FAHQ is a Florida Board of Nursing approved provider of continuing education (CE) credit. Content approved is to be relevant to education for a healthcare quality professional. The Florida Board of Respiratory Care, Florida Council of Dietetics and Nutrition, and Florida Council of Licensed Midwifery accept hours pre-approved by Board of Nursing providers. Approval may be granted in 30-minute increments after the first full hour is approved.

**WEBINAR TOPIC AND SPEAKER INFORMATION WITH SPEAKER AGREEMENT STATEMENT (Attachment A):**

Enter the speaker name, work title, work organization and contact information. Also provide the title of the presentation and a brief (160 words or less) description of the content to be presented.

**PROGRAM DATE AND TIME (on Attachment A):**

Date and time for live webinar will be determined by FAHQ in discussion with the speaker after the presentation has been accepted. Speakers should suggest possible dates for the webinar.

**COMPLETE CE GRID (Attachment B, with example):**

Enter presentation topic and speaker name at top of grid.

1. IDENTIFY RELEVANT SEGMENTS(S) OF THE PROGRAM:

Provide an outline of the content to be presented, using any clear format you choose.

2. CE HOURS:

With one-hour to 90-minute presentations it is not necessary to note time spent on each segment.

3. TEACHING OBJECTIVES:

State each program objective in measurable behavioral terms for the participant, in other words, state "who" will do "what" by "when". Each objective should be linked to the appropriate section in the outline of the program. In a multiple hour program, it would be important to have at least one objective for each major section of the outline.

3. TEACHING TACTICS:

List methods and activities that will be used in the presentation of the material. Examples are lecture, polling, PowerPoint slides, handouts, question/answer. All webinars are “online virtual classes.”

4. BIBLIOGRAPHY AND/OR REFERENCES:

Provide at least 3 references used in preparation of the program and/or provided to the participants for further reference on the topic presented. Bibliography and references must be current within the last 5 years.

**BIOGRAPHICAL STATEMENT AND HEADSHOT (Attachment C as example):**

The speaker should provide a brief biographical statement (300 words or less) reflecting professional qualifications for presentation of proposed content. Also provide a .jpg or .png headshot of speaker to be used in marketing the program.

**SUBMISSION OF MATERIALS:**

Sign and date agreement statement (Attachment A) and send with 1) completed CE Grid, 2) headshot photo, and 3) brief bio statement to [ProfessionalDevelopment@FAHQ.org](mailto:ProfessionalDevelopment@FAHQ.org).

Email [ProfessionalDevelopment@FAHQ.org](mailto:ProfessionalDevelopment@FAHQ.org) if you have any questions.

**Required Information for Webinar Continuing Education Approval Attachment A**

**WEBINAR TOPIC AND SPEAKER INFORMATION WITH SPEAKER AGREEMENT STATEMENT**

|  |
| --- |
| Sponsor Organization (with City/State): **FAHQ Professional Development Team** |
| Speaker name, credentials: |
| Speaker Title:  Speaker Organization: |
| Speaker contact Information:  Phone:  Email: |
| Program Title: |
| Description of program |
| Presentation location (facility): **FAHQ Live Webinar** |
| Program Date and Start/End Times: **To be determined** |
| Total Educational Hours: **1.0** (1 hr credit for 60 minutes; .5 hr credit for additional 30 minutes). |
| Estimated Number of Participants: **25** |

**SPEAKER AGREEMENT**

Your signature below (original or electronic) confirms your agreement to present FAHQ with the required materials for selection and approval of an hour-long continuing education session to be presented as a live webinar, and to present content live via webinar at mutually agreed date/time. You give permission for FAHQ to 1) promote webinar with your name, title, qualifications and picture, 2) create pdf handouts of your PowerPoint slides and to provide them electronically to registered participants and 3) record the live webinar and provide to registered participants as well as to offer to new registrants. FAHQ is responsible for promoting the webinar, registering participants, and technical production of the webinar. Submit this form and other required materials to [professionaldevelopment@fahq.org](mailto:professionaldevelopment@fahq.org)

**Name and signature of speaker**:

Print name

Signature Date

Note: Speaker may print, sign, scan and return electronically or may enter name and indicate “submitted by email” on signature line to return without printing.

