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Host Responsibilities

Thank you so much for inviting B.E.S.T. to your community of birth attendants. We recognize and appreciate all you do to organize the event and communicate with potential and registered participants. This document outlines what is needed to have a successful and smooth Birth Emergency Skills Training® workshop. Please read this and other documents carefully, entirely and contact us with any questions.

THE VENUE:

We require either ***two large rooms (at least 16x20)** with *4 large tables* in each and chairs for participants or ***one very large room (like a small conference size room)**, with *8 large tables*. This is preferred but as midwives, we are flexible and make it work in the 'home' provided for teaching :)

Choose your venue wisely. Participants need access to bathroom facilities, drinking water and it's always nice to provide tea, coffee and snacks. Large birth centers, church meeting halls, hotel conference suites, university classrooms, or large homes, are all well suited for our workshops.

Lunch: There is NO TIME TO EAT OUT for lunch (this can not be stressed enough). Please advise participants to bring their own food, organize a potluck or provide catered lunch (for a fee of course).

THE HOST/Organizer:

- o Organizers pay a \$200 non-refundable deposit to 'Save the Date'. They are also responsible for registration, **communications with participants and workshop fee collection** from participants.
- o Organizers pay a second deposit (\$300) 30-days prior to scheduled workshop along with final number of participants for BEST and/or NRP and/or Suturing workshop
- o **Participants - BEST:** 14 minimum / 18 maximum - **NRP:** 6 minimum / 12 maximum
- o **Cost of BEST - \$565** / participants PLUS *\$35 for online portion (paid online)
- o **NRP** cost is \$175 for BEST attendees and \$200 a la carte PLUS *45 for online testing (paid online)
- o **Suturing** cost is \$175 for BEST attendees and \$200 for those not attending BEST (paid directly to Avril via workshop registration form).
- o FINAL invoice supplied at completion of workshops and payment in full expected (for all participants, both BEST and NRP (if applicable)) upon completion of the workshop---**1 check**
- o Required deposits and scholarships (if applicable), will be credited back to host at this time
- o You will be credited 1 gratis workshop with 15 paid attendees, + 1 MOC scholarship (#17)
- o Host is required to provide a short list of disposable items for use (approximately \$60)

We have found it works best to:

- Use social media to reach regional practitioners, Facebook, midwifery forums, etc. work well
- Collect 'legal' name, email address and phone numbers for ease of communication
- Collect non-refundable deposits with registrations well in advance of the workshop date
- Request final payment at least a month prior (collecting at the door is time consuming)
- Provide participants with address, directions to venue, and local accommodations

Encourage participants to see their deposit as a commitment to attend/ascertain birth call coverage.

If unable to complete the training, **we cannot issue partial credit for CEUs nor a refund.** Instead, we issue a "Return to BEST" receipt for use at any venue within 1 year (participants MUST contact the new host).

The online program MUST be COMPLETED PRIOR to attending both BEST and NRP. Links to access the program will be sent approximately 3-4 weeks prior and must be forwarded immediately to participants.

- a) It will take approximately 16 hours to complete BEST & 2-6 hours for NRP (plan accordingly)
- b) Both must be completed prior to attending (do not wait until the night before to begin)

SKILLS DAY WORKSHOP:

- **We begin at 9am and end at 6:15pm.** It is a long and fast paced day of learning, so we encourage participants to come well rested in comfortable shoes, prepared and ready to participate fully. Participant engagement directly correlates to the effectiveness of skills practice and scenarios.
- **Skill stations are set up.** Small groups move through the skill stations together
- **Debriefing happens naturally throughout the workshop,** providing the opportunity to share and learn from one another.
- This rhythm is repeated throughout the day with a 1 hr lunch break.

Babes in arms are welcomed because a little nursing will usually quiet them down, however, toddlers can be disruptive. If you have enough room and a childcare volunteer, it might work to invite them along.

We look forward to providing you the BEST workshop for midwives faced with emergencies. With proper preparation you will have a successful workshop, hopefully attend free and will have us back for more ☺

We are happy to address any issues prior to our arrival. Wishing you every success in your hosting!

Avril (828) 342-8128 or Andrea (317)-294-3972

~ Blessed births are BEST prepared ~