



Trauma Outcomes and Performance Improvement Course



TOPIC Policy and Procedure Manual

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TOPIC Policy & Procedure Manual
Updated 2015

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Trauma Outcomes and Performance Improvement Course



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I. Trauma Outcomes and Performance Improvement Course®

Trauma Outcomes and Performance Improvement Course® (TOPIC) course was developed in response to a need for advanced trauma education for nurses in the area of performance improvement. In 2003 the TOPIC program was incorporated under the auspices of the Society of Trauma Nurses (STN). The STN is a professional, international nursing organization that spans the continuum of trauma care. The STN is a not-for-profit organization. The STN provides administrative support for TOPIC. The TOPIC Faculty maintains oversight for the TOPIC program, and monitors compliance with all policies and procedures. It is the philosophy of the STN and TOPIC Committee that profits generated locally from hosting a TOPIC course, if any, should be used to further trauma education for nurses.

The TOPIC course is taught to all members of the trauma system team who participate in the ongoing assessment, evaluation and improvement of trauma care. The TOPIC course is taught in a one day interactive Modular Format, to best meet the needs of the individual trauma care provider participants who have varying levels of experience with trauma performance improvement. The course offers practical application for all Levels of trauma centers, from entry level to mature phase of program development. The following modules are taught with a focus on didactic, operational definitions, sample tools, case study examples and key point summaries.

Introduction:

Module 1: PIPS Conceptual Plan

Module 2: Audit Fillers, Core Measures and Variance in Care

Module 3: Event Identification and Levels of Review

Module 4: Committee Structure

Module 5: Trauma Registry and Data Management for PIPS

Module 6: PIPS Reports

Module 7: Peer Review Determination and Confidentiality

Module 8: Action Plan Development, Implementation, and Mitigation

Module 9: Event Resolution/Institutional Links/Outcome Improvements

Vignette Case Studies

The STN-TOPIC Program *verifies* successful completion of the TOPIC Course and provides continuing education credit for completion of a course. STN does not certify or credential participants.

II. TOPIC Program Structure

The Society of Trauma Nurses provides direction to the TOPIC Committee and oversight of the TOPIC Program. The TOPIC Committee Chair reports directly to the STN Board of Directors. (Refer to Appendix A: TOPIC Organizational Chart.)

A. TOPIC Committee

The TOPIC Committee reports directly to the STN Board of Directors. This Committee provides operational oversight for the TOPIC Program and will abide by

all STN Bylaws, all TOPIC Policies & Procedures. This Committee will supervise and direct all aspects of the TOPIC Program. The Committee shall be composed of:

- TOPIC Committee Chair
- TOPIC Committee Co-Chair
- TOPIC Committee Immediate past chair
- 2 current TOPIC nurse faculty
- STN President Elect
- Nurse Planner (if not another committee member)
- Ad Hoc member ACS COT PIPS TOPIC liaison

B. TOPIC Committee Chair

The Chair of the TOPIC Committee is appointed by the STN President and approved by the Board of Directors for a two year term, not to exceed six years. The TOPIC Committee Chair serves as a non-voting member of the STN Board of Directors. The appointment is reviewed annually by the STN Board and the term of appointment will be at the discretion of the STN Board for no more than a 6 year term.

C. TOPIC Committee Co-Chair (Optional)

A Co-Chair option may be selected by the Chair, and the TOPIC Committee, and approved by the STN Board. The Co-Chair may or may not succeed the Chair at the end of his/her term.

D. Nurse Planner

- The nurse planner is responsible for ensuring that TOPIC course maintains necessary requirement for ANCC criteria and serve as liaison between the TOPIC Committee and the STN Continuing Education Provider Unit

III. TOPIC Faculty

A. Criteria for New Instructors

1. Must be a current STN member or an ACS COT member.
2. ATLS/ATCN instructor or evidence of successful participation in an adult education curriculum. The rationale is that the individual has completed an Adult Education Instructor Course which would provide a solid foundation for the TOPIC Course regarding adult participant interaction and controlling the environment.
3. Successful completion a trauma center site survey (verification, accreditation); participation in their local/regional trauma center and system development.
4. Successful completion of the TOPIC course; successful teaching of 2-4 modules with instructor critique and recommendation as Instructor.
5. International Faculty: as above and are approved by the TOPIC Committee and ACS COT TOPIC liaison.

