



## **AWHONN Fetal Heart Monitoring Program (FHM) Getting Started**

The information below is a guide for hospitals, health care systems, or facilities wanting to bring the AWHONN FHM Program into their institutions. For further information or clarification on any items listed below, please contact Doris Parson at [dparson@awhonn.org](mailto:dparson@awhonn.org) or 202-261-2412.

### **I. How to Become an Intermediate Workshop Instructor**

#### **To be eligible to become an Intermediate Workshop FHM Instructor you must:**

- ❖ Complete the AWHONN Verification Form for Instructor Candidate Qualifications, the Instructor Responsibilities Form for the Fetal Heart Monitoring Program, and the Biographical Data Form.
- ❖ Document active licensure as a registered nurse or physician.
- ❖ Maintain current AWHONN full membership.
- ❖ Document a minimum of two years of recent experience in intrapartum fetal monitoring.
- ❖ Document current clinical involvement in intrapartum fetal heart monitoring (FHM) as a staff nurse, physician, manager, clinical nurse specialist, advanced practice registered nurse, certified midwife (registered midwife in Canada), or educator with inclusion of responsibilities for direct assessment of intrapartum EFM clinical skills of others.
- ❖ Maintain professional development in intrapartum, antepartum, high-risk care, and FHM through attendance at relevant continuing education activities.
- ❖ Submit evidence of successful completion of the current edition Intermediate Fetal Monitoring Course within 3 years of the Intermediate Instructor Workshop. The application must include documentation of knowledge validation, course date, and course number of the Intermediate Course.
- ❖ Successfully complete the Intermediate Instructor Workshop (online and in-person components). Prepares participants to teach the Intermediate Course. Content includes principles and application of adult learning theory as applicable for teaching the Intermediate Fetal Monitoring Course such as integration of principles of adult learning into the didactic and skills course components, incorporating appropriate teaching methods and strategies during the lecture, demonstrating entry-level proficiency in teaching and guiding participants during the skill stations, and demonstrate



knowledge of the assigned components of the course during the micro-teach. Information about the administrative and operational aspects of FHM are presented.

- ❖ Complete the online Instructor Agreements.
- ❖ After successfully completing an Intermediate teach back, Candidates must be certified by the National Certification Corporation in Inpatient Obstetric Nursing (RNC-OB®) or Electronic Fetal Monitoring (C-EFM®) or Inpatient Antepartum Nursing (RNC-IAP®) before teaching their first Intermediate Course independently.

### ***Instructor Candidates Responsibilities:***

#### ***What are the responsibilities of the Intermediate Instructor Candidate?***

- Must arrange and successfully complete an Intermediate Course teach back.
- Candidates are required to present content from both lecture and skills stations during the teach-back and a minimum of 25% of the total course is required.
- Candidates must be present for the entire in-person Intermediate Course (full 1-day).
- Candidates have two opportunities within 1 year of their Instructor Course/Workshop to successfully complete the teach-back before being required to retake the Intermediate Instructor Workshop.
- After successfully completing a teach-back, candidates must be certified by the National Certification Corporation in Inpatient Obstetric Nursing (RNC-OB®), Inpatient Antepartum Nursing (RNC-IAP®), or Electronic Fetal Monitoring (C-EFM®) before teaching their first Intermediate Course.
- The Intermediate Designated Instructor or Instructor Trainer completing the evaluation of the teach-back must be given a copy of the candidate's completed micro-teach evaluation before the teach-back course.
- The Instructor Trainer who taught the candidate's Intermediate Instructor Workshop may evaluate the teach-back for candidates.
- In situations where 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 Workshop, providing the name and contact information of the individual who is to 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 Intermediate Course Designated Instructors or Instructor Trainers may evaluate Intermediate Course teach-back presentations.

**Advanced FHM Instructor** criteria (complete the requirements to become an Intermediate FHM Workshop Instructor, teach four Intermediate FHM Courses with evaluation scores  $\geq 4.0$ , complete an Advanced FHM Course, and complete an Advanced FHM Course teach-back).

