MAVEN PROJECT

Educational Session Speaker Guidelines

Below, please find guidelines to help you in your preparation and delivery of your educational session.

General Information:

Audience:
Thank you for being a MAVEN Project presenter and sharing your time and expertise. These sessions provide medical education for our MAVEN Project **safety net clinic partners** as well as MAVEN's physician volunteers. Safety net clinics are free and charitable clinics and federally qualified health centers (FQHC) where clinic providers (primary care doctors, family nurse practitioners, and physician assistants) care for underserved, uninsured, underinsured, and diverse patients. There is a wide range of experience amongst the attendees which creates opportunities to teach to a variety of levels.

Session Information:
The number of attendees ranges from 5 to 60 people per session. The presentations take place on Zoom Webinar during a 60-minute period, usually 40-45 minutes of didactic presentation and a 15-minute Q&A session. A MAVEN Project staff member will be the moderator, who will give the introduction and at the end will field any attendee questions during the Q&A. We record each session, and the recordings are available on our MAVEN Project website, www.mavenproject.org. Most talks are eligible for CME, and our CME accreditor is UCLA Geffen School of Medicine.

In the Zoom webinar format, attendee cameras and microphones will automatically be turned off, (you will not be able to see the attendees). We encourage attendees to participate via the chat function and Q&A box. Attendees also have the option to raise their hand, which will notify the moderator to unmute their microphone so they can ask to questions / speak directly with you.

Receiving Education Session Requests:

The clinics often request presentations on a specific time and date to take place during a provider meeting. Other times, I will place a talk on the calendar (not requested by specific clinic) that is open to all of our clinic partners. We set the schedule by the 10th of the month prior. For instance, if wanted to give a talk in January, we would need the date and time by December 10th, for February, but January 10th.

Preparation:

Presentation Creation:
Presentations should focus on how to manage conditions in the primary care setting, and consider low-resource settings, low income, uninsured, or under-insured populations, high rates of chronic conditions, and cultural and socioeconomic barriers.

Presentations should focus:

- Prevention, diagnoses, and management of disease in the primary care and outpatient setting: minimal focus on pathophysiology

- Providing multiple options for diagnosis and management in resource-limited settings
- consideration of low income, uninsured, or under-insured populations, and sensitivity to cultural and socioeconomic barriers
- Practical take-home points that are interspersed throughout the talk, including a summary of pearls at the end
- Evidence-based medicine
- Adapt your advice to a few real-life situations, which can include the discussion 1 or 2 case example or vignette

Feel free to make your session interactive. Attendees can answer questions throughout the session in the chat box or by raising their hand. If you would like to have participation during the session, please build in pauses to your presentation to give time for attendees to type in their answer.

Slide Deck:
The structure below is only a guide but will help you cover topics important to our clinic providers, not all points may be needed in your presentation.

I. **Title Slide**: Include your presentation title, your name, licensure, and date of the presentation.
II. **Disclosure Slides**: Please include the MAVEN Project disclosure and accreditation slides for all CME sessions.
    a. When presenting you can just acknowledge and move through quickly, (you can say something like I do not have anything to disclose and click through the three slides).
III. **Introduction Slide:** Introduce yourself - include your name, credentials (specialty, certifications, state licensure), training and education, and work experience.
IV. **Goals for Today:** State 3-5 points you'd like the participants to gain from your presentation.
V. **Definition:** Define the condition encompassing the primary focus of your presentation.
VI. **Risk Factors:** Add risk factors for the condition, if necessary.
VII. **Diagnosis/Evaluation by Primary Care Provider:** Include information about how a primary care provider would diagnose the condition, keeping in mind a low-resource clinic setting.
VIII. **Management in Primary Care:** Include information on the most effective care plan for a person presenting with this condition, in the primary care setting. Keep in mind that many clinics only have access to treatments that Medicare/Medicaid deem appropriate.
IX. **Triage to Specialty Care:** Include information about why/when to recommend the patient see a specialist. Also add information about what the specialist will want to know in the referral.
X. **Course and Prognosis:** Include information about complications, prevention, and screening**.**
XI. **Resources:** Include any resources you referred to during the creation of this presentation or that you find to be helpful, including patient education materials.
XII. **Case Studies:** Adapt your advice to a few real-life situations. We also recommend that you discuss 1 or 2 case studies in other parts of your presentation.
XIII. **Summary:** Include the key takeaways from the presentation in bulleted form.
XIV. **References:** Include reference information for any academic papers, books, or other primary source materials.
XV. **Thank You:** Add your name and contact information.

Tips that may help with the presentation:

- Please utilize the word provider instead of doctor when referring to clinicians, are providers include MD, NP, PA, etc.
- It's ok to make it interactive

<u>On Camera Recommendations</u>

Attire:

- Business Casual / professional head to toe

Manner:

- Minimize movements
- Look into the camera

Environment:

- Quiet, private location
- Minimize interruptions (e.g. silence phones – cell and home phones)
- Ensure quality lighting
- Uncluttered background

<u>Next Steps:</u>

After the confirmation of the education session, you can expect the following:

- A confirmation email with session date, time, title and zoom link
- A reminder email the week prior to the session with the zoom link
    - This will also include the slide deck (if it has already been received) to read over to make any changes
    - If we have not received the slide deck, this will also serve a reminder
- Practice sessions are encouraged for new presenters, please work with our program coordinator to set this session up.
- All attendees receive our CME credit survey. We give them a 2 week period to complete this survey. After that 2 weeks, you will receive the average scores of the quantitative questions and the verbatim qualitative feedback.