B. Faculty Verification

Instructor Candidates may not teach in a TOPIC Course without supervision until he/she receives official verification of Instructor status.

Verification is based on the following criteria:

1. Attendance as a registrant/participant at a TOPIC Provider course.
2. Attendance as a registrant/participant at a TOPIC Instructor course.
3. Orientation to the course content/teaching style/time management with curriculum review by a designated mentor.
4. Taught in a subsequent course while being observed by a TOPIC Instructor and received a satisfactory evaluation.
5. Teaches at least four courses within four years and attend any required instructor update to maintain a current instructor status.
6. Submit and update annually the required Faculty Bio/Conflict of Interest form(s) to meet ANCC and CME guidelines
7. If a faculty has not met the requirements they must start the process from the beginning.

C. Revocation of Faculty Status

1. The status of a TOPIC faculty may be revoked due to one or more of the following:
 - a) Deviation from TOPIC content
 - b) Use of non-TOPIC course materials without permission from TOPIC Committee
 - c) Falsification of records
 - d) Unprofessional conduct
 - e) Repeated unsatisfactory evaluations from students after monitoring and counseling from the TOPIC Chair.
 - f) Suspension or revocation of nursing or medical license
 - g) Failure to provide required CME/CNE documentations
2. The faculty status may be revoked based on the recommendations of the TOPIC Committee. The faculty may file a written letter of appeal to the TOPIC Committee Chair within 30 days. The ultimate responsibility for the final decision remains with the TOPIC Committee.

D. Faculty Disclosure

1. Faculty must maintain a current Faculty Disclosure of Conflict of Interest form on file with STN Headquarters. Any potential conflict of interest must be reported immediately.
2. Faculty must disclose to the audience any presence of or lack of conflict prior to presenting each course.



IV. TOPIC Program Operations

A. Hosting a TOPIC Course

An institution, organization, region or state interested in hosting a TOPIC Course must apply to STN Headquarters. A Memorandum of Understanding will be signed between STN and the local sponsor or client. MOU must be signed by a representative of the fiscally accountable local sponsor/organization/lead agency. The MOU will delineate the costs and or fees due STN and the responsibilities of the local host.

Upon receipt of the application and signed MOU, the TOPIC Chair or STN Headquarters will procure and assign a TOPIC faculty lead to assist the course site institution/organization. The assigned lead Faculty and STN office will work with the course site to ensure that all TOPIC Policies and Procedures are met and will assist with organizational issues.

The sponsor course site should allow at least 4-6 months planning and preparation time prior to their course. Requests for a course less than 6 months from the start of the planning and preparation process is not recommended.

B. Responsibilities of Host Site of a TOPIC Course

Item	Responsibility of STN Host	
	<i>STN Sponsored at Client's meeting</i>	<i>Sponsor</i>
Confirm availability of faculty	STN	STN
Obtain signed contracts from Faculty	STN	STN
Payment of faculty Expenses/Honorarium	STN	Sent to STN, reimbursed by Client
Reserve suitable facilities	Client	Client
Confirm AV, Banquet, room fees	Client	Client
Participant pre and on-site registration	STN	Client
Promotion of course	STN and Client	Client
Materials, shipping	STN	STN

C. Grant or Contract Supported Courses

STN may obtain grants or contracts to provide the TOPIC course under certain circumstances. The arrangements for such courses must comply with the grant or contract requirements.



