

## Introduction

Planning and conducting a BLSO Provider Course is a very rewarding, yet time consuming process. Course directors and instructors must be knowledgeable about the requirements for conducting a course. This section provides a clear description of the responsibilities of the course director, advisory instructor, as well as other levels of Instructors. Adherence to these requirements is essential to ensure consistency for each BLSO course. For additional information please contact BLSO staff at 1-800-274-2237.

## Instructor Requirements and Responsibilities

### ***Instructor Requirements***

- Advisory Faculty (1) **ONLY** required if ALSO Instructor Candidate evaluation is needed
- Course Director (1) must be an ALSO Approved Instructor
- Maternity Care Provider (at least 1) not required to be an ALSO Approved Instructor
- Remaining Instructor must be at least 50% maternity clinicians or maternity providers

### ***ALSO Advisory Instructor***

The role of Advisory Faculty is not needed at a BLSO course unless there is an ALSO Instructor Candidate teaching. In this case, the Advisory Faculty would evaluate the instructor candidate and complete the evaluation for them to submit to ALSO Staff within two weeks of the course.

### ***Course Director***

The course director must be an ALSO Approved Instructor.

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

The course director is responsible for the selection of an advisory faculty and appropriate instructors for the course, reaching the recommended instructor to learner ratio of 1:5 — absolutely no more than 1:6. The course director is also responsible for completing and/or compiling all required BLSO course reporting forms, including:

- Course Learner and Instructor Form (email to ALSO Staff)
- Course Evaluations (Sponsor keeps on file for 2 years. Please do not send to ALSO Staff)

These forms can also be found on the BLSO web site at [www.aafp.org/blso/forms](http://www.aafp.org/blso/forms). The course director must return all completed forms to the AAFP **within two weeks of the course completion date**.

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

- Involving the AAFP in planning and developing the course.
- Recruiting instructor with the appropriate skill and training to teach all components of the course
- Organizing a instructor meeting prior to the course.
- Organizing equipment and meeting rooms.
- Ensure all learners have submitted their BLSO Assessment Summary score sheet (online exam) prior to the start of the course. Only those who have scored at least 80 percent will be allowed to take the course.
- Presenting opening announcements and introductions.
- Being available for questions from instructor and learners.
- Assuring that the course runs smoothly and according to schedule.
- Returning the post-course materials to BLSO staff within two weeks of course.
- Ensuring the materials invoice is paid within 30 days of receipt.

### **Additional Instructors**

The course director selects other individuals who wish to serve as instructor for the BLSO provider course, adhering to the recommended instructor to learner ratio of 1:5 – absolutely no more than 1:6.

Responsibilities of additional instructor include:

- Adherence to all AAFP requirements for conducting a provider course.
- Familiarity with all slides associated with the topic they are presenting.
- Consultation with the course director to answer any questions regarding content or how material should be presented.
- Arrival at the course 30 minutes prior to their presentation.
- Mandatory participation in the pre-course instructor meeting.
- Presentation of their topic(s) in a manner consistent with the course materials.

***NOTE: Teaching in a BLSO course now counts toward an ALSO Approved Instructor's requirement of teaching three courses in five years.***

## **Pre-Course Approval and Preparation**

### **Course Approval**

The course director must complete and submit a BLSO Course Request Authorization Form to BLSO staff approximately three to four months prior to course date. This form will include course information and the instructor list. The course director and coordinator will receive a Course Approval email from BLSO staff when your course is approved. The email will include the Memorandum of Agreement (must be signed by course director and returned before materials are ordered) and Materials Order Form, Coordinator Checklist, and instructions to apply for CME credit (requirement). *The Course Request Authorization Form may be found at [www.aafp.org/blso/forms](http://www.aafp.org/blso/forms).*

### **CME Approval**

As soon as the Course Approval email is received, the course director must complete the online CME Application which can be found at [www.aafp.org/cmea](http://www.aafp.org/cmea). This is to be done immediately upon receiving course approval, as it can take four to six weeks to review and approve. When approved, the course director (or application submitter) will receive a CME Approval email from the Credit Systems and Compliance staff, including the number of credits to be awarded for the course and the CME statement to be used on promotional materials. If application is not approved before time of promotion, sponsor should use the following pending statement:

*“Application for CME credit has been filed with the American Academy of Family Physicians. Determination of credit is pending.”*

### **Course Promotion**

In promoting a BLSO Provider Course, the course director must agree to abide by all copyright and trademark laws as they apply to the BLSO name, logo, and course materials. The BLSO 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. The brochure must also contain the BLSO course objectives, course schedule (including time frames for each lecture/workstation), course disclaimer and instructor roster. After Course Approval email is received by sponsor, the course director should mail the brochure to potential attendees at least three to six months in advance. See the pending statement under “CME Approval.”

### **Course Materials**

Materials should be ordered using the order form provided by the BLSO staff two months before the course date. The AAFP will send course materials to the course director within two days of receiving the order. Allow seven days for delivery. Course equipment and course facilities are to be obtained by sponsor.

