

STEP 1 Request an ESW PRN	Step 2 Prior to the ESW PRN	Step 3 Day of the event
<p>Does your request meet the criteria for ESW PRN?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rural and/or remote practice <input type="checkbox"/> Minimum 3 participants <input type="checkbox"/> Date more than 3 weeks away <p>YES? click HERE to access the request form</p> <p>Once your request form is completed, an AOM staff member will contact you within 1-2 business days</p> <p>For more information see the ESW PRN Frequently asked questions</p> <p>ESW PRN FAQ</p>	<p>ESW PRN Approved? – A private registration link for your event will be sent to participants</p> <p>Equipment required (<i>one per room</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> One obstetric torso <input type="checkbox"/> One soft baby <input type="checkbox"/> Two placentas (preferably soft) <input type="checkbox"/> One infant bag and mask <input type="checkbox"/> One infant stethoscope (optional) <p><i>If the MPG needs equipment the AOM will ship it to you!</i></p> <p>COVID-19 prevention supplies required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disinfectant wipes for obstetric torso, hand sanitizer, gloves, masks, face shields <p>PRINT workshop materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign in sheet <input type="checkbox"/> Instructor scenarios and other materials (available on the ESW instructor portal) <input type="checkbox"/> Cleaning and disinfection procedure <input type="checkbox"/> Agendas <p>Click HERE for the full list of equipment, supplies and written materials - PDF</p>	<p>Checklist for day of event (printable pdf - HERE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment on site <input type="checkbox"/> Printed workshop materials <input type="checkbox"/> Lunch organized for instructors (check for allergies) <input type="checkbox"/> Printed sign-in sheet <p>Step 4 After the event</p> <p>Checklist for after the event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign-sheet scanned (or take a photo) and emailed to the AOM <input type="checkbox"/> Expense forms filled out and emailed to the AOM <input type="checkbox"/> Equipment shipped back to AOM (if applicable) <p>**IMPORTANT**</p> <p><i>The sign-in sheet must be filled out and sent back to the AOM ASAP after the event in order to process instructor payment and to send out the participant certificate of completion.</i></p>