V. TOPIC Course

A. Course Schedule

The TOPIC Course is taught in modular format and is designed to fit within an 8 hour time frame including lunch and two (2) fifteen minute breaks. A pre-course continental breakfast, lunch and break refreshments are components of contract agreement. Modifications to the Course Schedule must be approved prior to the course.

B. Course Faculty

Two approved TOPIC faculty are guaranteed for each course. The faculty makeup may include 2 RN or 1 MD with 1 RN. More instructors will be added as needed to keep an appropriate instructor to student ratio. There should be no more than 10 students in a case scenario skills group and each instructor should have no more than two groups. The number of Instructor Candidates for a Course may not exceed two. If there is an Instructor Candidate participating in a Course, he/she must be paired with an approved STN faculty.

C. Requesting a TOPIC Course

1. The interested institution, entity, individual will make a request for a TOPIC course by contacting STN headquarters.
2. A memorandum of understanding and related forms will be downloaded from the STN website, completed and return to the STN headquarters staff.
3. Contact will be made with the STN TOPIC Chair by STN headquarters.
4. TOPIC faculty will be identified, and a lead faculty assigned.

D. Course Participants

1. Registrants for the course can be registered nurses, physicians, trauma registrars or any professional involved in trauma performance improvement.
2. The usual number of registrants in an STN-sponsored TOPIC Course is an ideal minimum of not less than 25 and may not exceed a student to instructor ratio of 20:1.

E. Course Materials

1. The TOPIC Manuals are not available for individual resale and are to be distributed only to students registered in an approved TOPIC course. The number of manuals ordered and purchased by the course site must not exceed the number of students registered and included in the course reports.
2. Use of materials other than the TOPIC course materials **is not allowed**.

F. Course Facility, Equipment and Food Service Requirements

1. Room to comfortably accommodate the maximum number of course registrants seated classroom style. A computer and LCD Panel projector, lavalier microphone, screen, and pointer.
2. Continental breakfast may be set outside the meeting room or at the back of the room. A location close to the meeting room to facilitate a sit-down or buffet luncheon for the entire group which can be accomplished within the agenda time allocated for luncheon service is preferred.
3. Registration area to include the equivalent of a table, chairs and electricity to distribute and collect materials.

G. Pre-Course Meetings

Pre TOPIC course meeting (conversation) between the faculty and on-site host/sponsor coordinator are recommended to ensure a high quality educational program, and also to address any needs of the Faculty and/or students registered in the course.

H. Requirements for Successful Course Completion

In order for the attendees to successfully complete the TOPIC course the following is required:

1. Attendance at the complete course and complete/submit the evaluation at the end of the session.
2. Attendance must be verified by signature on the sign-in sheets.

I. Continuing Education Credits and Verification of Course Completion

1. The STN provides the continuing educational credit, CNE for nurses and CME for physicians, for the TOPIC Courses
2. The TOPIC Faculty or on-site coordinator will distribute CE certificates upon submission of the student's course evaluation form

J. Course Evaluations

Course evaluations must be completed by all students on completion of the course. The TOPIC Course host obtains evaluation forms prior to the distribution of the CE certificates. Course evaluation must be returned to the STN office for compilation and kept for six years.

K. Course Reports

1. Within 30 days of course completion, the local host/client must forward the following reports to the STN office:

- Participant course evaluations
- TOPIC Course Sign In Form
- Extra Manuals not distributed to students

L. Host Organizations' Responsibilities

1. The responsibilities for local sponsor sites will be delineated in the Memorandum of Understanding and will be determined by the type of host (regular or contract/grant).

M. Course Registration Fees

1. The registration fee for the TOPIC Course is \$350. A local host may discount the registration fee for local/regional participants and pay the difference to STN.
2. **Substitution/Cancellation Policy**-Substitutions may be made at any time without an additional charge. Refunds will be issued for all cancellations received two weeks prior to the start of the course. Should cancellation occur less than two weeks prior, a credit towards another course will be issued, not a refund. A \$50 administrative fee will be charged for all refunds and credits. "No shows" are subject to the full conference fee. Cancellations/substitutions must be made IN WRITING. No refunds or credits will be issued once the course has started. This course is subject to change and/or cancellation.

