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, lavaliere 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 meting 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. The address is IIÎ East High Street, Suite 10, Lexington, KY 40507
- 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.