



U.S. Army Physician Assistant (PA) Readiness and Recertification Preparation Symposium

Satellite Broadcast Facilitator Guide

Dates: 23-27 February 2004
1200-1600 Eastern Standard Time (Daily)

All sites must be registered to participate. Contact your local Satellite, VTC or Distance Learning Facility Coordinator to reserve your viewing site. The site registration form may be

found @ <http://www.cs.amedd.mil/ddl>

and returned via E-mail to:

learning.resourceCTR@amedd.army.mil

About This Guide

This comprehensive guide provides you with all the necessary instructions to facilitate a successful course. Because all the pages in this guide are ready for you to reproduce, we suggest that you use the “single-sided” copy option when printing.

Read the guide thoroughly to become familiar with your responsibilities as the site facilitator. If after reading the guide, you still have unanswered questions please email your questions to:

CPT Gregory B. Archer
Coordinator

Mr. Ricardo Robinson
Video Teletraining Administrator
(Technical Assistance)

Ms. Cecilia Gravett
Satellite Coordinator
(Technical Assistance)

at: learning.resourceCTR@amedd.army.mil

Key Information

Dates of Broadcast

Monday, 23 February 2004	1200-1600 EST
Tuesday, 24 February 2004	1200-1600 EST
Wednesday, 25 February 2004	1200-1600 EST
Thursday, 26 February 2004	1200-1600 EST
Friday, 27 February 2004	1200-1600 EST

Program Agenda

Can be located at <http://www.cs.amedd.army.mil/ddl>

Test Signal

30 minutes prior to broadcast each day. Program will begin/ end at the same time each day

Target Audience: This course is primarily designed for Physician Assistants (PA) who are preparing for the NCCPA recertification process. Other providers of primary care may also participate and receive CME.

Program Overview: The ***U.S. Army Physician Assistant (PA) Readiness and Recertification Preparation Symposium*** is held annually at Fort Sam Houston, Texas and provides approximately 36 hours of category I CME. This year we will broadcast five days of the resident conference (**20 hrs of CME**) in an effort to reach more PA's and provide CME opportunity to a greater audience. The wide range of topics presented cover primary care medicine and is modeled on the NCCPA exam template.

Program Objectives: To present and review a wide array of topics covering diseases, disorders and medical assessments encountered in primary care settings and provide current guidelines for appropriate diagnosis, treatment and referral using Distance Learning technologies.

CME Credits: Pre-approved for a maximum of **20 hours** of clinical Category I CME hours by the American Academy of Physician Assistants. PA's should only claim those hours actually spent participating in the CME activity. This CME may only be claimed on the actual days of broadcast as no current mechanism is in place to claim CME for material viewed at a later date. Other providers may claim CME, if eligible under either of the above categories. **Providers should only claim and report those hours, which they actually participated.** The site facilitator is responsible for verifying hours claimed by signing/initialing the **Student Log In Sheet.**

NOTE: In order to receive CME each participant must register online at: <http://www.cs.amedd.army.mil/ddl>. Anyone who fails to register will not receive CME credit from AAPA. Certificates will be emailed **ONLY** to participants that have completed the online registration.

Role of the Site Education Facilitator

We greatly appreciate your help in serving as site facilitator for the ***U.S. Army Physician Assistant Readiness and Recertification Preparation Symposium Satellite Broadcast***. You are very important to the success of this satellite broadcast, and your commitment to making sure the program runs smoothly is critical to the success of this program.

As the site facilitator, you will help ensure a successful educational experience for those who attend this event at your site. You will be the link between the participants and the AMEDD Center and School.

If you regularly perform these types of activities in your facility, much of the information in this manual will be familiar to you. If you are a “**newly recruited**” site facilitator, or have never been involved in a satellite broadcast before, we suggest you review the entire manual for information on how to prepare a site for participation. Keep in mind you will need to undertake a variety of tasks in preparing to host this event, to include:

- Posting appropriate signs to notify attendees of location, dates, and times for the presentation.
- Ensuring the viewing room is well equipped to accommodate participants prior to the day of broadcast.
- Making sure all video and audio equipment is tested and correctly tuned at the downlink site during the test time on each day of the broadcast. (Your site technical POC will help you with this).
- Insuring that participants are instructed to retrieve class handouts prior to the broadcast by going to: <http://www.cs.amedd.army.mil/ddl> and/or coordinating to have materials locally reproduced and available prior to the event.
- Making an adequate number of program materials such as:
 - Log-in Sheets
 - Agendas
 - FAX-in question sheets
 - Critique Sheets/Evaluation Tools
- Greeting program participants, distributing program materials, and managing participants’ activities during the broadcast
- Handling registration (**log-in**) of local participants. **Note: facilitators must LOG-IN participants locally using the enclosed log-in sheet (Page 7) and remind participants to also register individually per instructions found on “Individual Participant Registration” sheet (Page 12).**

- Following the broadcast, the facilitator should fill in the number of **CME hours** claimed by individual participants on the sign-in sheet and fax a copy of the sign in sheet to **(210) 221-8263 or DSN 471-8263** for activity record.
- Reminding participants to register individually on-line at: <http://www.cs.amedd.army.mil/ddl> **before completion** of the broadcast. (A reminder/instruction sheet is provided with registration instructions to be handed out to each participant.)
- Collecting and returning all **original** post-event documentation (**log-in sheets, typed list of participants, and evaluation forms**) **NLT 12 March 2004**.
- **Documents must be mailed (NOTE: recommend they be sent certified mail) to:**

CDR USAMEDCOM
ATTN MCHO-CL-C ATTN: CPT Archer
2050 Worth Road
Fort Sam Houston, TX 78234-6010

How To Handle Questions During the Broadcast

Limited time is available at the end of each module to respond to questions from participants. Questions must be faxed to **(210)221-6409/6829 or DSN 471xxxx)** using the enclosed sheet and can be received at any time during the broadcast, but **no later than 10 minutes** prior to the end of the presentation. Questions should be short and concise so that they may be understood and answered in a timely fashion. If multiple questions are asked, they should be numbered individually for ease in answering.