N. Course Coordinator Responsibilities

1. Ensuring all meeting room facility equipment is available and in working condition
2. Securing Food & Beverage for breakfast, lunch, and break.
3. Monitoring attendance of TOPIC participants
4. On-site registration
5. Completion and submission of all required course paperwork

VI. TOPIC Faculty Roles and Responsibilities On-site

1. Collaborate with co-instructor(s) to submit agenda with module assignments to STN Headquarters
2. Pre course communication with local site contact and with STN office
3. Conduct pre course meeting or walk-through with local host/client
4. Preview participant information summaries
5. Ensure on-site registration is monitored by site coordinator
6. Maintain course time frame
7. Adhere to course materials

VII. TOPIC Faculty Honorarium and Expenses

1. All travel, lodging, and meal expenses must be provided according to the type of MOU.

2. Economy class air fare, one or two night(s) lodging, 1 day per diem (\$50.00) will be reimbursed. All travel arrangements will be made by the STN Travel Agent or TOPIC faculty at least 30 days prior to the course. A Travel Form will be forwarded to faculty once they have a confirmed engagement. TOPIC faculty should notify STN of their decision.
3. TOPIC faculty will receive an honorarium. TOPIC Instructor Candidates do not receive an honorarium for observation.
4. Reimbursement must be submitted within 30 days of submission of TOPIC invoice and receipts to STN National Office.

VIII. TOPIC Advertising and Support

All promotional material of any sort including but not limited to brochures, web-site pages, journal or any advertising must be submitted to and approved by the STN office prior to printing or publication. The STN and TOPIC logo may be used only with permission.

IX. TOPIC Copyright and Trademark

1. The TOPIC Manuals, Policy and Procedure Manual and all course materials are copyrighted by the STN.
2. TOPIC Course forms may be replicated for use in approved courses only.
3. TOPIC is a registered trademark owned by the Society of Trauma Nurses.

X. TOPIC Course Materials

1. TOPIC courses will be assigned a course site authorization number by STN.
2. All TOPIC Manuals are mailed from the STN Office.
3. Use of TOPIC manuals or course materials in any educational program other than an approved TOPIC Course is prohibited.
4. The number of manuals sent will be verified with the number of students registered and reported.
5. These course materials are only available for purchase when used in conjunction with approved TOPIC Courses.
6. Purchase of any TOPIC Course materials may occur only after course approval is received.
7. Distribution of course materials will only be made to registered participants and/or instructor candidates from approved course coordinators.

XI. TOPIC Material Translation

Translation of the TOPIC manual occurs only *after* the requesting country/region receives written approval from the TOPIC Committee.

1. A Memorandum of Understanding (MOU) must be signed by the requesting country/region prior to initiation of translation.
2. Expenses incurred for all aspects of the translation process are the responsibility of the requesting country/region.



3. Printing of the translated manuals and the fees incurred are the responsibility of the requesting country/region.
4. The English version of the TOPIC manual must be presented to the student along with the translated version.
5. A copy of the completed translated manual must be sent to the STN office.
6. The STN TOPIC Committee maintains ownership of the translated manual.

The Policy and Procedure Manual should be reviewed every two years.

