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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 ***two large rooms (at least 16x20)**, in the same building, with **3 large tables in each** and a couple of chairs, all set up prior to our arrival. Additional spaces are required with seating for half the participants in each space for debriefing. A small registration table is also handy.

Choose your venue wisely. Participants need access to bathroom facilities, drinking water and it's always nice to provide tea and coffee.

There is NO TIME TO EAT OUT for lunch (this can not be stressed enough). Please advise participants to bring their own food unless you choose to provide lunches for participants (for this you may add a small up charge). Birth centers, Church meeting halls, hotel conference suites, University classrooms, large homes, (small farms or parks – for Birth in the Wild), are all well suited for our workshops.

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
- o **Participants - BEST:** 14 minimum, 18 maximum - **NRP:** 6 minimum, 12 maximum
- o **Cost of BEST - \$500** / participants PLUS *\$35 for online portion (paid online)
- o **NRP** cost is \$175 for BEST attendees and \$200 a la carte PLUS *35 for online testing (paid online)
- o We provide a final invoice at the time of workshop and expect payment in full (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 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 to 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 10 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, fast paced, day of learning, so encourage participants to come well rested with 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 in each room.** Half the group moves through the skill stations in one room while the other half moves through a different set of skill stations in the other.
- **Debriefing sessions follow skills,** providing the opportunity to share and learn from one another.
- This rhythm is repeated throughout the day with a 45 minute 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, perhaps attend free and will ask 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 ~