

Tips for a Successful CE Seminar

General tips:

- The PJI CE Seminar presentation was approved by Pfiedler Education, a division of AORN, to provide nurses with 2 continuing education contact hours
 - Content on slides should not be modified
 - Do not edit, add information, delete information, hide or move any slides
 - The only modification that you can make is to insert the unique QR code/URL link on slides 3 & 33 of the presentation
- Find out the total allotted time that you will have for the CE presentation and potential in-service (you may or may not have time for both)
- Send in the CE Seminar scheduling form 2 weeks prior to your scheduled event
 - This will allow time for Pfiedler to ship the study guide booklets to the location of your choice

Practicing your presentation:

- Practice presentation while viewing slide notes in PowerPoint to learn content
- Verbalize each slide to become familiar with presenting content
- It is important to practice the presentation several times before presenting seminar
 - Do not depend on reading the slide notes during your actual presentation
- Be prepared for when animations will appear (as indicated in the slide notes)
- Consider the amount of time allotted for your presentation before adding additional content from the study guide
- If you plan to provide readmission details specific to your hospital:
 - Readmission rate, penalty score and penalty amount for hospital can be located using Definitive Data on salesforce
 - The CMS readmission penalties by hospital spreadsheet is also available for download on the sales tools section of the Distributor Hub

Know what you need to bring for the presentation:

- Ask to see the presentation location ahead of time
 - You may be presenting in a conference room, pre-op room or lounge
- Know what IT items you will need to bring. Common items include:
 - Laptop (bring your charger & any adaptors needed to connect to projector/screen)
 - USB flash drive
 - Remote clicker with laser pointer (check battery level before using)
 - Projector (remember proper cords, etc...)
- Reserve presentation set from Marketing if needed
 - 5 presentation sets are available

- Each set includes a projector, remote clicker and various adaptors
- Please reserve at least 2 weeks ahead of your CE Seminar

On the day of your presentation:

- Remember to bring items needed for presentation and CE Seminar study guide booklets
- Arrive early
 - Connect your laptop to the projector/screen before your time slot begins
 - View your presentation to ensure formatting looks OK with projector/screen settings
 - Hand out the study guide booklets or ask someone to help you distribute them
- Connect with your audience
 - It is OK to state a brief description of your background when introducing yourself
 - Always speak when facing your audience (do not look at a screen behind you)
 - Assess interest levels
 - Walk around room, ask questions (if time permits) to increase engagement
- Do not mention any product brand names (i.e. STIMULAN) during the CE portion of your presentation
- Ensure that you properly end/close the accredited CE portion of your presentation before switching over to a product in-service
- Remember to advise your attendees to use the specific QR code/URL link to access the course online, complete the evaluation and obtain their credits (within 2 weeks of the event)

Be prepared to answer questions regarding CE credits:

- Nurses will receive 2.0 contact hours by attending the CE Seminar presentation and reviewing the study guide on their own time
- The continuing education credits are provided by Pfiedler Education, a division of AORN
- All attendees must access the course online using the specific QR code/URL link to complete an evaluation form and receive credits
- Be prepared to respond to questions about surgical technologists receiving credits:
 - The Association of Surgical Technologists (AST) does not allow outside agencies to provide credits to surgical techs
 - The National Center for Competency Testing (NCCT) will only give credits to surgical techs for online education
 - Some states will accept nursing contact hours for Surgical Techs
 - Many hospitals will accept the education for advancement on Clinical Ladders
 - Pfiedler recommends that surgical techs contact their association (AST or NCCT) to try to obtain credits for the course, but cannot guarantee that credits will be issued

**Please review the Pfiedler Education CE Seminar Frequently Asked Questions document for common questions that you may receive from participants*