### ***Instructor Levels of Progression:***

Instructor Levels have been expanded to include:

- **Intermediate FHM Instructor** teaches the Intermediate Course
- **Intermediate Fetal Monitoring Course Designated Instructor** teaches the Intermediate Course and evaluates the 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 and Advanced FHM Courses and the Intermediate Instructor Workshop and evaluate all levels of teach-back courses

## **II. General Program Information –**

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

### **Delivery**

- ❖ How many nurses/physicians are planning to participate in the AWHONN Fetal Heart Monitoring Program?
- ❖ How will FHM education be conducted at your facilities?
  - a. Will approved AWHONN Instructors come to the facilities to teach the program?



- ❖ How many sites will host the training? If so, where are the sites located? Are any international?
- ❖ Have you considered designating a course administrator? The course administrator will coordinate processes such as those listed below.

## **Scheduling**

- ❖ Each FHM program course must be registered with AWHONN for AWHONN to validate Nursing Contact Hours/CME 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](http://www.awhonn.org), to generate a course ID number. It is suggested that requests be submitted at least 12 weeks before the first day of the course to allow time for Instructors, Administrators, and/or students to order, and receive course materials so that students can review the materials and complete the online learning prerequisite before the classroom experience (Intermediate and Instructor Workshop).
- ❖ Course ID numbers are downloaded from the AWHONN Course Registration site to an external portal and courses must be registered since participants must have access to course number for the online learning prerequisite education process, submitting feedback and obtaining their Nursing Contact Hours/CME credit certificates. If it has been 24 hours since the course was registered, participants will have access to complete the online learning prerequisite starting 30 days before the in-person course date. Access ends one day before the in-person course. If the prerequisite is not successfully completed one day before the in-person course, participant is denied entry to the online learning prerequisite course. Also, participants not successfully completing the online learning prerequisite will not be allowed entry to the in-person course (Intermediate and Instructor Workshop).

## **Purchasing**

- ❖ Materials may be purchased directly from our publisher upon approval and generation of the course ID number. The Participant Materials book with a unique ID number for participants to access the site for Intermediate Course, Advanced Course, and Intermediate Instructor Workshop is included with the purchase of the Participant Materials book.
- ❖ **Nursing Contact Hours/CME Credit/Feedback-** Participants can reenter the online system immediately after the course to complete their post-test, provide their feedback, and obtain their Nursing



Contact Hours/CME Credit. The instructor must store their “pass/fail” mark in the system before they can complete their post-test and evaluation. The Participants have up to 30 days after their course to complete the online feedback form. Nursing Contact Hours/CME Credit will be available online for participants immediately after completing the online feedback form.

### **III. Training Options**

**Option I:** Send nurses and physicians away from your hospital to be educated - (This may not be cost-effective, meet the staffing needs at your facility, and/or you may have a problem with locating a course in your area). If you decide to use this method, please visit the AWHONN Web site at [www.awhonn.org](http://www.awhonn.org) and search for public FHM courses posted in your area.

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

**Option III:** Fast Track - Educate nurses at your facility to become AWHONN Instructors. This will involve three days’ experience at your facility.

**Day One-**AWHONN Instructors and/or Instructor Trainers will present the one-day Intermediate Fetal Monitoring Course. This one-day Instructor-led course consists of didactic content, hands-on skill station modules, and an online integration test. Online prerequisite education is required prior to attending the one-day course.

**Day Two-** The Intermediate Instructor Workshop (only for individuals wanting to teach the Intermediate FHM Course) will be taught by an AWHONN Instructor Trainer. This class is limited to six participants. During this Course, each Instructor Candidate will present a micro-teach assignment. This exercise allows each candidate the opportunity to present course material to an audience.

**Day Three-** The Instructor Candidates will teach the Intermediate Fetal Monitoring Course under the guidance and supervision of the Instructor Trainer. Please note there may only be a total of 4 instructors for the Intermediate Fetal Monitoring Course. This may be 3 Instructor Candidates and the Instructor Trainer.



#### IV. Nursing Contact Hours/CME Credit and Teaching Ratio

##### Intermediate Fetal Monitoring Course (IFM)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
11.50	11.50	24	2	1:6	4

Pharmacology content is 0.5 hours of the 11.50 nursing contact hours for this course.

##### Advanced Fetal Monitoring Course (AFM)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
8	8	24	2	1:24	4

Pharmacology content is 0.75 hours of the 7 nursing contact hours for this course.