XII. Appendices

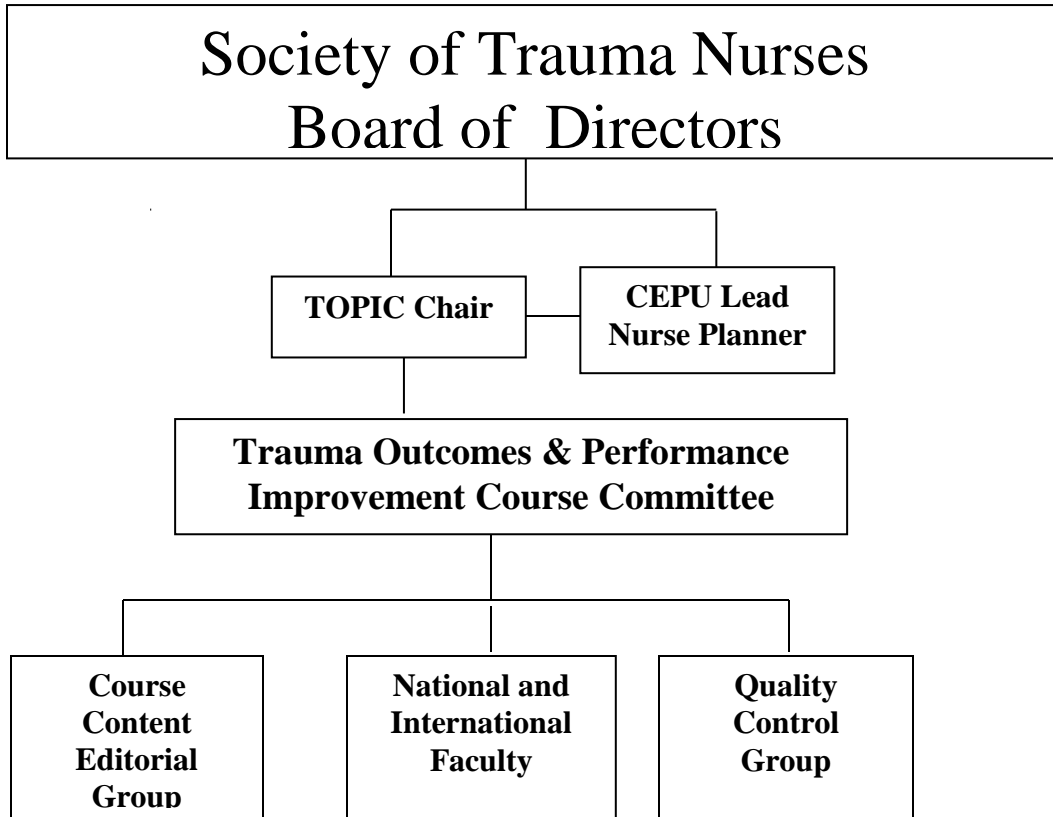
Appendix A - TOPIC STN Organizational Chart

Appendix B - Course Agenda

Appendix C - Memorandum of Understanding

Appendix D - Course Coordinator Guide

STN-TOPIC Organizational Chart





Appendix B - TOPIC Course Agenda

- 0700-0730 Registration and Continental Breakfast
- 0730-0740 Introduction/Course Objectives
10min/10 slides INSTRUCTOR
- 0740-0810 MODULE 1: Performance Improvement Patient Safety Model and Conceptual Plan
30min/20 slides Discuss the significance and components of the trauma PIPS plan.
Describe an effective Trauma PIPS program.
- 0810-0840 MODULE 2: Trauma Committee Structure
30min/30slides Explain trauma committee structure and the roles and responsibilities of team members.
List required and discretionary members of Trauma Committee.
Discuss methods of maintaining privacy of PIPS data.
- 0840 – 0940 MODULE 3: Audit Filters, Core Measures and Variance in Care
60min/45slides Evaluate trauma center performance and care using audit filters, core measures, practice management guidelines, and trauma taxonomy.
Describe three methods of measuring trauma center performance outcomes.
- 0940-1010 MODULE 4: Event Identification and Levels of Review
30min/22slides Describe the review process of an event from identification through resolution in the PIPS plan.
- 1010 – 1020 BREAK
- 1020 – 1050 MODULE 5: Data Management: Supporting the Trauma PIPS Process
30min/26slides Evaluate effectiveness, validity and reliability of data collection processes.
- 1050-1120 MODULE 6: Trauma PIPS Reports
30min/26slides Describe the fundamental principles of creating meaningful reports.
- 1120-1200 MODULE 7: Peer Review Determination and Confidentiality
40min/36 slides Explain the function and process of peer review in the PIPS plan.
- 1200-1245 LUNCH
- 1245 -1315 MODULE 8: Action Plan Development and Implementation
30min/17slides Develop an action plan as part of the trauma PIPS program.
- 1315 -1350 MODULE 9: Event Resolution/Institutional Links/Outcome Improvements
35min/27slides Review the process, methods and report for event resolution.
- 1350 -1400 BREAK
- 1400-1640 VIGNETTES All
160min Critique trauma cases using the principals of performance improvement.
- 1640 - 1700 Evaluations/CE Certificates
20 min



