

IN PREPARING YOUR COURSE AND APPLICATION, PLEASE REFER TO THE FOLLOWING CHECKLIST

Requirements Skills Course:

- Stated objectives
- Objectives defined as tasks
- Objective tasks can be quantitatively or qualitatively assessed
- Course director has appropriate clinical and/or laboratory expertise to educate participants in the stated objectives
- Faculty has appropriate clinical and/or laboratory expertise to educate participants in the stated objectives
- Instructors have clinical experience in any clinical procedures being taught
- Appropriate ratio of faculty to learners to ensure progress and documentation of achievement of objectives
- Written policy on disclosure of faculty/industry relationships, according to ACGME/AMA guidelines for CME
- Eligibility for participation is defined
- Learners have appropriate background knowledge, basic skills, and clinical experience relevant to the tasks being learned
- Course facility is physically adequate to meet stated objectives and accommodate the course's enrollment
- Course contains didactic instruction in the following areas as they apply to the stated objectives

- Patient selection
 - Indications and contraindications
 - Instrumentation
 - Techniques
 - Documentation
 - Pre and postoperative care
 - Followup
 - Outcome
 - Self assessment exercises
 - Complications and their avoidance and treatment
 - Course evaluations according to ACGME essentials
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- Curriculum statement
 - Curriculum has learning components and their requirements
 - Director documentation of mastery of the defined objectives
 - Director provision of both qualitative and quantitative descriptions of the learner's experience

Recommendations Skills Course:

- Clearly stated method of assessment
- Specific performance criteria to conclusively pass the course or skills lab
- Proof of teaching through qualitative and quantitative from prior courses and participants
- Faculty member position on an assessed learning curve
- Faculty present for an appropriate quantity of time during course to provide learners adequate feedback
- Pretesting prior to the start of the course
- Curriculum statement includes a list of tasks, definition of skills, and a defined method of progressing from one skill level to the next
- Curriculum components
 - Written materials (syllabus, reprints, bibliography)
 - Pre and post testing
 - Time for training be sufficient for an individual to acquire the desired level of performance, based on objective metrics
 - Posttest quantitatively and qualitatively evaluates the learner's acquisition of skills as defined by the program's objectives
 - CME is provided
 - Endorsement by appropriate medical organizations