



AWHONN Fetal Heart Monitoring Program (FHM) Getting Started

The information below is a guide for hospital systems/facilities that want to bring the AWHONN FHM Program into their facilities. For further information or clarification on any items listed below, please contact Doris Parson at dparson@awhonn.org or 202-261-2412.

I. How to Become an Intermediate Course Instructor

Criteria for eligibility to become an Intermediate Course FHM Instructor you must:

- ❖ Be an AWHONN full member
- ❖ Maintain active licensure as a registered nurse or physician
- ❖ Have a minimum of two years of recent **direct** clinical experience using fetal monitoring
- ❖ Have current **direct** clinical involvement with fetal monitoring as a staff nurse, physician, manager, clinical nurse specialist, or educator and current responsibility for the evaluation of fetal monitoring clinical skills of others
- ❖ Maintain professional development in intrapartum, antepartum, high-risk care, and FHM through participation in relevant continuing education activities
- ❖ Successfully complete the current edition Intermediate Fetal Monitoring Course within three years of the Intermediate Instructor Course
- ❖ Complete the Intermediate Instructor Course (prepares participants to teach the Intermediate Course. Focuses on the principles of adult learning and teaching strategies specific to teaching the Intermediate Course and its skills components. Learners present segments of the Intermediate Course in order to incorporate appropriate teaching methods and strategies. Information about the administrative and operational aspects of the FHM program are also presented.)
- ❖ Complete an Intermediate FHM teach-back Course within one year of Instructor Course completion
- ❖ Complete the Conflict of Interest, Licensing Agreement, and Financial Declaration Statements annually.

Instructor Candidates Responsibilities/Requirements:

- Must arrange and successfully complete an Intermediate Course teach back within one year of Instructor Course completion



- Present content from both lecture and skills stations during the teach back to include a minimum of 25% of the total course.
- Remain in the classroom for both days of the teach back course
- May have two opportunities within the one year of their Instructor Course to successfully complete the teach back before being required to retake the Intermediate Instructor Course.
- Provide the evaluating Intermediate Designated Instructor or Instructor Trainer a copy of the candidate's completed micro-teach evaluation prior to the teach back course.

- Other factors related to Instructor Candidates:
 - Instructor Trainers who taught the candidates's Intermediate Instructor Course may evaluate their teach backs
 - If it is not feasible for the Instructor Trainer to evaluate the teach back course, an AWHONN approved Designated Intermediate Instructor may observe and evaluate the teach back. The candidate must communicate with the Instructor Trainer who taught the Intermediate Instructor Course, providing the name and contact information of the individual who will evaluate the teach back course.
 - If a second teach back is needed, the Instructor Candidate must be evaluated by the same Instructor Trainer or Designated Intermediate Instructor who evaluated the initial teach back Course, provided the evaluator has maintained all other requirements for Instructor status maintenance.
 - Only approved Intermediate Course Designated Instructors or Instructor Trainers may evaluate Intermediate Course teach back presentations

Advanced FHM Instructor

Criteria for eligibility

- Complete the requirements to become an Intermediate FHM Course Instructor, teach four Intermediate FHM Courses, complete an Advanced FHM Course, and successfully complete an Advanced FHM Course teach-back under the supervision of an Instructor Trainer or approved Designated Advanced Course Instructor)

Instructor Levels of Progression:

Instructor Levels include:

- ***Intermediate FHM Instructor*** teaches the Intermediate Course



- ***Intermediate Fetal Monitoring Course Designated Instructor*** teaches the Intermediate Course and evaluates Intermediate Instructor Candidates' Intermediate FHM Course teach back
- **Advanced Fetal Monitoring Course Instructor** teaches the Advanced Course
- **Advanced Fetal Monitoring Course Designated Instructor** teaches the Advanced FHM Course and evaluates Advanced Instructor Candidates' Advanced FHM Course teach back
- ***Instructors who teach both the Intermediate FHM Course and the Advanced FHM Course***
- ***Designated Instructors for both the Intermediate Course and the Advanced FHM Courses*** teach both courses and evaluate Intermediate and Advanced Course FHM teach back courses
- ***Instructor Trainers*** teach the Intermediate, Advanced FHM Courses and the Intermediate Instructor Course and evaluate all levels of teach backs

Teaching Requirements

Teaching requirements for each level of Instructor are:

- All Instructors must teach at least 25% of each course to receive credit for the course.
- The 25% is delineated as 4.25 hours of the Intermediate FHM Course (including lecture and skills stations) and 2.25 hours of the Advanced FHM Course.
- No credit for meeting teaching requirements is given if these percentages and hours are not met.

