Course Director *prior to* the appointment and formal acceptance of their role.
- Participates in the pre-course staff meeting.
- Assists the Course Director and Advisory Faculty in maintaining the consistency and integrity of the ALSO Program by ensuring adherence to all AAFP course requirements.
- Is familiar with all required content associated with the topic he or she is assigned to teach.
- Is prepared to answer Learner questions at the course regarding course content.
- Functions as an effective team member, exhibits leadership skills, and effectively manages assigned workstations.

As long as an Approved Instructor meets the teaching requirements to maintain an active Approved Instructor status, retaking the Provider Course is not necessary at this time. However, it is highly encouraged that the Approved Instructors re-familiarize themselves with the content regularly, which is now updated on an annual basis.

Instructor Candidate

Definition

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. If the evaluation does not occur within a year, the Instructor Candidate's status will immediately revert back to Provider status. 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.

Requirements

- Submits a signed COI form to the Course Director *prior to* the appointment and formal acceptance of his or her role.
- Participates in the pre-course staff meeting.
- Assists the course staff in maintaining the consistency and integrity of the ALSO Program by ensuring adherence to all AAFP course requirements.

- Is prepared to answer Learner questions at the course regarding course content.
- Is familiar with all required content associated with the topic he or she is assigned to teach.
- Functions as an effective team member, exhibits leadership skills, and effectively manages assigned workstations.

Other Instructors

Definition

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 Other 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.

Requirements

- Submits a signed COI form to the Course Director prior to the appointment of his or her role.
- Adheres to all AAFP requirements for sponsoring an ALSO Provider Course.
- Is familiar with all required content associated with the topic he or she are assigned to teach.
- Reviews content with the Course Director and Advisory Faculty to clarify how materials should be taught.
- Participates in the pre-course staff meeting.
- Has willingness and ability to remain on-site during the entire course.

Course Coordinator

Definition

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, and are available to answer questions and provide assistance as needed.

Requirements

- Ensures all required course forms are submitted.
- Maintains list of Learners who are enrolled in the course.
- Facilitates completion of required course staff documents such as COI's.
- Adherence to all AAFP requirements for sponsoring an ALSO Provider Course.
- Distributes ALSO Course Materials to Instructors.
- Provides online registration information to Learners at least one month in advance of the course.

Learner

Definition

An ALSO Learner is an individual who attends an ALSO Provider Course. Upon successful completion of the course, he or she will earn ALSO Provider status for a period of two years. Learners may include physicians, residents, nurse midwives, nurses, physician assistants, and other maternity care clinicians. It is expected that Learners at least have a basic knowledge of prenatal, antepartum, and intrapartum care.

Requirements

- Completes required online elements prior to the live portion of the course and claims credit.
- Provides the Course Sponsor with Online Letter of Participation either via email or hard copy prior to course.

Conflict of Interest (COI)

The Course Director is responsible for ensuring that all staff for the course complete the required COI Form in order 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. A Conflict of Interest form template is available at www.aafp.org/cmea under "Tools for CME Developers."

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.

Pre-Course Staff Meeting

Instructor orientation is expected to be accomplished in a pre-course staff meeting conducted by the Advisory Faculty or Course Director. The person who conducts the course staff meeting must have either taught the current curriculum before or have studied the most current Provider Manual and ALSO Course Materials well ahead of time. Instructors attending this meeting should have already been given access to the most current content, and must be provided the most current version of the ALSO Instructor Manual in order to be adequately prepared for their teaching roles.

Course instructors should receive written notice, reinforced by phone call(s), about the importance of this pre-course meeting and their personal pre-course preparation. Minimum personal planning time for experienced instructors to prepare to present their assigned subject matter is one to two hours. The pre-course meeting can be conducted any time close to the course. Suggested timing would be the evening before the day of the live course.

The purpose of the pre-course meeting is to:

- Reinforce the evidence-based philosophy and materials of the course.
- Review any logistical or structural changes in the course.
- Reinforce interactive teaching methods.
- Review the course agenda, methods for skills workstation check-off, and the process for group testing.
- Discuss any audiovisual needs related to electronic slide availability and the functionality of AV equipment.
- Answer specific questions about course objectives and processes.