Appendix C - Memorandum of Understanding Sample

The purpose of this Memorandum of Understanding is to set out the responsibilities of the parties involved in presenting the STN TOPIC® program. The effective date of this Memorandum is _____ and is made between the Society of Trauma Nurses (STN) and hereinafter called the Client.

Description of TOPIC® Program

The TOPIC course is taught in a one day interactive Modular Format, customized to best meet the needs of the individual trauma care provider participants who have varying levels of experience with trauma performance improvement. The course offers practical application for all Levels of trauma centers, from entry level to mature phase of program development. The Modules are taught with a focus on didactic, operational definitions, sample tools, case study examples and take home points.

A typical agenda for the course and modules presented include:

- 0700-0730 Registration and Continental Breakfast
- 0730-0830 MODULE 1 PIPS Conceptual Plan and Committee Structure
- 0830-0930 MODULE 2 Audit Filters, Core Measures and Variance in Care
- 0930-1000 MODULE 3 Event Identification and Levels of Review
- 1000 – 1010 BREAK
- 1010 – 1040 MODULE 4 Data Management for PIPS and the Trauma Registry
- 1040-1110 MODULE 5 Performance Improvement and Patient Safety Reports
- 1110-1210 MODULE 6 Peer Review Determination and Confidentiality
- 1210-1250 LUNCH
- 1250 -1320 MODULE 7 Action Plan Development and Implementation
- 1320 -1350 MODULE 8 Event Resolution/Institutional Links/Outcome
- Improvements
- 1350 -1400 BREAK
- 1400-1640 VIGNETTES
- 1640 - 1700 Evaluations/CEU Certificates

You may make changes to the start and end time but may not change the length of any course as this will affect CE credit. TOPIC® is a registered trademark of the Society of Trauma Nurses and all course material is covered by copyright law.

Client Contact Information

Full name	
Institution/Organization	
Address 1	
Address 2	
City/State/Zip	
Phone	
Fax	
E-Mail	

Course Date Information

Date of course	
Course Number (provided by STN)	
Facility name /City/State	
In conjunction with (meeting name)	



Website for meeting/organization	
----------------------------------	--

Meeting Location

Meeting Location	
Address 1	
Address 2	
City/State/Zip	
Phone	
Meeting Room	

If applicable, please also provide directions and parking information as well as a list of nearby hotels. Word and PDF documents are acceptable and can be added to the registration page for attendees to download.

Please answer the following questions to help us promote your course correctly:

- Post my course to the STN/TOPIC online event calendar/my course is open to the public*
- Do not post my course to the STN/TOPIC online event calendar/my course is closed

