



Defense Health Agency

TeamSTEPPS CE Processing Timeline

PHASE 1: MASTER APPLICATION SUBMITTED (COURSE OWNER)
7 Weeks Before Course Date

Only complete packages will be reviewed. Incomplete packages will be kicked back for missing information and 7 week process starts over.

PHASE 2: PIM REVIEWS APPLICATION (COURSE OWNER)
5 Week Process

Complete application packet MUST include the following:

- Application
- Final agenda with topic and timing
- Completed, signed, and dated Bios/ Disclosures for ALL staff involved in the activity (including the following: This includes but is not limited to: Course Director, Co-Director (if applicable), all faculty/speakers, planning committee members, and all activities involved in with creating course content)
- Completed budget of the course
- Completed evaluation/survey
- Master application document
- Budget
- Final course marketing materials

Review of application to ensure alignment of program activity with learning objectives, course content

Review of needs assessment data to verify the need of the activity

Review of Bio/Disclosure forms for accuracy and free of commercial bias

Review of budget for fiscal oversight

Amount of educational hours for credit verified

Only if all application requirements have been met, will an approval letter and approval for master course be approved

No mention of continuing education credit. However, approval is received

PHASE 3: INDIVIDUAL COURSE APPROVAL (COURSE COORDINATOR)
30 Days 2 Weeks Before Course Date

30 DAYS BEFORE COURSE DATE

Course coordinator contacts the Patient Safety Program CE Team at pspcourses@bah.com to:

- 1) Submit agenda with date, location, content timing, and named speakers for each course
- 2) Request course website be built

2 WEEKS BEFORE COURSE DATE

- 1) If not already on file, bios/disclosures for all instructors/speakers/staff for each course must be submitted
- 2) Course registration website is opened for registration
- 3) All students register through the ORC

IF THESE STEPS ARE NOT MET, CE'S WILL NOT BE AVAILABLE FOR STUDENTS

PHASE 4: MANDATORY COURSE ACTIONS (COURSE COORDINATOR)
On site and post activity

- 1) Course coordinator prints sign-in sheet from ORC, takes attendance each day on-site and validates date and time attendance taken
- 2) 48 hours after course closes, course coordinator validates attendance in ORC
- 3) 10 days after course closes, all attendees must complete and submit a post course evaluation in ORC
- 4) Within 30 days after course closes, CE's are issued to eligible attendees

As the TeamSTEPPS Course Coordinator, your help is needed to meet the mandatory requirements and timeframes outlined in Phases 3 and 4 of the overall TeamSTEPPS CE Process