II. General Program Information – Delivery

The following questions should be considered during the planning phase to help determine the best options for your hospital system/facility.

- ❖ How many nurses/physicians are planning to participate in the AWHONN Fetal Heart Monitoring Program?
- ❖ How will FHM education be presented at your facilities?
 - a. Will approved AWHONN Instructors come to your facilities to teach the program?
- ❖ How many sites will host the programs? If so, where are the sites located? Are any international?
- ❖ Have you considered designating a course administrator? The course administrator may coordinate processes such as those listed below.



Scheduling - Each FHM program course must be registered with AWHONN in order for AWHONN to validate CNE/CMEs credit and for Instructors to receive credit for teaching the course. An online course request form must be submitted via the FHM program's webpage, www.awhonn.org/fhm, in order to generate a course ID number. It is suggested that requests be submitted at least 12 weeks in advance, to allow time for instructors, administrators and students to order, receive and review course materials.

Purchase Materials – Materials may be purchased directly from our publisher after approval and generation of the course ID number.

CNE/CME/Feedback (Applies to the Intermediate and Intermediate Instructor Courses) and optional test (Applies to the Advanced Course) – Participants can access the online system immediately after the course to provide their feedback and to obtain their CNE/CME certificates if they have the course ID number and their Student Materials book with unique ID number. Participants have until 30 days after their course to complete the online feedback form. CNE/CME will be available on-line for participants immediately after completing the online feedback form.

III. Educational Options

Option I: Send nurses away from your hospital to be educated - If you decide to use this method, please visit the AWHONN Web site at www.awhonn.org and search for public FHM courses posted in your area.

Option II: Bring an instructor into your facility to educate employees.

Option III: Fast Track - Educate nurses at your facility to become AWHONN Instructors. This will involve week long courses at your facility.

Monday & Tuesday, on the first two days AWHONN Instructors and/or Instructor Trainers will present the two-day Intermediate Fetal Monitoring Course. This course is an intermediate level program addresses clinical practices – identification of tracing trends, selection of appropriate interventions, communication and documentation of care. Skills stations are included with the lecture over the two days.

Wednesday, the Intermediate Instructor Course (for individuals approved to attend the course who wish to teach the Intermediate FHM Course) is presented by an AWHONN Instructor Trainer. This class is limited to eight participants. The course allows participants to present an assigned segment of the Intermediate Course (called a micro teach.).

Thursday and Friday, the Instructor Candidates will teach the Intermediate Fetal Monitoring Course under the guidance and supervision of the Instructor Trainer.



IV. CNE/CME Credits and Teaching Ratio

Intermediate Fetal Monitoring Course)

CNE's Available	CMEs Available	Max. # of Participants	Min. # of Participants	Instructor/ participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
18	15.25	24	2	1:6	4

Advanced Fetal Monitoring Course

CNE's Available	CMEs Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes 2 Teach Back candidates)
8	6	No cap	2	1:No cap	4

Intermediate Instructor Course

CNE's Available	CMEs Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
8	None	8	2	1:8	2

V. Fetal Heart Monitoring Program Materials –

A. Intermediate Fetal Monitoring Course Materials

Set Name	Includes:	Who May Purchase?	ISBN Order # and Cost*
<p>Intermediate Course Student Materials</p> <p>Each participant is required to have a Student Materials Book.</p>	<ul style="list-style-type: none"> • Student Unique ID Number for Feedback/CNE/CME preprinted under the scratch off coating and cannot be returned if the scratch off coating is removed • Introduction and Supplemental Information • Baseline Variability • 2008 NICHD descriptive terms for FHR characteristics • References list • AWHONN Membership Flyer • Course slides with notes lines • Skills stations • Intermediate FM Course Knowledge Validation Form • Documentation flow sheet for communication exercise test • Skill station integration of FHM knowledge and practice answer sheets (11) • Skill station: Communication of FHM data practice exercises I and correct responses • Communication skill station practice exercise II • Practice exercise II- documentation flow sheet and correct documentation • Skill station: Communication of FHM data test and exercise I, II tracings • Skill station: Communication scenario critique worksheet • Test Completion Sheet 	<p>Instructors, Administrators, Students or their organizations; a valid course number is required at the time of order.</p>	<p>ISBN #: 978-1-5249-3365-4</p> <p>COST: \$120.00</p>