**FAHQ USE ONLY**

Received by CE Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Approved for \_\_\_\_\_\_\_\_CE hours Date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason not approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returned to speaker to correct deficiency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

**Date course created in CE Broker:\_\_\_\_\_\_\_\_\_\_\_\_ Date course completion entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CE Course Tracking Number: 20-**

**Required Information for Webinar Continuing Education Approval Attachment B**

**EXAMPLE CE GRID FORMAT FOR WEBINAR** (delete example content and insert your program information)

**Session Title:** Changing the Safety Culture One Safety WalkRound™ at a Time

**Speaker:** enter speaker’s name and credentials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outline**  I The Safety Revolution   1. Non‐Healthcare Industry 2. Health care Industry    1. IOM Call to Action II The Safety WalkRound Vision 3. IHI & Frankel 1997 4. 2001 Brigham Women’s Hospital pilot    1. Results    2. Learnings 5. Research: effect of Safety WalkRounds on Safety Climate Attitudes 2005. 6. Safety WalkRounds    1. Goals    2. Why do WalkRounds    3. Preparation    4. Scheduling    5. Conducting WalkRounds    6. Tracking, Reporting    7. Feedback    8. Measurement 7. The Florida Hospital Story 8. Concluding Remarks/Questions | **CE Hrs**  1.0 hr | **Teaching Objectives**  At the conclusion of this presentation participants will be able to:   1. Identify four goals of Safety WalkRounds. 2. Delineate the benefits of Safety WalkRounds. 3. Apply concepts in respective work setting | **Teaching Tactics**  Online virtual class  PowerPoint Slides  Electronic slides handout  Lecture  Question/answer session | **Bibliography**  Denham, C. Patient safety practices: leaders can turn barriers into accelerators. Patient Safety. Volume 1, Number 1, March 2005.  Frankel, A. Walkrounds improve patient safety. Healthcare Executive, March/April 2008.  Premier, Medical Errors & the IOM‐Patient Safety, Premier. [www.premierinc.com/safety/topics/patien\_](http://www.premierinc.com/safety/topics/patien_)‐ safety/index\_1.jsp, 2013.  Patient Safety Leadership Walkrounds™ guide, HRET, 2006. |

Notes:

1. Outline can be in any clear format.
2. CE Hours for whole presentation or, if grid for multiple hours, can be for CE for components of Outline. CE to be approved in full hour increments but can add .50 (30 minutes) after first full hour.

**Required Information for Webinar Continuing Education Approval Attachment C**

Examples of brief bio

John Doe, CHC, CPHQ, PCMH-CCE

Quality Improvement Project Analyst

Hometown Clinic LLP

John holds a Bachelor of Science in Health Service Administration from the University of Central Florida and is currently enrolled at Nova Southeastern in their Master of Science in Health Law Program. John is a Certified Professional in Health Care Quality (CPHQ), is Certified in Healthcare Compliance (CHC), and is certified by NCQA as a Patient Centered Medical Home Certified Content Expert (PCMH-CCE). He has worked at Hometown Clinic for more than 5 years as a Quality Improvement Project Analyst where he was member of the team that successfully received the highest NCQA PCMH recognition for 6 primary care sites and 1 pediatric care site. John has worked in the healthcare and regulatory affairs field for more than 10 years, including his work at the Florida Department of Elder Affairs as a Regional Program Supervisor.

Jane Doe, MS, RD

Clinical Liaison

National Nutrition Company

Jane is a Clinical Liaison with National Nutrition and is a Registered Dietitian with over 11 years of experience in the field of nutrition as a clinician and manager. She received a Bachelor of Science degree in Dietetics from Gannon University in Erie, PA and a Master of Science degree in Applied Nutrition with a concentration in Nutrition Education from Northeastern University in Boston, MA. Before coming to National Nutrition Jane practiced in the hospital setting working in both academic and community hospitals. Her primary clinical practice areas included inpatient and outpatient oncology and critical care. As a Clinical Nutrition Manager, she has experience in creating and implementing various protocols and policies elevating the role of the dietitian and streamlining the nutrition care process.

**Please submit a .jpg or .png format headshot with your bio. You may submit as a separate file or insert it into the bio document.**

**We also need your current CV – a requirement for NAHQ pre-approval of CE for CPHQ recertification.**