### ***Conflict of Interest***

Sponsor must have every instructor member complete the Conflict of Interest (COI) form and keep this on file, including how any conflicts were disclosed to the learners. DO NOT submit these forms to the BLSO Program Department.

### ***Course Evaluations***

Each learner is to complete ONE course evaluation. Please allow a few minutes at the end of each lecture and workstation for learner to complete, before moving on.

### ***Syllabus Distribution and Pre-Course Online Exam***

The BLSO syllabus should be distributed at least four weeks before the course begins and earlier distribution is encouraged. Learners are expected to read the manual and complete the pre-course online exam prior to the day of the course. Learners must understand it is required that they achieve at least 80 percent passing rate, print the summary page of the exam, including score, and bring with them to the course.

### ***The Course Venue***

The trainers need to ensure that the training site is free from distractions, that it is clean and well lit. There needs to be comfortable and moveable seating so that learners can easily work in both small and/or large groups. Large tables are needed for placement of the mannequins. It is necessary to have a room with enough space to allow the learners to stand within three to four feet of the Instructor in a semicircle. There must also be enough space to allow four workstations to occur simultaneously, without competing noise between stations.

### ***Supplies***

- Audiovisual equipment/teaching aids
- BLSO slide set (.ppt found on Course Materials CD-Rom)
- LCD
- Large projection screen
- Large flip chart with markers. There needs to be adequate wall space and/or a proper stand to display flip charts. Have adhesive materials available to attach the flip chart sheets to the walls. Ensure sufficient supplies of fresh markers are available throughout the training session.

***Pelvic and newborn mannequins*** Each mannequin workstation should have one mannequin along with one term and one premie fetal mannequins. Information on purchasing mannequins is available at [www.aafp.org/also](http://www.aafp.org/also) select 'Educational Materials' and then 'Equipment'. The ALSO Department has a limited supply of mannequins for rental (\$55), and can be ordered on the Materials Order Form. Please allow at least four to six weeks' notice to be sure mannequins are available in inventory for your course. **Regardless of date ordered, mannequins will be shipped approximately 10 days prior to course date and must be shipped back to the AAFP within two days of the course date to prepare for next rental order.**

### ***Workshop specific materials***

At the beginning of each session guide there is a list of materials that will be needed for the session. Please make sure that you have reviewed the list and have the necessary materials.

### ***Pre-course instructor meeting***

Instructor orientation is to be accomplished in a mandatory pre-course instructor meeting, conducted by the course director or advisory faculty member who has studied the BLSO instructor manual and the course materials **well ahead of time**. Instructor attending the pre-course meeting should have received a copy of the Instructor Manual and slides at least two weeks prior to the course and have practiced their lectures and workstations. Course instructor 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 instructor to prepare for each lecture and workstation is one to two hours.

The purpose of the pre-course meeting is to:

- Reinforce the evidence-based philosophy and materials of the course.
- Review the structural outline/schedule in the course.
- Reinforce the small group interactive teaching approach.
- Review the plan and methods for evaluation, including written test and group case based scoring.

- Answer specific questions about course content and procedures.

The pre-course meeting should be the evening before the first day of course. Below is a sample schedule for the pre-course Instructor Meeting. It assumes that all instructors have maternity care or emergency obstetrical care experience, show up on time, have read these orientation materials and have prepared their own lectures and workstations ahead of time:

10 minutes: Welcome and introduction of instructors.

5 minutes: Discussion of any possible conflict of interest and how it will be disclosed to the audience.

10 minutes: Review of the learners.

10 minutes: Review of course schedule, assignments, AV equipment and room layout.

30 minutes: Review of the slide sets.

45 minutes: Practice and demonstration of workshops.

15 minutes: Practice/demonstration of group evaluation, scoring procedure and or written examination.

TOTAL TIME — approximately two hours

### ***Time Management***

A lot of material is packed into this one-day course. It is essential that the instructors pay attention to time so the course can stay on schedule. The initial lecture/discussion should be brief and succinct. With the remaining time, learners can adequately complete their hands on practice time with the mannequins if two Instructors and mannequin sets are available. Allow a few minutes for learners to complete their course evaluation at the end of each lecture/workstation.

## **Post-course Processes**

### ***Learner and Instructor Form***

This form must be complete and the Excel document **emailed back to BLSO staff within two weeks** of the course. ALL fields must be complete in order to create a record in our database, award credit, and provide certificates and wallet cards to the learners.

### ***Learner Evaluation***

This form must be completed by the course director for each learner. The Pass/Fail status will be transferred to the Learner and Instructor Form. Sponsor may keep the learner evaluations on file, but **DO NOT** submit them to the BLSO Program Department.

### ***Course Evaluations***

All of these evaluations should be **kept on file by Sponsor for two years**.

### ***Invoice Payment***

As indicated in the Memorandum of Agreement (MOA), invoices are due upon receipt or within 30 days of the course date. The invoice must be paid before certificates and wallet cards can be issued.

FOR BLSO ASSISTANCE PLEASE CONTACT BLSO STAFF AT 1-800-274-2237.