Pre-Course Meeting Structure

10 minutes	Welcome and introduction of instructors
10 minutes	What are “levels of evidence” and “practice recommendation categories”? Why and how are they integrated into the course? How do their incorporation complement the ALSO philosophy?
15 minutes	Structural changes to the format of the course.
15 minutes	Practice/demonstration of any skills workstation with significant change(s) that has been implemented in the ALSO content or requirements within the past year. Instructors should be reviewing the most current version of the Instructor Manual as a resource.
20 minutes	Practice/demonstration and critique of a group testing procedure.
20 minutes	Review of course schedule, assignments, AV equipment and room layout.
15 minutes	Time for instructors to ask questions, or prepare using the slide CD-ROM.
1 hour 45 minutes total	

If optional skills workstations are to be conducted, additional time will be needed to introduce the materials, setup and procedure.

ALSO Provider Course Blended Classroom Process

(For information specific to the Traditional Classroom format, refer to the AAFP Guidelines for Sponsoring an Advanced Life Support in Obstetrics (ALSO®) Course Traditional Classroom Version).

	Time Period Before the Course	Responsible Party	Action Item
	3 Months +	Sponsor	Access and read these guidelines at www.aafp.org/cme/programs/also/course-guidelines.html and obtain meeting space and hotel rooms.
	3 Months +	Sponsor	Identify Course Director, Advisory Faculty member, and Approved Instructors. Obtain a signed Conflict of Interest Form from each and keep a copy on file.
	3 Months +	Sponsor	Complete <i>all</i> fields of the Course Agenda Template to be saved and uploaded in the CME Application –Step 4 .

	3 Months +	Sponsor	Go to www.aafp.org/cmecredit to complete and fully submit the CME Application for the Live portion of the course. Within step one of this application, the Course Sponsor will attest to having read these Guidelines.
	3 Months +	AAFP/ALSO	ALSO Staff are automatically notified when the AAFP CME Application is submitted.
	3 Months +	AAFP/ALSO	ALSO Staff verify identified instructors listed in the AAFP CME Application . A course approval email will be sent within 2 weeks. This email will contain the Product Order Form , online course registration link, and a unique course discount code to distribute to Learners so they may individually register for the online portion of the course.
	2 Months +	Sponsor	<ul style="list-style-type: none"> • Distribute promotional materials/brochures to potential Learners. • Submit the Product Order Form to the AAFP Member Resource Center at aafp@aafp.org • Send ALSO Instructor Manual and teaching materials to Instructors
	1 Month	Sponsor	<p>Registration Process After Receiving the Course Approval Email:</p> <ul style="list-style-type: none"> • Send an email to Learners with the ALSO Provider Course Online Access link and the unique course discount code assigned to you. Include any special instructions for the course (such as the Learners' need to review optional session materials prior to attending the live portion of the course). • Inform Learners of the need for them to individually create an AAFP account in order to access the required online pre-work. If they already have an account number, remind them to update their address and contact information in their records. If they do <i>not</i> already have an account, they will need to create one at the registration log-in menu. Nurses must complete the AAFP Designation field in their aafp.org account. <p>(If the Learner already has an AAFP account, but cannot remember the information, they may call the AAFP Member Resource Center at 1-800-274-2237).</p>
	1 Month	Learner	After creating their AAFP account, the Learners may sign up for the course by clicking on the link provided in their email. The Learners will use their unique course discount code to register for the ALSO Provider Course, and then may begin working on completion of required online elements prior to the live portion of the course at their own pace.
	Ongoing	Sponsor	Maintain a detailed list of all Learners as Online Letters of Participation are submitted.
	1 Week	Sponsor	Send an email to all registrants who have not yet provided their Online Letters of Participation reminding them to complete the required online pre-work and a copy of their Online Letter of Participation as soon as it is complete.
	1 Week	Sponsor	Review the ALSO Instructor Manual, prepare course forms, and gather items for workstations.
	48 Hours	Learner	Complete all required online pre-work elements and claim credit <i>no later than</i> 48 hours prior to the course. After Learners claim credit, they will <i>immediately</i> have access to print or email their Online Letters of Participation to the Course Coordinator as proof of completion.
	48 Hours	AAFP/ALSO	Auto-generated Online Course Completion Confirmation Email is sent to the Learner within one day of completing required online course elements.
	48 Hours	Learner	Provide the Course Sponsor with Online Letter of Participation either via email or hard copy prior to course. The Course Sponsor <i>must</i> have the Learner's Online Letter of Participation prior to allowing his or her admission to the live portion of the course.

