

P.A.C.E.® approval for sessions in Washington State

ASCLS-WA is an annual provider of P.A.C.E.® credits under provider number 031. The Administrator has the responsibility of reviewing the requested session for approval to assure that it meets all of the requirements for P.A.C.E.® ASCLS has a P.A.C.E.® manual that outlines those requirements. P.A.C.E.® serves as a quality assurance mechanism for program approval.

ASCLS-WA can approve live sessions that meet the standards that ASCLS has defined for quality continuing education offered to clinical laboratory professionals by ASCLS constituent societies. Live programs that have been previously P.A.C.E.® approved may be presented in recorded form for P.A.C.E.® credit, for a period of six months after the original presentation. Any sessions offered in Washington under either the ASCLS-WA or any district society sponsorship or co-sponsorship must use ASCLS-WA provider number and approval process.

ASCLS-WA has an administrator that has met the approval requirements of ASCLS. ASCLS-WA maintains its status as an approved annual provider. All responsibility for approving sessions, documenting attendance, and providing reports to ASCLS rests with the administrator, who in turn reports to the ASCLS-WA leadership. The annual fee covers the approval period from January 1 through December 31, so any change in administrator should be done before January 1.

Requesting approval for a session offered by ASCLS-WA or a district society

The ASCLS-WA online form is at www.asclswa.org/ASCLSWA.html, scroll down to P.A.C.E.® and select online form. The form follows that required by ASCLS for a P.A.C.E.® approved session. Upon completion of the form, the Administrator will be automatically notified that the request is there. The following sections identify what is required on the form. The brochure/flyer is not part of the form and must be emailed separately.

Brochure/Flyer

The P.A.C.E.® criteria for a program flyer/brochure include **all** of the following for **each** session:

1. Faculty credentials or qualifications, this can be the speaker's name and credential such as PhD, MD, MLS(ASCP), etc.
2. Description of program content
3. Measurable learning objectives *
4. Level of instruction
5. Schedule/time table
6. Fee, if applicable
7. Number of contact hours awarded

8. Date and location
9. The P.A.C.E.® statement: **ASCLS-WA is approved as a provider of continuing education programs in the clinical laboratory sciences by the ASCLS P.A.C.E.® Program.**

*If measurable learning objectives are not in the flyer/brochure, they will be written on the evaluation form for the participants.

Program Content

The P.A.C.E.® criteria for program content requires:

- a structured learning experience with an orderly time schedule providing credit for instructional time, including a quiz or exam if applicable, and evaluation time;
- time of instruction be at least 30 minutes in length;
- topic relates to clinical laboratory sciences or practice, and the rationale for programs not pertaining to management, education or supervision in the scope of practice of clinical laboratory science is to be clearly documented;
- written measurable learning objectives;
- instructor(s) have the background and experience necessary to teach the subject.

Speaker Qualifications

Speakers should have a background and the experience necessary to teach the subject. Extensive CVs are not needed for documentation of speaker qualifications. Listing the speaker's academic credentials or job title is often sufficient to document that the speaker is qualified to present the program.

Determining Level of Instruction

The flyer or brochure is to include the level of instruction for the program. This assists the potential attendee determine if the program will be suitable for their level of experience with the subject.

Basic: Entry level; no prior knowledge of subject necessary

Intermediate: Refresher course; some basic knowledge required; for the experienced staff technologist with some years of experience

Advanced: Highly technical; for those with current skills/knowledge and extensive experience in a specialty area

Writing Measurable Learning Objectives

There are four essential elements in a measurable learning objective:

1. Audience: for whom is the program intended?
2. Action: what is the participant supposed to be able to do as a result of the program?
3. Conditions: what initial set of criteria is the participant given?
4. Degree: how well is the participant expected to be able to perform the action at the end of the program?

Steps for developing measurable learning objectives are:

1. Determine level of instruction: basic, intermediate, advanced;
2. Identify what your audience should be able to do after the program;
3. Write specific measurable learning objectives in terms of actions, conditions, and degree to correlate with level of instruction the attendee is expected to attain;
4. Evaluate whether the program instruction satisfies the objectives.

Objectives should not use terms such as “understand”, because this is not measurable. Most commonly used terms are “describe”, “define”, “outline”, and “identify”. No more than three objectives are preferred.

Contact Hour

The P.A.C.E.[®] program uses contact hours as the measure of continuing education credit awarded. The smallest unit of continuing education that is P.A.C.E.[®] approved is 0.5 contact hour. To qualify for 0.5 contact hour the program must be a minimum of 30 minutes in length. P.A.C.E.[®] does not award approval for less than 0.5 contact hour. One-half contact hour equals a minimum of 30 minutes of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. Contact hours are to be awarded for *instructional and participant evaluation time (e.g. quiz)* only. Time for breaks, announcements, etc. is not counted as instructional time. The ASCLS-WA P.A.C.E.[®] Administrator will determine the appropriate contact hours for a session based on the information provided in the application.

Documents for the Session

Upon receipt of the request for approval of a session, the P.A.C.E.[®] Administrator will review the request and communicate with the requestor if any additional information is needed. The Administrator will assign a P.A.C.E.[®] number and session code to the session, prepare evaluation form(s) and the evaluation summary, and enter the session into CE Organizer. The evaluation form and summary form will be sent to the requestor, along with an attendee instruction letter. In addition to completing the online request, the requestor must send the brochure/flyer. After the session is over, the requestor is responsible for tallying the completed evaluation forms and entering that information on the evaluation summary. The evaluation summary must be sent to the Administrator within one week of the session.

Certificates of Completion or Attendance

ASCLS-WA used CE Organizer to provide the participants with a certificate. Each attendee should be given a copy of the attendee instruction letter that describes how to get their certificate. At the end of each session, the attendee will be given an evaluation form to complete and hand in and will also be given the P.A.C.E.® number and the session code for this session. The instruction letter is also posted on the website.

Portions of these instructions were taken directly from the ASCLS P.A.C.E.® manual. Credit is given to ASCLS P.A.C.E.® Committee for compiling and updating the manual. Additional information was added to clarify the process in Washington State.

The current P.A.C.E.® Administrator is
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