FCCS: Obstetrics
Course Administration

Now that you have purchased a course license for Fundamental Critical Care Support: Obstetrics (FCCS: OB), please read through this document to ensure that you have everything you need for your upcoming course(s). All materials needed to run the course are available electronically through the Licensed Activities Portal.

The Society of Critical Care Medicine's (SCCM) Licensing Team conducts the day-to-day operations of all licensed programs. If you have any questions about running your course, please contact:

SCCM Licensing Team
Society of Critical Care Medicine
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Mount Prospect, IL 60056 USA
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Course Responsibilities, Costs, and Resources

SCCM Responsibilities	Course Site Responsibilities
SCCM is responsible for maintaining course records. This includes: • Current approved course consultants • Current approved instructors, including teaching records • Course locations, along with acting directors and submitted course rosters • Demographic information for enrolled course attendees (if provided)	The course director/course coordinator is responsible for planning and conducting the course. This includes: • Faculty selection • Course marketing, registration, and logistics • Obtaining equipment • Establishing participant registration processes • Requesting necessary course resources (audiovisual equipment, skills station equipment, catering, etc.) • Annual license holders are expected to keep materials related to running the courses as long as a license is active.

SCCM Provides	Course Site Provides
• Administrative materials and support for planning and running a course • Presentations • Skill station curriculum • Pre- and posttests • Course textbook	• Travel expenses for course consultant and visiting instructors • Honorarium for the course consultant, if requested. Nothing higher than $1,000 is advocated by SCCM. The course director may negotiate a lower or pro bono fee.

• Certificates for attendees who complete the course	• Comfortable meeting room seating and food and beverages (for breaks and meals) • Materials for course attendees and instructor packets • Equipment for presentation delivery (including LCD projector) • Equipment for skill stations • Continuing education (CE)/continuing medical education (CME) credit to attendees (optional)*

* Because SCCM is not directly involved in the course offering, it cannot issue CE/CME credit to learners for live course offerings. If the institution or course sponsor is a national- or state-accredited CE/CME provider, it may wish to grant CE/CME credit for the course.

Purchasing a License

Course sites typically include hospitals, universities, nonprofit institutions, and SCCM-approved licensed organizations. The site must purchase a license to run the course electronically through the Licensed Activities Portal. The order should include the number of learners for the course (this may be adjusted later).

Orders are reviewed and approved within two weeks, based on these criteria:
- Availability of course supplies and support personnel
- Number of participating instructor faculty
- Approved course consultant (first course only)
- Institution's previous experience in holding the course, as evaluated by learners

After a license order is approved, the site will have access to course materials through the Licensed Activities Portal.

The course must be held over two full days to cover all course materials. If requested, the SCCM Licensing Team may approve plans to extend the course beyond two days.

Once a site selects course dates, the dates should be added to the order in the Licensed Activities Portal. When entering course dates, the site will be asked to confirm whether the dates can be posted on the SCCM website.

Course Faculty

Licensed courses are administered and presented by a course coordinator, director, consultant (if needed), and instructors.

- The course coordinator will provide administrative, organizational, and other types of support.
- The course director will be the main contact for the course and be responsible for selecting instructors and ensuring that courses run smoothly.
- The consultant will provide guidance, help with organization and administrative issues, and answer questions about course content.

For a detailed description of these roles and the faculty requirements for holding a course, review the Faculty Eligibility and Responsibilities document, included separately.

A complete list of faculty and modules taught may be entered into the Licensed Activities Portal at any point in the planning process.

Course Planning

These documents and templates are available for the course director/coordinator to use in the planning process:

- *Faculty Eligibility and Responsibilities*
- *Course Planning Timeline*
- *Sample Course Agenda*
- *Skill Station Equipment List*
- *Skill Station Attendance Form*
- *Sample Letter to Course Learners*
- *Sample Letter to Course Instructors*
- *Sample Attendance Roster*

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Tips For Holding A Successful Course
- *It is important to provide reasonable time for breaks and movement and a comfortably cool, well-lit room.*
- *Healthy, low-sugar snacks have been correlated with better performance and should be served outside the lecture room.*
- *A laser, penlight, or other pointer should be provided to instructors, and backup files of course materials should be ready.*
- *The course consultant or director should briefly meet with instructors before each morning and afternoon to answer questions, encourage communication, and address any issues. This is also the time to remind instructors to repeat vital points covered in the test material.*

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Course Materials

The SCCM Licensing Team will work with the course coordinator/director to ship course textbooks. Electronic access to course presentations, skill stations, and test materials will be provided to the site when the license is ordered.