	48 Hours	AAFP/ALSO	Auto-generated list of registered Learners who have completed their required online pre-work is sent to the course coordinator.
	24 Hours	Sponsor	Hold pre-course staff planning meeting.
	Day Of Course	Sponsor	Day of Course:
			• Ensure all Learners have submitted their Letters of Participation prior to live course participation.
			• If nurses are in attendance, they <i>must</i> sign the Nurse Roster and provide their license numbers to obtain CNE.
	Day Of Course	Sponsor	Require all Learners to complete the Course Evaluation by providing them with the evaluation form and complete either throughout the day as they go, or any time before leaving the course. Time is built in to the last session of the day for Learners to complete their Course Evaluation on-site. Keep completed evaluation forms on file for two years.
✓	Time Period After the Course	Responsible Party	Action Item
	1 Week	Sponsor	Submit Nurse Roster to AAFP ALSO Staff.
	1 Week	AAFP/ALSO	Send ALSO Online Access Invoice to Course Coordinator within 1 week of course start date.
	2 Weeks	Sponsor	Complete the ALSO Learner and Instructor Form and submit to AAFP ALSO Staff.
	4 Weeks	AAFP/ALSO	Send Live Course Letter of Participation with wallet card to Course Coordinator within 4 weeks of receiving the ALSO Learner and Instructor Form from the Course Sponsor.
	Up to 2 years	Sponsor	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.
<i>Processes are current as of 6/1/17 and are subject to change.</i>			

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 course 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.

Course Approval Process

The Course Director is required to submit a completed **Course Agenda Template** that is uploaded into the online AAFP CME application at www.aafp.org/cmecredit. **All fields must be completed in this document in order to facilitate course approval.** Upon review and verification of identified instructors, 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, and a unique course discount code to distribute to Learners so they may individually register for the online portion of the course.

Financial Arrangements/Honoraria

Financial arrangements are the responsibility of the Course Sponsor and/or Course Director, who assume all financial risk. The Course Director should decide which instructor expenses (airfare, hotel, meals, incidentals, etc.) will be covered by the course, and if honoraria will be offered to course staff. A course budgeting worksheet is an available tool on the ALSO website that may be used to assist in determining course expenses.

The Course Sponsor will receive invoices from the AAFP that must be paid within 30 days of receipt:

- Product Invoice for the materials ordered from the AAFP.

- ALSO Provider Course Online Access Invoice for all Learners who enrolled in the online portion of the course.

Please note the following:

- The *total* number of Learners who enroll in the online portion of the course with the unique course discount code will be included on the invoice, regardless of cancellations or unsuccessful Learner completion.
- Only defective or damaged products may be returned within 30 days of receipt, with the option of replacement or a full refund. Course Sponsors are responsible for paying all shipping and handling charges.

Course Promotion: Required Elements

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.

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 Materials CD-ROM and flash drive. All elements in this brochure must remain in accordance with AAFP, ACCME, ABOG, and KSBN guidelines 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 relicensure. 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.

Commercial Support

Commercial support can contribute significantly to the quality and accessibility of CME activities. The AAFP requires Course Sponsors to comply fully with the ACCME Standards for Commercial Support.