Course Coordination, Registration and Finances

1. Course fees (\$350 per participant) include online registration and reporting, course materials and shipping, continuing education contact hours and certificates, instructor travel and administrative fees.
 - a. STN will provide the host with a link for registration (see below for registration set up questions). The course will also be listed on the STN website and featured in STN monthly eNewsletters.
 - b. Course Materials include the following:
 - i. TOPIC Manual
 - ii. Course On-Site Sign-in Sheet
 - iii. Course Evaluation forms
 - iv. Continuing Education Certificate templates (CEU and CME)
 - v. Copy (flyer template) of advertisement to be used in any promotional materials
 - c. Continuing Education Credits (8 contact hours) for each nurse participant and Continuing Medical Education (7.75 hours) for each physician participant (note: CME is provided by CE Central)
2. Sites determine the amount participants are charged to attend the TOPIC course and may choose to cover all or a portion of the course fees of \$350 per student. STN staff will work with the site coordinator to set up registration accordingly.
3. The minimum number of course registrants is 25. If the course registration is less than 25 the site may opt to cancel the course (see Cancellation Policy) or pay the difference between the number of actual registrants and the minimum requirement.
4. STN TOPIC Faculty – 2 instructors consisting of either 2 nurses or 1 nurse/1 physician for up to 40 registrations. Over 40 registrants require 3 instructors consisting of 2 nurses/1 physician or 3 nurses.



STN asks the host site to ensure the following course arrangements:

1. Client will insure a suitable conference room for conducting the course. This is at minimum 800 square feet, set classroom style or in crescent rounds with audio/visual support: podium, LCD projector, screen, laptop computer*.
2. Client will arrange and pay for audio visual services including at a minimum a LCD projector, screen, laptop computer, and podium. If over 50 attendees or if room size dictates to facilitate Q&A, the site will arrange two lavalier microphones, and one hand-held microphone*.
3. Client will arrange and pay for banquet/catering services (continental breakfast, lunch, breaks) not to exceed \$75 per student and invoice STN for the expenses.

*STN assumes courses held at the host institution do not incur meeting room rental or audio visual charges. If these expenses will be incurred, please see the Other Considerations Agreed Upon section below for details.

Post-Meeting Reports

Within 30 days post course, the client will provide the STN office with the following:

1. Sign-in sheets
2. Post-course evaluations
3. Receipts for food and beverage expenses incurred for reimbursement
4. If applicable, outstanding balance due

Materials should be mailed to: Society of Trauma Nurses

Cancellation Policy

The minimum number of course registrants is 25. If the course registration is less than 25 the site may opt to cancel the course or pay the difference between the number of actual registrants and the minimum requirement. Cancelled courses require a written notification no less than 14 calendar days before the course. The site will be invoiced by STN for any expenses related to cancelling travel plans incurred by faculty, plus a \$25 administrative fee per cancelled registration. STN will handle refunding registrations.

Other Considerations Agreed Upon (Note "none" if none apply.)

None

Signed: _____
For the Client

Date: _____

Signed: _____
For STN

Date: _____

TOPIC Course Coordination – Step by Step

Initial Preparation

Planning for the course is recommended to begin at least 6 months before the course.

Requesting a TOPIC Course

The interested institution, entity, individual will make a request for a TOPIC course by contacting STN headquarters. Together with STN staff, the Course host will identify the suitable dates for the course. A memorandum of understanding and related forms will be completed and return to the STN headquarters staff.

Course Venue

There are a number of factors to be considered when choosing the course venue. Often rooms need to be reserved well in advance, especially for busy centers. The venue should provide the following:

- For the lecture part, determine how many students will participate to locate a room with sufficient space for classroom seating, audio visual equipment (podium, laptop and LCD Panel projector, lavalier microphone, screen, and pointer), and food service.
- An open and variable accommodation, sufficient for running small group workgroups simultaneously is ideal for the afternoon vignettes. Ensure
- Adequate space for serving food is needed. Food may be set outside the meeting room or at the back of the room. A location close to the meeting room to facilitate a sit-down or buffet luncheon for the entire group which can be accomplished within the agenda time allocated for luncheon service is preferred.
- Registration area to include the equivalent of a table, chairs and electricity to distribute and collect materials.
- General facilities should be close by (restrooms/washrooms, cloakroom, tea coffee and refreshments).

Faculty Selection

- Upon receipt of the application and signed MOU, the TOPIC Chair STN Headquarters will procure and assign a TOPIC faculty lead to assist the course site institution/organization.
- Special requests by the host for faculty will be considered but are not guaranteed.

