



MYASTHENIA GRAVIS
FOUNDATION OF AMERICA, INC.

**Myasthenia Gravis Foundation of America, Inc.
Nurses Advisory Board**

**How to Plan a Continuing Education Offering for
Nurses on Myasthenia Gravis**

Overview:

1. Decide that your chapter/group wants to sponsor a workshop/seminar for nurses
2. Secure a source to approve Continuing Education Credit
3. Find a room and set a date
4. Determine program content and select speakers
5. Secure CVs, outlines, and objectives for each speaker
6. Advertise
7. Oversee registration
8. Collect handout material from the speakers (if they want to use handouts) and have them printed
9. Put on workshop/seminar
10. Collect evaluations from each attendee and give out certificates
11. The person who approves the CE's will need the original sign-in sheet, the electronic swiping device if used, the evaluations and a copy of all handouts
12. Congratulations. You have sponsored a nursing workshop!

Timeline/Details

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| <i>6 months in advance</i> | <p>Enlist the help of a nurse who is interested in MG.</p> <p>He/she may be a patient, family member, working in neurology and interested in MG or any nurse who is interested and willing to help.</p> |
| <i>5 months in advance</i> | <p>Arrange for sponsorship if desired:</p> <p>Develop a generic letter to ask for sponsorship grants, making sure there will not be a conflict of interest. Look for groups or organizations that have an interest in MG who might sponsor a speaker (i.e., drug companies, infusion therapy companies, companies who manufacture or market IVIG, etc.).</p> |
| <i>5 months in advance</i> | <p>Select a date and schedule a room for your workshop.</p> <p>It's easiest to schedule a room in a hospital or medical center. The program can be offered in a hotel, church, or any "large room" but a hospital will probably be less expensive and easier for nurses to access than other places. Start with the hospital your nurse helper is affiliated with. He/she can "open lots of doors" for you.</p> <p>Determine your target audience and make sure the room will accommodate the number of participants you will be expecting.</p> |
| <i>5 months in advance</i> | <p>Arrange for the program to be approved for Continuing Education (CE's) for Nurses</p> <p>CE approval is usually done by the education department of a hospital. If you have booked a room in a hospital, speak to the director of education at that hospital about CE approval.</p> <p>The State Board of Nursing or other professional organizations may also approve educational offerings.</p> |
| <i>4 months in advance</i> | <p>Plan your program and invite speakers.</p> <p>Program length is suggested to be about 4 hours.</p> <p>Speakers should be qualified, both educationally and by experience, to speak on the subject.</p> <p>Examples: A neurologist who sees MG patients may speak on MG; a pharmacist may speak on the drugs used, their actions and interactions; a clinical specialist may demonstrate how to assess MG weakness; a nurse who works with IVIG could speak on the use of IVIG; a panel of patients can discuss MG from the patient's point of view, etc.</p> |

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| <p>2-4 months in advance</p> | <p>Arrange for approval of Continuing Education Credits.</p> <p>From each speaker you must collect and deliver to the CE approving agency:</p> <ol style="list-style-type: none"> 1. Curriculum vitae (CV), resume, or biographical data. 2. Learning objectives and outline for each presentation |
| <p>2-3 months in advance</p> | <p>Advertise your workshop. Print a flyer/brochure giving details of the program. <i>A template for the brochure is attached or can be requested from the national MGFA office (including electronic format).</i></p> <p>Distribute 10-20 copies of the flyer to the education department of each hospital in your area with a cover letter asking that they make them available to their nurses. If possible, include an electronic copy of the flyer in PDF format, which will make distribution possible to a wider audience on departmental email lists.</p> <p>Send a flyer to patients you know of and ask that they make their nurse friends and family members aware of the educational offering on MG and the number of CE's it will provide.</p> <p>Advertise in the Newspaper in the public service section.</p> <p>The hospital may allow you to use their mailing list for nurses. Hospitals may also put the information on their WebPages or make it available on email.</p> <p>Distribute the flyers where nurses work—hospitals, medical offices, clinics, home health services, nursing homes, etc.</p> <p>Hospitals or businesses that provide a Website for their members/clients are an excellent way to advertise.</p> |
| <p>2-3 months in advance</p> | <p>Prior to printing your workshop flyer/brochure, decide who will be responsible for registration of the participants. The registration allows you to make decisions regarding how much course material to print, what type of audiovisual equipment will be needed, necessary seating, etc.</p> <p>Make certain that your chosen facility is adequate by arranging a site visit to discuss room setup. Decide on seating, name tags, course materials, and refreshments, etc.</p> |
| <p>1 month in advance</p> | <p>Meet with the CE approving agency to inquire:</p> <ol style="list-style-type: none"> 1. Who will prepare the Evaluation? 2. Who will prepare and print the Certificates? 3. Will there be audiovisual assistance? 4. Will the participants “swipe” their licenses to “sign in” on workshop day? Will they sign a paper list? Will they do both? |

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| <i>1 week in advance</i> | <p>Collect PowerPoint slides from each presenter and make handouts. Check with the speakers to see if they have additional handouts that they would like the participants to have. Collect the handout materials, get them copied, and collated for each attendee.</p> <p>Before the workshop place a copy of the handout material into a packet for each of the participants. You may add MG pamphlets to this packet if you choose. Perhaps a sponsor could provide printing and folders for these materials. The evaluation form and the agenda may also be included in the packet.</p> |
| <i>Workshop day</i> | <p>At the Nurses CE Workshop, someone will need to register the participants as they arrive. (Just because they have pre-registered and sent in their fee, does not mean they will attend.) Someone should welcome those attending.</p> <p>The institution where the workshop is being held may provide a Coordinator who will introduce each speaker or your volunteers might do this.</p> <p>Someone should be tasked with keeping the program on schedule, filling out the Certificates of Attendance, collecting evaluations.</p> |
| <i>Conclusion of workshop</i> | <p>At the conclusion of the workshop each participant should complete the program evaluation. Certificates can either be handed out after the program or mailed to those who attend and have filled out the evaluation. It is cost-effective to give the Certificates out at the meeting. In some states if the nursing license is "swiped" a certificate may not be necessary.</p> <p>Following the workshop you will need to make sure the sign-in sheets, "swipe" equipment, and evaluations are returned to whoever approved the workshop for their records. They will also like copies of the handouts that were used.</p> <p>GOOD JOB! Be sure to thank your speakers for their time and interest in teaching, and their help in increasing awareness of Myasthenia Gravis in the nursing profession.</p> |