



Engagement Opportunities with the Risk Prevention Education Series*

Training is a key component to risk prevention. Therefore, this communication is designed to offer suggestions and steps for enlisting participation from your team for these educational webinars. Additionally, nursing CE credit is available with the processes outlined below.

Promotion and Advertising

- Post the Webinar Education Calendar in your facility with dates/times and a registration link.
- Post the information on the hospital's education calendar, intranet, etc., and encourage participation. Employees can watch themselves or set up in a classroom and watch as a group.
- Promote as a Staff or Departmental "Risk Prevention Education" Meeting with CE Credit – The department schedules their recurring staff meeting around the webinar date/time – shows the webinar, then conducts their meeting. The entire team gets credit without having to leave the facility.

Watching the Webinars

- Register yourself and watch from your computer, iPad, or phone – with your work or personal email.
- Share the registration link with others in your organization and they, too, can participate.
- Register for the webinar and then facilitate group participation – gather a group around your computer or set up in a classroom for the team to watch together. For everyone to get credit, each participant must sign the attendance form and complete an evaluation.

Getting Credit:

For each participant to receive credit for the class and receive CE credit (if applicable), the following process must be followed:

Individual Participants:

- Register for the webinar and attend the Live Event (must watch entire webinar).
- Complete the on-line evaluation, providing required information, including **Nursing License Number** if applicable.

Multiple Participants (managed by a facility contact):

Prior to Class:

- Communicates webinar logistics to attendees.
- Registers for the class and signs in at the date/time class is offered.
- Makes copies of the power point handout provided for participants, if desired.

Day of Class:

- When signing in for the class, there will be an **Attendance Form** - Please print and have every participant sign this form – **Make sure the name is legible and, if the participant is a nurse, they should sign their name as it appears on their ABN license. They will also need to include their License Number.**
- There will also be a **Webinar Evaluation** in the class handouts – Make sure you have the necessary number of copies of this form and have **Each Participant** complete the evaluation.
- **If the participant** does not sign the attendance form and complete an evaluation, he/she will not receive a Class Certificate and we will not be able to award CE Credit. For us to effectively verify attendance for webinar classes, there is **NO EXCEPTION** to this rule.
- Participants must attend **Live Events and participate in the entire webinar to receive CE Credit.**

Following the Class

- Ensure every participant signed the **Attendance Form** and that their name is **LEGIBLE**.
- Ensure every participant completed the **Evaluation** form.
- **Within 3 Business Days** of the class date, scan and email this information to the presenter's email provided with the class (or fax to 1-334-270-8314 – Attention Risk Management, if you do not have scanning capability) Information not received within 3 days, will not receive a certificate or CE Credit.
- This process must be completed for each webinar class offered.
- Participation and CE credit is only offered for participants who attend the webinar as a **Live Event**.
- If you have questions about this process, please contact Debbie Franklin @ dfranklin@inspirien.net.

Nursing CE Credit offered by Inspirien – ABNPI264, Expiration 07/01/2023**

*Webinar series only available to Inspirien insureds and HWCF members

**Although Inspirien only offers Nursing CE credit, other professional disciplines have been able to receive CE credit from their organizations by turning in certificates and objectives from the webinars. We are more than happy to help facilitate this process.