

Tips for a Successful CE Seminar

General tips:

- The PJI CE Seminar presentation was approved by Pfiedler Education to provide nurses with 2 continuing education contact hours and the slides cannot be modified
 - Do not edit, add information, delete information, hide or move any slides
- 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)
- Pilot audiences have shown interest in the biofilm section along with infection prevention measures - ensure you are comfortable with presenting/discussing these topics

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 2019 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
 - 4 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
- Have pens available for attendees to fill out registration and evaluation forms

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
 - Place pens in a visible place near doorway
- 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

Be prepared to answer questions regarding CE credits:

- Nurses will receive 2 contact hours through the California State Board of Nursing & Pfiedler Education by attending the CE Seminar presentation and reviewing the study guide on their own time
- The registration form at the end of the booklet must be completed and collected/returned for credits to be issued by Pfiedler Education
 - It is OK if nurses cannot remember their nursing license number for the registration form
- Pfiedler also asks that the evaluation forms are completed and collected/returned
 - Remind participants of your name so that they can include it on the evaluation form
- 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
 - 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*