##### Intermediate Instructor Workshop (IIW)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
6	None	6	2	1:6	2



**V. Fetal Heart Monitoring Program Materials –**

ISBN	Title	Ed.	Price	Total
<b>Fetal Heart Monitoring Textbook</b>				
781792423017	<p><i>Fetal Heart Monitoring Principles and Practices</i> (FHMP) <b>Print</b> textbook</p> <p>Resource for all courses. All participants must purchase or have access to the textbook. <b>This is NOT the required participant registration fee and workbook with the scratch off code.</b></p>	6 <sup>th</sup>	<p><b>\$76.95</b></p> <p>Bulk discounts            24-47-5%            48-143-10%            144-249-15%            250-499-20%            500 or more - 25%</p>	
781792423024	<p><i>Fetal Heart Monitoring Principles and Practices</i> (FHMP) <b>Online</b> textbook*</p> <p>Access for the life of the book for individual/single users. Same content as the print textbook. <b>This is NOT the required participant registration fee and workbook with the scratch off code.</b>  <b>Email address</b> _____ (required)</p>	6 <sup>th</sup>	<p><b>\$64.95</b></p>	
<b>Intermediate Course – Participant Material</b>				
9798385129010	<p><b>Intermediate Course – Participant Material – Print</b></p> <p><i>Intended for all participants taking the online learning prerequisite education and 1-day Intermediate Course.</i> Each participant is <b>required</b> to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>Materials valid for use through the CNE/CME course expiration date.</b>            Course ID _____ (required)            Course Date _____ (required)</p>	8 <sup>th</sup>	<p><b>\$145.00</b></p> <p>Bulk discounts            24-47- 5%            48-143-10%            144-249-15%            250-499-20%            500 or more-25%</p>	



	<p>9798385128945</p>	<p><b>Intermediate Course - Participant Material - Online*</b>  <i>Intended for all participants taking the online learning prerequisite education and 1-day Intermediate Course. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. eBook access valid for use through the CNE/CME course expiration date. This online eBook is an alternative to Intermediate Participant print materials.</i>          Course ID _____ (required)          Course Date _____ (required)  <b>Email address</b> _____ (required)</p>	<p>8<sup>th</sup></p>	<p>\$145.00</p>	
	<p>9798385129683</p>	<p><b>Intermediate Course FHMPP Textbook and Participant Material Bundle - Online*</b>          Includes online access to the following two items:  <i>Fetal Heart Monitoring Principles and Practices (FHMPP) textbook- (Disclaimer: textbook will expire before the Intermediate Course - Participant Material) - Online</i>  <b>Intermediate Course - Participant Material - Online</b>  <i>Intended for all participants taking the online learning prerequisite education and 1-day Intermediate Course. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. eBook access valid for use through the CNE/CME course expiration date. This online eBook is an alternative to Intermediate Participant print materials.</i>          Course ID _____ (required)          Course Date _____ (required)  <b>Email Address</b> _____ (required)</p>	<p>6<sup>th</sup>  8<sup>th</sup></p>	<p>\$200.00</p>	





**Advanced Course Participant Material**

	9798385129027	<p><b>Advanced Course - Participant Material - Print</b>  <i>Intended for all participants taking the 1-day Advanced Course. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>Materials valid for use through the CNE/CME course expiration date.</b></i>          Course ID _____ (required)          Course Date _____ (required)</p>	7 <sup>th</sup>	<p><b>\$120.00</b></p> <p>Bulk discounts          24-47- 5%          48-143-10%          144-249-15%          250-499-20%          500 or more-25%</p>	
	9798385128877	<p><b>Advanced Course - Participant Material - Online*</b>  <i>Intended for all participants taking the 1-day Advanced Course. Each Participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>eBook access valid for use through the CNE/CME course expiration date.</b> This online eBook is an alternative to Advanced Participant print materials.</i>           Course ID _____ (required)          Course Date _____ (required)  <b>Email address</b> _____</p>	7 <sup>th</sup>	<p><b>\$120.00</b></p>	
	9798385129676	<p><b>Advanced Course FHMPP Textbook and Participant Material Bundle - Online*</b>  <i>Fetal Heart Monitoring Principles and Practices (FHMPP) textbook- <b>Disclaimer: textbook will expire before the Advanced Course - Participant Material - Online</b></i>  <b>Advanced Course - Participant Material - Online</b>  <i>Intended for all participants taking the 1-day Advanced Course. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>eBook access valid for use through the CNE/CME course expiration date.</b> This online eBook is an alternative to Advanced Participant print materials.</i>          Course ID _____ (required)          Course Date _____ (required)  <b>Email address</b> _____ (required)</p>	6 <sup>th</sup>  7 <sup>th</sup>	<p><b>\$175.00</b></p>	



