



AWHONN Fetal Heart Monitoring Program (FHM) Getting Started

The information below is a guide for hospital systems/facilities wanting to bring the AWHONN FHM Program into their facilities. For further information or clarification on any items listed below, please contact Doris Parson at dparson@awhonn.org or 202-261-2412.

I. How to Become an Intermediate Workshop Instructor

To be eligible to become an Intermediate Workshop FHM Instructor you must:

- ❖ Complete the AWHONN Verification Form for Instructor Candidate Qualifications, the Instructor Responsibilities Form for the Fetal Heart Monitoring Program, and the Biographical Data Form.
- ❖ Document active licensure as a registered nurse or physician.
- ❖ Maintain current AWHONN full membership.
- ❖ Document a minimum of two years of recent experience in intrapartum fetal monitoring.
- ❖ Document current clinical involvement in intrapartum fetal heart monitoring (FHM) as a staff nurse, physician, manager, clinical nurse specialist, advanced practice registered nurse, certified midwife (registered midwife in Canada) or educator with inclusion of responsibilities for direct assessment of intrapartum EFM clinical skills of others.
- ❖ Maintain professional development in intrapartum, antepartum, high-risk care and FHM through attendance at relevant continuing education activities.
- ❖ Submit evidence of successful completion of the current edition Intermediate Fetal Monitoring Course within 3 years of the Intermediate Instructor Course/Workshop. The application must include documentation of knowledge validation, course date, and course number of the Intermediate Course.
- ❖ Successfully complete the Intermediate Instructor Workshop (online and in-person components). Prepares participants to teach the Intermediate Course. Content includes principles and application of adult learning theory as applicable for teaching the Intermediate Fetal Monitoring Course such as: integration of principles of adult learning into the didactic and skills course components, incorporate appropriate teaching methods and strategies during the lecture, demonstrate entry-level proficiency in teaching and guiding participants during the skill stations, and demonstrate knowledge of the assigned components of the course



during the micro-teach. Information about the administrative and operational aspects of FHM are presented.

- ❖ Complete the Conflict of Interest, Licensing Agreement, and Financial Declaration Statements.
- ❖ After successfully completing a teach back, Candidates must be certified by the National Certification Corporation in Inpatient Obstetric Nursing (RNC-OB®) or Electronic Fetal Monitoring (C-EFM®) before teaching their first Intermediate Course.

Instructor Candidates Responsibilities:

What are the responsibilities of the Intermediate Instructor Candidate?

- Must arrange and successfully complete an Intermediate Course teach back
- Candidates are required to present content from both lecture and skills stations during the teach back and a minimum of 25% of the total course is required.
- Candidates must be present for the entire in-person Intermediate Course (full 1-day).
- Candidates have two opportunities within 1 year of their Instructor Course/Workshop to successfully complete the teach back before being required to retake the Intermediate Instructor Workshop.
- After successfully completing a teach back, Candidates must be certified by the National Certification Corporation in Inpatient Obstetric Nursing (RNC-OB®) or Electronic Fetal Monitoring (C-EFM®) before teaching their first Intermediate Course.
- Evaluating Intermediate Designated Instructor or Instructor Trainer must be given a copy of the candidate's completed micro-teach evaluation prior to the teach back course.
- Instructor Trainer who taught the candidate's Intermediate Instructor Workshop may evaluate the teach back for candidates.
- In situations it is not feasible for the Instructor Trainer to evaluate the teach back course, an AWHONN approved Designated Intermediate Instructor may observe and evaluate the teach back. The candidate must communicate with the Instructor Trainer who taught the Intermediate Instructor Workshop, providing the name and contact information of the individual who is to evaluate the teach back course.
- If a second teach back is needed, the Instructor Candidate must be evaluated by the same Instructor Trainer or Designated Intermediate Instructor who evaluated the initial teach back Course, provided the evaluator has maintained all other requirements for Instructor status maintenance.
- Only Intermediate Course Designated Instructors or Instructor Trainers may evaluate Intermediate Course teach back presentations.



