



PRN Planning Tool

STEP 1

Request an ESW PRN

To arrange an ESW, you must contact an instructor and confirm they are available to teach.

If there is an ESW instructor at your MPG, you can coordinate the ESW with them. If the instructor is unavailable or you want to reach out to another instructor, you can use the [AOM's ESW Instructor Search Map](#) to find an instructor in your area.

ESW Instructor Search Map

September is the busiest month for ESW recertification and the AOM may not be able to approve an ESW PRN for this month. Where possible we ask that you avoid planning your ESW recertification for September.

What are some important considerations?

- Space adequate for ESW (clinic room, staff room, etc. that can accommodate 3-4 people easily).
- Requested date not less than 3 weeks away.
- Requested date not more than 6 months away.
- Equipment is available on-site (if not the instructor can request from the AOM).
- There are at least 2 midwives who can participate.

The ESW instructor requests the ESW from the AOM.

Step 2

Registering for ESW PRN

Requests for ESW PRN are made by the ESW instructor directly to the AOM. PRN events go through an approval process.

ESW PRN approved, what next?

1. A registration link for your event will be sent directly to the instructor.
2. The instructor will forward the link to the person who directly contacted the instructor to request the event (the main contact).
3. The main contact must forward the registration link to the other participants.
4. Participants must register through this link.
5. Pre-workshop requirements are provided to participants in the registration confirmation email.

Participants must register and complete all pre-workshop requirements and show proof of exam completion to their instructor prior to the start of the workshop.

Step 3

Day of the event

Your ESW instructor will coordinate the following:

- Written materials (agenda, scenarios, etc.)
- Equipment
- Sign-in sheet
- Exam completion verification

What equipment is required?

The following is required per ESW room:

- One obstetric torso
- Two babies (at least one soft)
- Two placentas (preferably soft)
- One infant bag and mask
- One infant stethoscope

Step 4

After the event

Participants receive a link by email to a short module with a link to the ESW survey as well as more information about ESW certificates and the pd fund.

- We value your feedback! Please complete the ESW survey promptly after your event.
- ESW certificates are available in "Account Centre" of your members area on the AOM's website approximately one week after the event (login required).