

Instructor Responsibilities Form

AWHONN Fetal Heart Monitoring Education Programs

Instructors for the AWHONN Fetal Heart Monitoring Education Programs are independently employed and licensed professionals. However, because of their association with AWHONN, while presenting the *Fetal Heart Monitoring Program Courses* each Instructor must:

1. Affirm the accuracy of the information presented on the Biographical Data Form.
2. Present the *Fetal Heart Monitoring Program Courses*, as described in the materials for presenters.
3. Maintain Instructor status by:
 - a) maintaining current AWHONN membership
 - b) Intermediate Instructors teaching a minimum of two Intermediate Fetal Heart Monitoring Courses in two years (a minimum of 25% of each to include lecture and skills stations);
 - c) Advanced Instructors teaching a minimum of two Advanced Fetal Heart Monitoring Courses in two years (a minimum of 25% of each course);
 - d) Instructors who teach both Intermediate and Advanced Courses teaching a minimum of one each within two years (minimum of 25% of the Intermediate to include lecture and skills stations and 25% of the Advanced).
 - e) teaching in accordance with the policies and procedures governing the *Fetal Heart Monitoring Programs*, as described in the Instructor Manuals and *The Beat Goes On*. Instructors are solely responsible for the quality of their presentations, in accordance with professional standards of practice.
 - f) maintaining participant feedback scores of at least 3.0 on all components of each course presented.
4. Support the Fetal Heart Monitoring Education Programs in public arenas. This includes providing factual information about the programs and notifying prospective audiences about the AWHONN programs.
5. Avoid actual, potential or perceived conflicts of interest. Instructors may not inappropriately use their involvement in AWHONN activities to further personal business or other interests. It is recognized that Instructors are experts in fetal monitoring and adult education and may have other teaching commitments through an employer, proprietary organization, or entrepreneurial endeavor. Involvement in these activities is not considered a conflict of interest, provided that Instructors do not engage in any of the actions set forth below or other inappropriate conduct.
 - a) Provide information about other programs when approached to teach AWHONN programs,
 - b) Use affiliation with AWHONN to promote non-AWHONN activities,
 - c) Create the impression of serving as an agent of AWHONN without specific prior written approval, or
 - d) Use AWHONN *Fetal Heart Monitoring Programs* materials in any other program.

I understand and accept the responsibilities listed above.

Name (please print)

Signature

Date

Please return this form to jweaver.m@sbcglobal.net

AWHONN Verification Form for Instructor Candidate Qualifications

Criteria for participation in AWHONN's *Intermediate Fetal Monitoring Instructor Course* are:

- Licensed Registered Nurse or Licensed Physician
- Current AWHONN membership
- Minimum two years recent clinical experience in fetal monitoring
- Current clinical involvement in fetal heart monitoring (FHM) as a staff nurse, physician, manager, clinical nurse specialist, advanced practice registered nurse, certified nurse midwife (registered midwife – Canada) or educator to include responsibilities for assessment of clinical skills of others in FHM practice
- Maintenance of professional development in intrapartum, antepartum, high risk care and FHM through attendance at relevant continuing education activities (See below).
- Evidence of successful completion of the current edition Intermediate Fetal Monitoring Course and Advanced Fetal Monitoring Course within 3 years of Intermediate Instructor Course application with **documentation of course validation, including dates and course numbers.**

Please complete the following:

1. Name _____ AWHONN Member Number _____

2. Dates, locations and Course Numbers of current edition of the AWHONN Intermediate Fetal Monitoring Course and AWHONN Advanced Fetal Monitoring Courses.

	Date	Location	Course Number
Intermediate FHM Course			
Advanced FHM Course			

3. Dates, titles and providers of most recent professional development activities related to intrapartum, ante partum, high risk care and FHM (excluding AWHONN *Fetal Heart Monitoring Programs.*)

Date	Titles	Providers	CNE Provided
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

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AWHONN Verification Form for Instructor Candidate Qualifications *(continued)*

4. Dates and description of experience and clinical involvement in fetal heart monitoring (FHM) as a staff nurse, physician, manager, clinical nurse specialist, advanced practice registered nurse, certified nurse midwife (registered midwife – Canada) or educator to include responsibilities for assessment of FHM clinical skills of others.

Dates (e.g. 2000–present)	Description of experience, clinical involvement and/or responsibilities for evaluation of FHM clinical skills of others	Indicate all that apply:
		<input type="checkbox"/> Experience <input type="checkbox"/> Clinical Involvement <input type="checkbox"/> Responsible for evaluation of clinical skills of others
		<input type="checkbox"/> Experience <input type="checkbox"/> Clinical Involvement <input type="checkbox"/> Responsible for evaluation of clinical skills of others
		<input type="checkbox"/> Experience <input type="checkbox"/> Clinical Involvement <input type="checkbox"/> Responsible for evaluation of clinical skills of others
		<input type="checkbox"/> Experience <input type="checkbox"/> Clinical Involvement <input type="checkbox"/> Responsible for evaluation of clinical skills of others
		<input type="checkbox"/> Experience <input type="checkbox"/> Clinical Involvement <input type="checkbox"/> Responsible for evaluation of clinical skills of others

Use the space below to briefly describe any additional professional experiences or areas of expertise (including publications) related to teaching fetal heart monitoring not described above (e.g., presenter or content expert.)

Instructor Candidate Signature _____ Date _____

Instructor Trainer Signature _____ Date _____

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AWHONN Biographical Data Form

Instructions: Do not attach additional pages. Please type or print clearly.

Name _____ Credentials _____

AWHONN Member Number _____

Preferred Mailing Address _____

Preferred Telephone Home Work Both

Home Telephone (_____) _____

Work Telephone (_____) _____

Email Address _____

Present Position (title and description) _____

Education (include basic preparation through highest degree completed)

Degree	Institution (Name, City, State)	Major Area of Study	Year Degree Awarded

Currently licensed in good standing in: (list states/provinces) _____

Are there any reasons why your qualifications to serve as an instructor or to participate in an AWHONN program might reasonably be challenged?

No

Yes (explain) _____

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