<p>FHMPP Textbook (5th edition) –</p>			<p>COST: EBook \$34.95/subscription per year</p> <p>Hardcopy Member (Individual) Price \$59.95 (must be an AWHONN member)</p> <p>Hardcopy Non-member Price: \$74.95</p>
<p>FHM Instructor Material Kit</p>	<p>Instructor Teaching Materials (*one-time purchase) that includes:</p> <ul style="list-style-type: none"> • 3-ring binder with USB portal drive Instructor Resource Manual w/course presentation/slide/script hard Answer Key and auscultation tracks/video kit on external drive device • Case Studies I and II, Short Practice Tracings (hard copies). • Intermediate Course Student Pack. CNE/CME/Feedback form with unique student ID number included in the Student Materials may not be photocopied and reused. 	<p>AWHONN Instructors in good standing; a valid instructor ID number is required at time of order.</p>	<p>ISBN #: 978-1-5249-3372-2</p> <p>COST: \$465.00</p>
<p>Intermediate FHM Instructor Resource Manual (Replacement Manual for Instructors)</p> <p>(Remember, each Instructor Material Kit (Instructor Teaching Material) contains one copy of this required Instructor Resource.</p>	<p>3-Ring Binder with USB portal drive insert containing:</p> <ul style="list-style-type: none"> • Course Presentation and forms on USB portal drive • Administrative Guidelines • Hardcopies of Test A with rationales to be photocopied for participants • Hardcopy and electronic copies of forms • Attendance sign-in sheet • FHM Program Logo <p>* Workshop forms including Test A and sign-in sheet may be photocopied for each course.</p>	<p>AWHONN Instructors in good standing; a valid instructor ID number is required at time of order.</p>	<p>ISBN #: 978-1-5249-3368-5</p> <p>COST: \$90.00</p>

B. Intermediate Instructor Course

Set Name	Includes	Who May Purchase	
Intermediate Instructor Course Student Material Each participant is required to have an original Student Materials Book	<ul style="list-style-type: none"> • Student Unique ID Number for Feedback/CNE preprinted under the scratch off coating and cannot be returned if the scratch off coating is removed. • Intermediate Instructor Resource Manual w/course presentation/slide/script • Intermediate Instructor Course handout slides • Instructor lapel pin 	Instructors, participants or Administrators or their organizations; a valid course number is required at time of order.	ISBN #: 978-1-5249-3382-1 COST: \$210.00
FHMPP Textbook (5th edition) –			COST: EBook \$34.95/subscription per year Hardcopy Member (Individual) Price \$59.95 (must be an AWHONN member) Hardcopy Non-member Price: \$74.95

C. Advanced Fetal Heart Monitoring Materials

Set Name	Includes	Who May Purchase	
Advanced Course Student Materials Each participant is required to have an original Student Materials Book	Student Material Workbook (content): <ul style="list-style-type: none"> • Student Unique ID Number for Feedback/CNE/CME/Optional Test preprinted under the scratch off coating and cannot be returned if the scratch off coating is removed. • Introduction and Supplemental Information. • Resources and References List. • Course Slides with notes lines. 	Instructors, participants or Administrators or their organizations; a valid course number is required at time of order.	ISBN: 978-1-5249-3308-1 COST: \$100.00
FHMPP Textbook (5th edition) –			COST: EBook \$34.95/subscription per year Hardcopy Member (Individual) Price \$59.95 (must be an



			AWHONN member) Hardcopy Non-member Price: \$74.95
Advanced Fetal Monitoring Instructor Resources	3-Ring Binder with USB portal drive insert containing: <ul style="list-style-type: none"> • Instructor Resource Manual with external drive device and Course Outline with Script Presentation. • Instructor Educational Material and Administrative Guidelines 	AWHONN Instructors in good standing using a valid Instructor ID number for the order.	ISBN: 978-1-5249-3312-8 COST \$:210.00

VI. Pricing – Prices of Materials *Subject to change

Fees

Instructors may charge variable fees for teaching. For example, some instructors pay for meeting space, AV equipment, food, and other supplies. Others may work with institutions that provide these services. To find out about course fees and the registration process, please contact the administrator listed for the course you are selecting

Large Volume Packs (student material packs)	Discount
24	5%
48	10%
144	15%
250	20%
500	25%

To receive large volume discount pricing, orders must be placed through Kendall Hunt Publishing.

Note: Instructor fees for teaching the courses are not included in the AWHONN prices. Contact the Instructors directly for their fees.