



CONTINUING EDUCATION PROGRAM POLICY & PROCEDURES

Section 1: Administration

- 1.1 Process for developing, administrating and documenting programs.
 - 1.1.1 Rehab Net strives to provide continuing education programs advantageous to all provider groups within Rehab Net. Including physical therapists, physical therapists assistants, occupational therapists, occupational therapists assistants, speech therapist and athletic trainers. Not all courses offered by Rehab Net will be appropriate for all disciplines but we will identify the appropriate disciplines on course materials.
 - 1.1.2 Rehab Net will incorporate programs that promote the use of current, valid and/or evidence based practices in all courses.
 - 1.1.3 Rehab Net will identify and provide a supportive learning environment with the physical, technical and educational materials necessary to support the program.
 - 1.1.4 Rehab Net will maintain documentation of the processes used to develop, administer, deliver, conduct and assess the program and participants.
 - 1.1.5 Maintain cumulative records with appropriate security for a period of no less than five years.
- 1.2 Develop
 - 1.2.1 Course topics and speakers will be determined by the executive director with the guidance of the Board of Directors comprised of 5 physical and/or occupational therapists based on input of previous course attendees via course evaluations
 - 1.2.2 The Board of Directors will review final course description and objectives from the selected instructor to determine what licensees the course is best suited. Only courses that deal with sports related injuries in some form will be approved for Athletic Training continuing education hours. All courses will be appropriate for physical therapists and the majority of courses should be suited to occupational therapists but this will be left up to the OTs and COTAs to determine and submit if appropriate.
 - 1.2.3 Hours for the course will be determined by the instructor and executive director to make sure the topic is adequately covered. CEs will be determined by actual time minus breaks and lunch.
 - 1.2.4 The executive director will obtain all needed information in a timely manner to submit to the Arkansas State Board of Physical Therapy and to BOC to obtain course approval. When appropriate the executive director will gain additional information and apply for evidence based hours from BOC as well.
 - 1.2.5 The executive director will obtain signed speaker agreements, signed speaker release form, course description, time frames, speaker bio, and objectives.
 - 1.2.6 The executive director will be responsible for submitting the course sign in sheets to the Arkansas State Board of Physical Therapy for credit of CEs for PTs and PTAs after the course.
 - 1.2.7 The executive director will be responsible for providing appropriate certificates to the attendees at the conclusion of the course and obtaining completed course evaluation forms from the attendees as well.
- 1.3 Assessment
 - 1.3.1 Each course attendee will be required to complete a participant assessment and a program assessment of the course before receiving their certificate.
 - 1.3.2 The executive director will be responsible for review the evaluations and providing a synopsis to the Board of Directors after the course is completed.

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Policies for Speakers

- 2.1 The purpose of this policy is to ensure that Rehabilitation Network of Arkansas (Rehab Net) and their presenters disclose all actual and potential conflicts of interest. It is important that participants be made aware of any and all conflicts and financial gain associated with any programs, presenters or providers.
 - 2.1.1 Whenever a present has a conflict of interest, he or she shall declare the conflict with the BOC approved provider and at the beginning of the presentation. Disclosure of potential conflict for program sponsors must also be addressed.
 - 2.1.2 The purpose of Rehab Net's programs will not be the promotion of goods or services to participants. Continuing education providers must disclose financial gain, commercial support and confirm the purpose of the program is not to promote goods or services to participants.
 - 2.1.3 A conflict of interest occurs when a person's personal interest can influence his or her duties. A conflict of interest is defined as any social, professional or economic relationship with individuals or a matter at hand that could affect judgment and result in an outcome. Conflicts of interest include, but are not limited to, financial interests and nonofficial relationships that may impact personal benefit.
 - 2.1.4 Examples of Conflict
 - 2.1.4.1 Providers may compromise their professional responsibilities by pursuing financial gain.
 - 2.1.4.2 Receiving compensation for promoting products.
 - 2.1.4.3 A researcher participating in research developed by that researcher
 - 2.1.4.4 A researcher who wishes to recruit a subject who is also a student, an employee, a colleague or a subordinate of the researcher
 - 2.1.5 Each speaker shall disclose any personal interests which he/she may have in any business which would be in conflict to the goals or objectives Rehab Net. They will be asked to complete a speaker form to disclose any such conflicts as well as include a statement of Presenter Conflicts at the beginning of their presentation. For example,
 - 2.1.5.1 The views expressed in these slides and the today's discussion are mine
 - 2.1.5.2 My views may not be the same as the views of my company's clients or my colleagues
 - 2.1.5.3 Participants must use discretion when using the information contained in this presentation
- 2.2 Rehab Net will also provide a statement of conflicts along with a list of sponsors that shall read something like:
 - 2.2.1 Example Message of Provider Conflict
Thank you to our symposium sponsors
 - XYZ Hospital
 - ABC Rehab
 - XXX Medical Supply

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Copyright Policy

- 3.1 Rehab Net acknowledges that copyright infringement is a violation of the law and may impose civil and/or criminal liability on the individual infringer, as well as on the infringer's employer. Therefore, every employee/contracted speaker is required to comply with copyright law and adhere to this copyright policy. Failure to do so may result in disciplinary action.
- 3.2 Rehab Net will ensure copyright permission of materials used by program developers, instructors or others are identified on all program materials. Audio-visual and program related materials should not be excluded. Information may be obtained through a Speaker Release Form, leasing agreement or other documentation to identify the permission of use for protected program materials.
- 3.3 Course presenters are required to provide a copyright statement and provide proper credits for any materials utilized in their presentation that is not their own personal copyrighted material. Permission must be obtained for use of said copyrighted materials.

4 Non-Discrimination Policy

- 4.1 No individual should be denied participation in CE programs offered by Rehab Net on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age.
- 4.2 To prevent discrimination from occurring, Rehab Net:
 - 4.2.1 promotes equality and diversity at all times
 - 4.2.2 Recognize and respond to the needs and requirements of the participants who attend CE programs
 - 4.2.3 Ensure presenters are aware of the requirements and avoid discrimination during the administration of programs and activities
 - 4.2.4 Allow ATs to participate in CE programs as sole credential holders
- 4.3 Examples of discrimination include but are not limited to:
 - 4.3.1 Rejecting registrants because of their ethnic background
 - 4.3.2 Making inappropriate statements about a patient's sexual orientation during a presentation
 - 4.3.3 Treating people the same way when 1 person has special needs that need to be considered. For example, disabled individuals may need access to a building; however, treating them the same as able-bodied people could prevent them from accessing the same facilities
 - 4.3.4 Requiring ATs to be credentialed as a physician assistant/physical therapist/chiropractor etc. to attend CE programs

5 POLICY ON CANCELLATIONS AND COURSE REFUNDS

- 5.1 Rehab Net understands that emergencies happen and that plans change, therefore we have created policies to deal with requests for refunds on courses.
- 5.2 Refunds can be requested prior to attending a course sponsored by Rehab Net, however if you have attended the course and received your CEUs no refund will be given.
- 5.3 Full refund will be provided if you cancel the course at least 10 business days before the course for any reason. Full refunds can be obtained up to 5 business days before a course if an emergency has occurred. After these deadlines you will only receive a 50% refund.

6 Grievance Policy

- 6.1 Complaints are reviewed by the President and executive director to determine validity. If further information is needed the executive director will be instructed to obtain the information and report the findings to the Board of Directors to determine appropriate action to be taken to rectify the matter. The complainant will be notified in 30 days of actions taken to rectify the matter.