Course textbooks should be mailed to learners from the course site. All other materials are available in the Licensed Activities Portal. All presentations and skill stations are required for this course.

Pretest. Learners should complete the pretest before the course begins, or it can be administered on site during registration. It should not decrease teaching or skill station time. Collect pretests before the course starts, and score and return them to learners before the instructor-led pretest review.

Presentations. Each presentation should be covered in 30-45 minutes. Schedule variations are permitted for the convenience of learners; however, minimum attendance requirements should be met for course completion. This is a requirement and should be presented to learners in the introductory lecture.

Skill Stations. Skill stations offer hands-on teaching experience through case scenarios guided by instructor and learner objectives. Instructors should use the case scenarios to generalize pertinent information, ensuring that the focus remains on the objectives. Learners should be encouraged to answer the questions included within the skill stations, and to participate by exhibiting physical skills whenever possible.

Notes for planning and conducting skill stations:
- Skill stations may be interspersed with lectures throughout the day or grouped together.
- Student-to-instructor ratio is 8:1 for skill stations.
- Set up skill stations in two separate rooms. If possible, keep the skill station rooms close together and close to the lecture area to help with movement through the stations.
- Allocate the same amount of time for each skill station.
- Additional instructional content is provided with some skill stations to allow the instructor considerable latitude in the optional material discussed.
- Recommended equipment for skill stations is included in a separate document (*Skill Station Equipment List*).
- Be prepared with extra batteries and bulbs for laryngoscopes, extension cords, tape to hold cords in place, and backup methods in case skill station equipment fails.

Skill stations should be scored as pass/fail. Although this type of scoring introduces an element of subjectivity, instructors evaluate participants as objectively as possible by adhering to the learner objectives.

Instructors should collect the *Skill Station Attendance Form* from each learner at the beginning of each station. As each station is completed, the instructor should initial and score learner performance (pass or fail) and return the form to the learner. Instructors should sign Skill Station Attendance Forms at the final skill station and submit them to the course coordinator. SCCM does not need to receive these forms unless a learner's final score is in dispute.

It is important that the learner has instructor approval for each skill station. This is a requirement for course completion.

Posttest. The posttest is a closed-book examination to be completed at the end of the course. Although the test is not meant to be timed, 45-60 minutes is usually a sufficient time allowance. The test should be administered in a quiet, monitored room. Learners will be tested only on material presented in the lectures.

A score of 70% or higher is needed to pass. The posttests should be scored and results returned to learners onsite. Test documents should be collected and destroyed. After the course is complete, the course director/coordinator should enter the results in the Licensed Activities Portal.

Course Completion and Certificates

One certificate will be issued for each learner who successfully completes the course. This means the learner must:

- Attend both days of the course
- Perform skill stations at a satisfactory level
- Pass the posttest with a score ≥ 70%
- Complete the participant evaluation

To obtain certificates, the course director/coordinator should submit these materials through the Licensed Activities Portal within **30 days** of course completion:

- Faculty listing, including module(s) taught by each
- Course roster, including name, email address, and profession for each participant
- Posttest scores
- Participant evaluations should be emailed to participants using the link in the portal
- Course site evaluation should be completed online using the link in the portal

Course coordinators/directors will have the ability to print or email PDF certificates to learners who pass the course once these materials are submitted. Annual license holders are expected to keep materials related to running the courses as long as a license is active.

Renewal of Training. Certificates include the date of course completion and will be valid for four years, after which the "FCCS: OB trained" will no longer apply unless the course is retaken. Certificates must be renewed before they expire. SCCM will not notify providers of upcoming certificate expiration.

Appeals/Grievance Process

In the unlikely event that a dispute arises involving a learner that a course site cannot resolve to the learner's satisfaction (eg, course score), inform the attendee how to initiate SCCM's licensed course appeal process.

- The course attendee should notify the SCCM Licensing Team of the matter in writing. The correspondence should state the issue(s) disputed, the course site, and course dates.
- Additional information may be requested by SCCM.
- The FCCS: OB Committee chairperson will arbitrate the dispute.
- The course attendee may submit a final appeal to the SCCM Council if desired.

This process is in place to assist with difficult situations in which the course director and faculty believe that an attendee has not demonstrated sufficient understanding or skill proficiency to receive a passing score. If a course site is aware of an attendee's dissatisfaction, the course director should notify the SCCM Licensing Team when returning materials after the course is held. A simple phone call may resolve the dispute.