Advanced FHM Instructor criteria (complete the requirements to become an Intermediate FHM Workshop Instructor, teach four Intermediate FHM Courses, complete an Advanced FHM Course, and successfully complete an Advanced FHM Course teach-back)

Instructor Levels of Progression:

Instructor Levels have been expanded to include:

- ***Intermediate FHM Instructor*** teaches the Intermediate Course
- ***Intermediate Fetal Monitoring Course Designated Instructor*** teaches the Intermediate Course and evaluates the Intermediate Instructor Candidates' Intermediate FHM Course teach back
- ***Advanced Fetal Monitoring Course Instructor*** teaches the Advanced Course
- ***Advanced Fetal Monitoring Course Designated Instructor*** teaches the Advanced FHM Course and evaluates Advanced Instructor Candidates' Advanced FHM Course teach back
- ***Instructors who teach both the Intermediate FHM Course and the Advanced FHM Course***
- ***Designated Instructors for both the Intermediate Course and the Advanced FHM Courses*** teach both courses and evaluate Intermediate and Advanced Course FHM teach back courses
- ***Instructor Trainers*** teach the Intermediate and Advanced FHM Courses and the Intermediate Instructor Workshop and evaluate all levels of teach backs

II. General Program Information – Delivery

The following questions should be considered during the planning phase to help determine the best training options for your hospital system/facility.

- ❖ How many nurses/physicians are planning to participate in the AWHONN Fetal Heart Monitoring Program?
- ❖ How will FHM education be conducted at your facilities?
 - a. Will approved AWHONN Instructors come to facilities to teach the program?
- ❖ How many sites will host training? If so, where are the sites located? Are any international?



- ❖ Have you considered designating a course administrator? The course administrator will coordinate processes such as those listed below.

Scheduling - Each FHM program course must be registered with AWHONN for AWHONN to validate Nursing Contact Hours/CME credit and for Instructors to receive credit for teaching the course.

- a. An online course request form must be submitted via the FHM program's webpage, www.awhonn.org, to generate a course ID number. It is suggested that requests be submitted at least 12 weeks before the first day of the course to allow time for Instructors, Administrators and/or students to order, and receive course materials so that students can review the materials and complete the online learning prerequisite before the classroom experience (Intermediate and Instructor Workshop).
- b. Course ID numbers are downloaded from the AWHONN Course Registration site to an external portal and courses must be registered since participants must have access to course number for the online learning prerequisite education process, submitting feedback and obtaining their Nursing Contact Hours/CME credit certificates. If it has been 24 hours since the course was registered, participants will have access to complete the online learning prerequisite starting 30 days before the in-person course date. Access ends one day before the in-person course. If the prerequisite is not successfully completed one day before the in-person course, participant is denied entry to the online learning prerequisite course. Also, participants not successfully completing the online learning prerequisite will not be allowed entry to the in-person course (Intermediate and Instructor Workshop).

Purchase Materials – Materials may be purchased directly from our publisher upon approval and generation of the course ID number. The Student Materials book with unique ID number for participants to access the site for Intermediate Course, Advanced Course and Intermediate Instructor Workshop is included with the purchase of the Student Materials book.

Nursing Contact Hours/CME Credit/Feedback (Applies to the online prerequisite Intermediate Course including mandatory knowledge test and Intermediate Instructor Workshop) – Participants can reenter the online system immediately after the course to provide their feedback and to obtain their Nursing Contact Hours/CME Credit once the Instructor stores their “pass/fail” mark in the system. The **optional test (Applies to the Advanced Course)** – Participants can access the online system immediately after the course if they have the course ID number and their Student Materials book with unique ID number. Participants have up until 30 days after their course to complete the online feedback form. Nursing Contact Hours/CME Credit will be available on-line for participants immediately after completing the online feedback form.



III. Training Options

Option I: Send nurses away from your hospital to be educated - (This may not be cost effective, meet the staffing needs at your facility, and/or you may have a problem with locating a course in your area.) If you decide to use this method, please visit the AWHONN Web site at www.awhonn.org and search for public FHM courses posted in your area.

Option II: Bring an instructor into your facility to educate your employees on your schedule.

Option III: Fast Track - Educate nurses at your facility to become AWHONN Instructors. This will involve three-day experience at your facility.

Day One, AWHONN Instructors and/or Instructor Trainers will present the one-day Intermediate Fetal Monitoring Course. This one-day Instructor-led course consists of didactic content, hands-on skill station modules and an online integration test. Online prerequisite education is required prior to attending the one-day course.

Day Two, the Intermediate Instructor Workshop (only for individuals wanting to teach the Intermediate FHM Course) will be taught by an AWHONN Instructor Trainer. This class is limited to six participants. During this Course, each Instructor Candidate will present a micro-teach assignment. This exercise gives each Candidate the opportunity to present course material to an audience.

Day Three, the Instructor Candidates will teach the Intermediate Fetal Monitoring Course under the guidance and supervision of the Instructor Trainer. Please note there may only be a total of 4 instructors for the Intermediate Fetal Monitoring Course. This may be 3 Instructor Candidates and the Instructor Trainer.