Required Course Content

Online Portion of the Course

Prior to the one-day live portion of the course, Learners are required to review an ALSO Provider Manual, view online video lectures and workstation demonstrations, complete case studies with branched logic, play interactive mnemonic games, and take a pre-course examination. Upon successful completion of online pre-course work, Learners then attend the live portion of the course after claiming of credit and providing the Online Letters of Participation to the Course Sponsor as proof of successful completion of the required online elements.

Live Portion of the Course

Required Lecture

- Safety in Maternity Care (Must be presented prior to required workstations)

Required Workstations

- Shoulder Dystocia
- Emergency Breech Delivery (Malpresentations)
- Assisted Vaginal Delivery
- Maternal Resuscitation
- Postpartum Hemorrhage
- Interactive OB Cases: Eclampsia, Labor Dystocia/Intrapartum Fetal Surveillance (IFS)

Group Testing

The course concludes with an interdisciplinary group testing session that assesses the maternity team's management of several obstetric emergencies and their ability to communicate effectively. Teams are debriefed not only about medical aspects of care but also for their use of team processes.

Optional Workstations (Require a 1.5-day format)

There are five Optional Workstations which may be added onto the ALSO course. They include Third and Fourth Degree Perineal Lacerations, Ultrasound in Labor and Delivery, Neonatal Resuscitation, Cesarean Delivery, and Birth Crisis. Course Directors may choose to incorporate all or none of these Optional Workstations. It is completely at their discretion. The recommended amount of time to allow for each of the optional sessions is 90 minutes.

If the Course Director chooses the 1.5-day format, it is the recommendation of the AAFP that *all* required elements should occur in the first day of the course (as indicated in the one-day recommended course requirements schedule below). If a Course Director would like to have a 1.5-day course with Optional Workstations, it is recommended that these be presented on the second day. Didactic lectures will need to be presented live for these Optional Workstations because video recorded lectures *do not* exist in the online content at this time. Sponsors must provide additional instructions to Learners on what Optional Workstation information to access in preparation of the live portion of the course.

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 in order to determine the amount of credit that will be approved for the course. Recommended time frames for workstations and recommended instructor/learner ratios can be found in the ALSO Instructor Manual. The layout of the course schedule is ultimately up to the Course Director to adapt to their specific learner needs and course size.

ALSO Blended Classroom Sample Agenda

One-Day Course Requirements (Recommended)

7:30-7:45	Registration
7:45-8:00 (15 min)	Debrief and Review of Online Education
8:00-8:30 (30 min)	Lecture: Safety in Maternity Care
8:30-3:30	Workstation rotation (Learners are each assigned to a group and rotate amongst workstations simultaneously)
8:30-9:45 (75 min)	Workstation 1: Shoulder Dystocia and Workstation 2: Emergency Breech Delivery

9:45-10:00 (15 min)	Break
10:00-11:15 (75 min)	Workstation 3: Assisted Vaginal Delivery (Discuss/demonstrate other malpresations, malpositions if time allows)
11:15-12:30 (75 min)	Workstation 4: Maternal Resuscitation
12:30-1:00 (30 min)	Lunch (recommend lunch be provided on-site to expedite the course)
1:00-2:15 (75 min)	Workstation 5: Postpartum Hemorrhage
2:15-3:30 (75 min)	Interactive Case Studies: Eclampsia (20 min), Labor Dystocia/Intrapartum Fetal Surveillance (55 min) (Learners are equally divided into different groups, with a maximum of 12 in one group for the case study session)
3:30-3:45 (15 min)	Break
3:45-5:00 (75 min)	Group Testing: (six different breakout rooms with one team as assigned above to remain in that room for all of group testing)
5:00-5:30 (30 min)	Wrap-up, questions, complete evaluations

Required Materials to Purchase

- ALSO Course Materials CD-ROM or Flash Drive: Contains current materials required for each course.
- ALSO Instructor Manual: Each instructor must be provided the most current edition prior to the course.
- Access to Online Content for each Learner.
- *Optional ALSO products are available on the ALSO Product Order Form or the AAFP online catalog www.aafp.org/catalog.*

The product shipment 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. Upon receipt, ensure all materials ordered were received and are in good condition. **Course materials on CD-ROM and flash drive should each be examined prior to course date to ensure all files are included and working properly.** Please remember to eject the flash drives properly before pulling out of the USB port. Failure to do so may corrupt the flash drive.