If questions arise following the allotted time, they may be submitted via email to:

[**learning.resourceCTR@amedd.army.mil**](mailto:learning.resourceCTR@amedd.army.mil)

The questions will be forwarded to the presenter for a reply. Questions submitted by FAX, but not answered during the broadcast, will also be responded to in this fashion providing an email address is given.

Technical Contacts

For sites receiving this broadcast through a satellite downlink, this program will be presented as a Digital Satellite signal ONLY

Broadcast Trouble Lines:

Satellite Education Network (SEN): 1-800-247-8899 or (804) 765-4684

Government Education & Training Network (GETN): Convergent media at:
1-888-236-0855

VA Knowledge Network: (314) 894-5773

Warrior Training Network: 1-877-820-0305

Army Distance Learning Classroom and TNET: Network Control Center at (757)
878-4815

Navy CNET: (757) 492-6243

MEDCOM/USAMITC VTC Bridge: (210) 637-2256 or DSN 471-9706, Ext. 2256

Other bridges may be utilized depending on the size of the call. Technical Contacts will be notified by email instructing them which bridge they have been assigned to along with contact information to coordinate a time to test and/or certify equipment prior to the broadcast.

Should there be any questions/concerns **prior to the broadcast**, please contact Mr. Ricardo Robinson **(210) 221-7520** or Ms Cecilia Gravett **(210) 221-6147** or e-mail to:

Learning.resourceCTR@amedd.army.mil

U.S. Army Physician Assistant Readiness and Recertification Preparation Symposium Satellite Broadcast

FAX-IN QUESTION INSTRUCTIONS

FAX NUMBER: (210) 221-6409/6829; DSN: 471-6409/6829

Name: (Optional) _____

SITE, CITY, AND STATE FROM WHICH YOU ARE FAXING:

Site: _____

City: _____ State: _____

QUESTION:

#1. _____

#2. _____

Email address of participant asking question: This will be used only if the question is not answered during the broadcast.

Critique Sheet CME EVALUATION TOOL

**Title of Educational Activity: 2004 US Army Physician Assistant Readiness and Recertification
Preparation Symposium**

Time Required to Complete Activity: 20 hrs CME

Listed below are the CME activity objectives. Please rate the extent to which you are now able to meet each of the objectives for the following presentations using the scale below:

1. Listed below are the CME activity objectives. Please rate (**Circle**) the extent to which you are now able to meet each of the objectives using the scale below:

	Disagree	Agree
a. Review common medical problems encountered in primary Care settings.	1	2 3 4 5
b. Provide current guidelines for appropriate diagnosis, treatment and referral of common medical problems encountered in primary care settings.	1	2 3 4 5
c. The objectives clearly related to the purpose/goals of the activity.	1	2 3 4 5
d. The physical environment was conducive to learning.	1	2 3 4 5

2. Please rate each **speaker** (and content) on a scale of 1 (low/disagree) to 5 (high/strongly agree) for each item.

Note: Rate only the presentations you actually attended, mark “N/A” if you did not participate in a particular presentation.

Speaker:	Topic	Rating	Rating	Rating	Rating	Rating
		The speaker was knowledgeable on the topic	The speaker presented content in a clear manner	The objectives of the presentation were achieved	The content was consistent with the stated objectives	The content was relevant to program goals
Dr. Clorinda Zawacki	High Cholesterol					
Dr. George Broughton	Gallbladder					
Mr. Michael Champion(PA-C)	Phlebitis and Thrombophlebitis					
Mr. Michael Champion(PA-C)	Peripheral Vascular Disease					
Dr. Clorinda Zawacki	Pediatric Cardiology					
Mr. Blaine Carmichael (PA-C)	AECB					
Dr. John Kobert	Renal Failure					
Ms. Michele Thornblade (PA-C)	Mouth and Throat Disorders					
Dr. Jeanne Dergance	Osteoarthritis					
Dr. Michael Morris	Asthma					
Dr Scott Kambiss.”	OB Routine Care, Complications and Management					
Mr. Michael McGarth(PA-C)	Urologic and Genital Care					
Mr. Richard Walton(PA-C)	Gastrointestinal Bleeding					
Dr. Dean Wickel	Rectum					
Dr. Stephen Harrison	Liver					
Dr. Michael Strode	Pancreatic Disorders					

Other Comments/suggestions for improvements:

Individual Participant Registration Instructions

Thank you for participating in the 2004 U.S. Army Physician Assistant Recertification and Review Symposium-Satellite Broadcast. In order to complete the after action report and collect vital data we ask that each participant registers before the end of the broadcast @

<http://www.cs.amedd.army.mil/ddl>

The registration process will only take a few minutes to complete and will assist us in determining whether your needs were met and whether future funding and CME/CHE offerings will be available.

Registration Process

1. Go to URL: <http://www.cs.amedd.army.mil/ddl>
2. Follow instructions provided to complete registration process and submit form.
3. Complete course critique sheet and return to your local Site Facilitator immediately following completion of the program.