IV. Nursing Contact Hours/CME Credit and Teaching Ratio

Intermediate Fetal Monitoring Course (IFMC)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/participant Ratio	Max. # of Instructors (Includes Teach Back



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					candidates)
11.25	11.25	24	2	1:6	4

Pharmacology content is 0.5 hours of the 11.25 nursing contact hours for this course.

Advanced Fetal Monitoring Course (AFMC)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes 2 Teach Back candidates)
7	7	No cap	2	None	4

Pharmacology content is 0.75 hours of the 7 nursing contact hours for this course.

Intermediate Instructor Workshop (IIW)

Nursing Contact Hours Available	CME Credit Available	Max. # of Participants	Min. # of Participants	Instructor/ Participant Ratio	Max. # of Instructors (Includes Teach Back candidates)
5.75	None	6	2	1:6	2



V. Fetal Heart Monitoring Program Materials –

A. Intermediate Fetal Monitoring Course Materials

Set Name	Includes:	Who May Purchase?	ISBN Order # and Cost*
<p>Intermediate Course Student Materials</p> <p>Each participant is required to have a Student Materials Book.</p>	<ul style="list-style-type: none"> • Student Unique ID Number for online learning prerequisite, mandatory knowledge test, submitting feedback to obtain Nursing Contact Hours/CME Credit preprinted under the scratch-off coating and cannot be returned if the scratch-off coating is removed and according to Kendall Hunt return policy. • Introduction and Supplemental Information • Baseline Variability • 2008 NICHD descriptive terms for FHR characteristics • Fetal Monitoring Decision Tree • Coping with Labor Algorithm • Reference List • AWHONN Membership Flyer • Course Slides with notes lines for prerequisite and in-person course • Normal Lab Reference Ranges in Pregnant women • SBAR tool • Intermediate FM Course Skill Station Validation Form • Skill station: Short Practice Tracing answer sheets 	<p>Instructors, Administrators, Students, or their organizations; a valid course number is required at the time of order.</p>	<p>ISBN #: 978-1-7924-8963-1</p> <p>COST: \$135.00</p>



<p>FHMPP Textbook (6th edition)</p>			<p>COST: Digital eBook \$64.95/5 ½ year (life of the book) single user subscription</p> <p>Hardcopy Member (only one copy at the member price may be purchased per AWHONN ID number). Price \$61.95 (must be an AWHONN full member to qualify)</p> <p>Hardcopy Non-member Price: \$76.95</p>
<p>FHM Instructor Material Kit (All Instructors must purchase or have access to the full Intermediate Instructor Teaching Materials. Instructor Resource Manual is valid for use by ONE Instructor only and uploading to single user workstation for teaching.</p> <p>Permission includes sharing and uploading the prerequisite education videos for Instructors to access for providing direction/teaching the AWHONN FHM Intermediate Program at a single address. Cannot be used for any other educational purposes.</p> <p>*Each hospital should purchase its own kit. Should be secured. Should not be posted to a public facing website.</p>	<p>Intermediate Course Instructor Teaching Materials –</p> <ul style="list-style-type: none"> • Instructor Resources Manual delivered print in a 3-ring binder that includes Case Studies and Short Practice Tracings and USB portal drive w/course presentation/slide/scrip • Video Kit (USB) w/online learning prerequisite education (Fetal Assessment, Interpretation, Techniques, Intermittent Auscultation; FSE/IUPC; and Leopold Maneuvers). • 6th ed. Fetal Heart Monitoring textbook (hardcopy), and Student Pack, one for review with students • Nursing Contact Hours/CME Credit/Feedback form with unique student ID number included in the Student Materials may not be photocopied and reused. 	<p>AWHONN Instructors in good standing; a valid instructor ID number is required at time of order.</p>	<p>ISBN #: 978-1-7924-8824-5 COST: \$495.00</p> <p>Instructors who need a replacement manual and/or facilities with multiple Instructors teaching at a single address should purchase an additional Intermediate Instructor Resource Manuals (digital version) for \$100 per Instructor.</p> <p>Digital updates not included. To receive updates for print version, you must purchase the digital (stand-alone) Instructor Resource Manual.</p>