**Intermediate Instructor Workshop (IIW) Participant Material**

<p>9798385129140</p>	<p><b>Intermediate Instructor Workshop - Participant Material</b>  <b>Print</b> <i>Intended for all participants taking the online learning prerequisite education and the 4-hour Intermediate Instructor Workshop. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>Materials valid for use through the CNE/CME course expiration date.</b></i>          Course ID _____ (required)          Course Date _____ (required)</p>	<p>4<sup>th</sup></p>	<p><b>\$240.00</b>           Bulk discounts          24-47- 5%          48-143-10%          144-249-15%          250-499-20%          500 or more-25%</p>	
<p>9798385129621</p>	<p><b>Intermediate Instructor Workshop - Participant Material</b>  <b>Online*</b>  <i>Intended for all participants taking the online learning prerequisite education and the 4-hour Intermediate Instructor Workshop. Each participant is required to have a workbook to receive a unique Participant ID. The participant materials include the AWHONN course registration fee to attend the course. <b>eBook valid for use through the CNE/CME course expiration date.</b> This online eBook is an alternative to Intermediate Instructor Workshop Participant print materials.</i>          Course ID _____ (required)          Course Date _____ (required)  <b>Email Address</b> _____ (required)</p>	<p>4<sup>th</sup></p>	<p><b>\$240.00</b></p>	

**Instructor Materials: Sold to AWHONN Instructors Only**

<p>9798385129188</p>	<p><b>Intermediate Instructor Teaching Materials (Full set)</b> Material used to teach the Intermediate Course: includes print w/digital download of the Intermediate Instructor Resource Manual, Presentation, Course Outline with Script, Case Scenarios, and Short Practice Tracings (included in the slides with script), Test/Rationales, Online Prerequisite Educational Learning, and Participant Workbook to review with participants.  <b>Materials valid for use through the CNE/CME course expiration date.</b>          AWHONN Instructor ID Number: _____ (required)</p>	<p>8<sup>th</sup></p>	<p><b>\$520.00</b></p>	
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	9798385129294	<p><b>Intermediate Course Instructor Resource Manual Online*</b>  <b>Partial download</b>– does not include Case Scenario and Short Practice Tracings, Test/Rationales, Prerequisite Learning, and Participant Pack)          Valid for use by <b>ONE</b> instructor only.  <b>Intended as a service to help hospital/healthcare systems w/multiple Instructors at each facility needing additional manuals. Materials valid for use through the CNE/CME course expiration date.</b>          AWHONN Instructor ID Number: _____(Required)  <b>Email</b> _____(Required)</p>	8 <sup>th</sup>	\$110.00	
	9798385129041	<p><b>Advanced Course Instructor Resource Manual Print</b>          Material used to teach the Advanced Course and must be purchased by AWHONN Instructors authorized to teach the 1-day Advanced Course. Includes print w/digital download. <b>Materials valid for use through the CNE/CME course expiration date.</b>          AWHONN Instructor ID Number: _____(required)</p>	7 <sup>th</sup>	\$240.00	
	9798385129072	<p><b>Advanced Course Instructor Resource Manual - Online*</b>  <i>Valid for use by ONE instructor only.</i>  <b>Materials valid for use through the CNE/CME course expiration date.</b>          An alternative to Advanced Course Instructor Resource Manual print.          AWHONN Instructor ID Number: _____(required)  <b>Email</b> _____(required)</p>	7 <sup>th</sup>	\$240.00	

**VI. Pricing – Prices of Materials \*Subject to change**

**Fees**

Course fees vary from instructor to instructor based on differing expenses. 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 your preferred date and location.



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. Instructors will need to be contacted directly for their fees.**