**Templates for communicating before and after your scheduled event**

**CE Seminar email Template - Introduction Letter:**

Hello [Recipient Name Here],

I wanted to make you aware of a new continuing education course (CE Seminar) on Periprosthetic Joint Infection (PJI).  I am certified to provide this CE Seminar to your staff through Pfiedler Education, a Division of the Association of periOperative Registered Nurses (AORN). The AORN is a provider approved by the California State Board of Registered Nursing. This continuing education course is intended for registered nurses and other healthcare professionals who want to learn more or need to gain knowledge and skills in periprosthetic joint infection.

I would like to schedule a date and time to present the PJI course to your staff.  Your nurses will receive 2.0 contact hours for completing this PJI Seminar.

The objectives of the course are:

1.            Explain how periprosthetic joint infection (PJI) affects patients and the healthcare system

2.            List risk factors for PJI and actions that can be taken to reduce those risks

3.            Discuss the properties of biofilms and why they are particularly challenging to treat

4.            Identify ways to diagnose PJI

5.            Describe prevention and treatment options for PJI

A flyer describing this PJI CE Seminar course is attached for your reference.  I look forward to working with you on this new educational opportunity.

Please contact me if you have any questions.

Thank you,

[Your Name Here]

**CE Seminar email template – Communication to host before event:**

Hello [Recipient Name Here],

Thank you for inviting me to present our accredited education session on Periprosthetic Joint Infection on [insert date]. To facilitate the process for your team to get their education credits, we suggest you have each person set up a free profile on the Pfiedler web page (Pfiedler.com) before the day of the program.

Each person will need to log into their profile on the day of the program (they should have their password close at hand or reset it if needed). For those who do not have a profile, we recommend that they set one up in advance to help save time on the day of the presentation.

On the day of the program, I will share a unique link that is only available for two weeks after the program. That link will be used to access the supplemental course materials, the evaluation form, and the certificate retrieval.

I look forward to the presentation. Please let me know if you have any questions.

Thank you,

[Your Name Here]

**CE Seminar email template – Communication reminder after event:**

Hello [Recipient Name Here],

Thank you again for coordinating my recent education session on Periprosthetic Joint Infection. I enjoyed meeting your team.

As a reminder, all who attended the education session will need to go to this link [insert link] to receive their education credits. They will need to complete the evaluation and retrieve their certificate (either at the time of completion or on demand in the future).

This link is only open for a limited time. Please remind everyone to go to the link above and complete the course by [insert date]. Even if they do not want the credits, our goal is 100% compliance so we can get your team’s feedback on the presentation and obtain ideas for future topics.

Thank you again,

[Your Name Here]