Student Recruitment/Advertising

- The TOPIC course will be advertised on the STN website once an approved MOU is established unless the MOU indicates it is a closed course. In addition, Course Coordinators are encouraged to promote the course through their own avenues. Any promotional materials used outside of the STN website must be approved.



- A flyer can be requested from STN Headquarters for use.
- Any promotional materials should include a brief overview, course objectives, course program, date, venue, official CE statements, refund information and cancellation policy.

The Course Program

- A course agenda will be provided prior to the course and can be requested at any time.
- The TOPIC Course is taught in modular format and is designed to fit within an 8 hour time frame including lunch and two (2) fifteen minute breaks. A pre-course continental breakfast, lunch and break refreshments are components of contract agreement. Modifications to the Course Schedule must be approved prior to the course.

Course Materials

- Each student will be provided with a course manual. Manuals will be shipped to the Course Coordinator one – two days prior to the course start.
- Sign-In Sheet – a sign in sheet for registration will be shipped with manuals
- Evaluations – each attendee will receive an evaluation. There are separate evaluations for nurses and physicians to meet the requirements for each type of CE. If you are unsure which evaluation should be distributed to the different types of student please contact the STN office.

Course Catering

At least one month before the course the catering arrangements should be made, these would include those for refreshment breaks, continental breakfast, and lunch. Because prices vary among regions and meeting venues, there is not a set price. However, sensible menu selection should be practiced and typical of the area. Some examples of lunches may include boxed lunches, soup and salad, wraps, or sandwiches.

Hotel Accommodation

A list of suitable local accommodations should be provided to STN upon signed MOU. A group rate is not required, but recommended if large amounts of out of town students are expected.

Continuing Education

STN provides the continuing educational credit, CNE for nurses and CME for physicians, for the TOPIC Courses. In order for the attendees to successfully complete the TOPIC course the following is required: Attendance at the complete course and complete/submit the evaluation at the end of the session. Attendance must be verified by signature on the sign-in sheets. The on-site coordinator will be responsible for ensuring students sign in, complete and return the evaluation form, and distribute CE certificates upon submission of the student's course evaluation form.



Reconfirm Everything

One to two weeks before the course ALL the arrangements should be reconfirmed including:

- Coordination with Venue for access to the meeting room
- Catering arrangements and times: Coordinate a final count with STN staff at least one week prior to the course.
- Audiovisual arrangements: Be sure to identify a contact in case something goes wrong with AV during the course

During the Course

The coordinator should be responsible for and ensure:

- Registration: *A registration table should be set up with a sign in sheet with the student's name.* Students MUST sign their own name to receive proper CE Credit
- On Sight Registration/Walk-ins: STN will send enough materials for a percentage of walk-ins. Any student who attends the course that is not on the sign-in sheet should complete a registration form even if they claim they have registered. STN staff will settle payment with them after the course. If more students arrive than there are materials and you are able to accommodate catering for them, they may share materials during the course and a manual will be mailed to them after the course.
- Refreshments available for when the student arrive.
- Arrange a time to meet with faculty before the course begins
- Ensuring the room is set correctly and audio visual equipment is working correctly
- Distribute and collect the correct evaluation form for nurses and physicians and exchange completed evaluations for Certificates or Get Credit Directions as the completion of the course.
- Timekeeping during the Course

Post Course Responsibility

- Course Student Information – The coordinator should ensure the signature sheet and evaluation forms are collected.
- Return Materials– Return sign-in sheet, evaluations, and unused manuals to the STN Headquarters within two weeks of the course.
- Course Reimbursements – Receipts for catering and audiovisual should be submitted to STN within 30 days of the course. They can be emailed or faxed to 859-271-0607.
- Post Course correspondence – It is always a nice gesture to send a thank you note to the faculty, students and others involved in the course.

Thank You for supporting TOPIC. Please contact STN if you have any questions or concerns at 859-977-7456.