The Course Sponsor should send a reminder to registrants who have not submitted their letter of participation. This letter must be provided to the Course Sponsor as proof of successful completion of the online course prior to participation in the live portion of the course. Access to the live portion of the course is not allowed if the online portion was not completed. The AAFP schedules downtime maintenance of its website periodically. During these scheduled downtimes, there will be no access to the online portion of the course. A notice will be posted on the AAFP website prior to the scheduled downtime maintenance.

Equipment, Supplies and Facilities

See the most current version of the ALSO Instructor Manual for equipment and facility requirements and recommendations. If any equipment was rented from the AAFP, return the equipment no later than two days subsequent to course completion. Rented AAFP equipment must be shipped via UPS or Federal Express to American Academy of Family Physicians, 10560 Lackman, Lenexa, KS 66219.

Audiovisual Equipment

General Session: Main lecture hall (for Safety in Maternity Care Lecture) large enough to seat Learners and instructors set as classroom style seating, two people per 6-ft table or three people per 8-ft table. Each room should have the AV equipment listed below.

- ALSO slide set CD-ROM
- LCD projector
- Large projection screen
- Laser pointer with mouse remote for client-provided laptop
- Large flipchart with markers
- Lavalier microphones
- Lectern with microphone

Breakout rooms: Separate skills workstation rooms set in theater style seating with chairs to be placed in the middle of the room and 6-ft tables placed in opposite corners/sides of room. Each room should have flip chart with markers and Interactive Case Studies room the AV equipment listed below.

- LCD projector
- Projection screen (size appropriate for the size of room)

Clinical Equipment

Each mannequin workstation should have one pelvic mannequin along with one term fetal and one premature fetal mannequin. Each workstation also should have one set of forceps and one vacuum extractor. Equipment should be divided and placed on a table.

Mannequin suppliers:

- The AAFP (for rental only on a first come, first served basis). 800-274-2237, ext. 8722.
- Armstrong Medical Industries, Inc. 575 Knightsbridge Parkway, Lincolnshire, IL 60069. 800-323-4220 or 847-913-0101. Available at <http://www.armstrongmedical.com>.
- Simulaids, Inc. PO Box 1289, 16 Simulaids Drive, Saugerties, NY 12477. 800-431-4310. Available at <http://www.simulaids.com>.
- Gaumard Scientific. 14700 Southwest 136 Street, Miami, FL 33196. 800-882-6655. Available at <http://www.gaumard.com>.
- Maternal Source. 134 Highbury Place, Saskatoon, SK Canada S7H 4X7. 866-862-4784. Available at <http://www.maternalsource.com>.
- Simulation. 16176 Main Avenue, Prior Lake, MN 55372. 877-207-5100. Available at <http://www.simulation.com>.

Vacuum extractor suppliers:

- Cooper Surgical. 95 Corporate Drive, Trumbull, CT 06611. 203-601-5202 or 800-243-2974. Available at <http://www.coopersurgical.com>.
- Clinical Innovations. 747 West 4170 South Murray, UT 84123. 888-268-6222. Available at <http://clinicalinnovations.com>.

Uterine tamponade balloon suppliers:

- Bakri Balloon. Cook Medical Inc. P.O. Box 4195 Bloomington, IN 47402. 812-339-2235 or 800-457-4500. customersupport@cookmedical.com. Available at https://www.cookmedical.com/products/wh_sosr_webds/.

Maintenance of Records

The AAFP will maintain Learner and course information in its ALSO database and will maintain the security and confidentiality of all course-related records. All course records are kept in secured electronic files and are only accessible to authorized AAFP ALSO Staff. As per AAFP policy, course records are kept for a minimum of seven years.

The ALSO Course Sponsors 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.

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 web site at www.aafp.org/also or contact AAFP ALSO Staff at 1-800-274.2237 x8722