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<p>Intermediate FHM Instructor Resource Manual – Digital (Instructors who need a replacement manual and/or facilities with multiple Instructors teaching at a single address) (Remember, each Instructor Material Kit (Instructor Teaching Material) contains one copy of this required Instructor Resource.</p>	<p>Instructor Resources Manual delivered as a digital version via web portal. (Prerequisite education videos, new 6th ed. Fetal Heart Monitoring textbook (hardcopy), and Student Pack not included in purchase</p> <p>Single user purchase is Valid for use by ONE instructor only Should be secured. Should not be posted to a public facing website.</p> <p>Updates made available via web portal.</p> <p>*Email address for digital item access (codes and instructions will be sent to distribute to individuals for personal redemption</p>	<p>AWHONN Instructors in good standing; a valid instructor ID number is required at time of order.</p>	<p>ISBN #: 978-1-7924-8837-5 COST: \$100.00</p>
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B. Intermediate Instructor Workshop

Set Name	Includes	Who May Purchase	
<p>Intermediate Instructor Workshop - Student Material -</p> <p>Each participant is required to have an original Student Materials Book</p>	<ul style="list-style-type: none"> • Student Unique ID Number for online learning prerequisite, submitting feedback to obtain Nursing Contact Hours/CME Credit preprinted under the scratch off coating and cannot be returned if the scratch off coating is removed and according to Kendall Hunt return policy. • Intermediate Instructor Resource Manual w/course presentation/slide/script • Fetal Monitoring Decision Tree • Resources and References • Intermediate Instructor Workshop handout slides for online learning prerequisite and in-person course. • Instructor lapel pin 	<p>Instructors, participants or Administrators or their organizations; a valid course number is required at time of order.</p>	<p>ISBN #: 978-1-7924-8830-6 COST: \$225.00</p>



<p>FHMPP Textbook (6th edition)</p>		<p>COST: Digital eBook \$64.95/5 ½ year (life of the book) single user subscription</p> <p>Hardcopy Member (only one copy at the member price may be purchased per AWHONN ID number). Price \$61.95 (must be an AWHONN full member to qualify)</p> <p>Hardcopy Non-member Price: \$76.95</p>
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C. Advanced Fetal Heart Monitoring Materials

Set Name	Includes	Who May Purchase	
<p>Advanced Course Student Materials</p> <p>Each participant is required to have an <i>original</i> Student Materials Book</p>	<p>Student Material Workbook (content):</p> <ul style="list-style-type: none"> • Student Unique ID Number for Feedback/Nursing Contact Hours/CME Credit/Optional Test preprinted under the scratch-off coating and cannot be returned if the scratch-off coating is removed. • Introduction and Supplemental Information. • Fetal Heart Monitoring Decision Tree • Resources and References List • AWHONN Membership Flyer • Course Slides with notes lines 	<p>Instructors, participants or Administrators or their organizations; a valid course number is required at time of order.</p>	<p>ISBN: 978-1-7924- 8782-8</p> <p>COST: \$110.00</p>
<p>FHMPP Textbook (6th edition)</p>			<p>COST: Digital eBook \$64.95/5 ½ year (life of the book) single user subscription</p> <p>Hardcopy Member (only one copy at the member price may be purchased per AWHONN ID number). Price \$61.95 (must be an AWHONN full member to qualify)</p>



			Hardcopy Non-member Price: \$76.95
Advanced Fetal Monitoring Instructor Resources	<p>3-Ring Binder with USB portal drive insert containing:</p> <ul style="list-style-type: none"> • Instructor Resource Manual with external drive device and Course Outline with Script Presentation. • Instructor Educational Material and Administrative Guidelines <p>Digital version - Single user purchase is Valid for use by ONE instructor only. Should be secured. Should not be posted to a public facing website.</p> <p>Updates made available via web portal.</p> <p>*Email address for digital item access (codes and instructions will be sent to distribute to individuals for personal redemption</p>	AWHONN Instructors in good standing using a valid Instructor ID number for the order.	<p>ISBN: 978-1-7924-8785-9 - Print COST \$:225.00</p> <p>ISBN: 978-1-7924-8836-8 – Digital COST \$225.00</p>

VI. Pricing – Prices of Materials *Subject to change

Fees

Course fees vary from instructor to instructor based on differing expenses. For example, some instructors pay for meeting space, AV equipment, food, and other supplies. Others may work with institutions which provide these services. To find out about course fees and the registration process, please contact the administrator listed for your preferred date and location.

Large Volume Packs (student material packs)	Discount
24	5%
48	10%
144	15%
250	20%
500	25%

To receive large volume discount pricing, orders must be placed through Kendall Hunt Publishing.

Note: Instructor fees for teaching the courses are not included in the AWHONN prices. Instructors will need to be contacted directly for their fees.