



## PLANNING A HEALTHCARE FACILITY SPONSORED IN-SERVICE

AST recognizes the importance of healthcare facility (HCF) planned and sponsored live in-services for CSTs and CSFAs to earn CE credits. Therefore, HCFs are not required to complete an approval process for live in-services that are planned and offered in-house at no cost to the CST and CSFA employees. The following information is provided as a guide to Clinical Educators or other individuals who are responsible for planning in-services.

- It is the responsibility of the CST and CSFA to recognize that the subject of the in-service is relevant to the practice of surgical technology or surgical first assisting.
  - Examples of relevant in-service subjects include new surgical techniques, instrumentation, equipment, supplies and surgical procedures.
- In-services may be provided by, but not limited to physicians, CSTs, CSFAs, Clinical Educator, RNs, and healthcare manufacturer sales representatives.
- AST CE Credit
  - AST assigns the value of a CE credit as 50 – 60 minutes of lecture/demonstration equals 1 CE credit.
  - However, partial CE credits are accepted. The CE lecture/demonstration must be a minimum of 30 minutes (0.5 CE credits). Partial CE credits are accepted in 15 minute increments past the required 30 minutes; the time is rounded up or down. For example, a lecture that lasts 1 hour and 10 minutes the CST would receive 1.25 CE credits.
- Certificate of Attendance (see sample; HCF is encouraged to use the certificate)
  - It is the responsibility of the HCF to provide the CST and CSFA with verification of attendance to the in-service, preferably a certificate of attendance, but the sign-in sheet will be accepted. Either verification must include the following information:
    - Title of in-service (the title should contain the word “in-service”, e.g., *Nailing of Hip Fractures In-service*)
    - Date(s) of in-service
    - Name of HCF
    - Name of individual that provided the in-service (lecturer/instructor)
    - Signature of Clinical Educator or individual approved to verify attendance
    - Name of CST or CSFA attendee
    - Blank line for CST or CSFA to sign
    - Number of CE credits
    - AST approval statement
- It is the responsibility of the CST and CSFA to include a copy of the certificate of attendance or sign-in sheet when submitting the AST CE Reporting Form.



## Certificate of Attendance

### *Healthcare Facility Sponsored Educational In-Service*

**In-Service Information** *Please print clearly. Incomplete forms will be returned to the CST or CSFA.*

**In-Service Title:** \_\_\_\_\_

**In-Service Date(s):** \_\_\_\_\_

**Healthcare Facility:** \_\_\_\_\_

**Speaker Name:** \_\_\_\_\_

**Authorized Signature (verifying attendance):** \_\_\_\_\_

**Title and Credentials:** \_\_\_\_\_

**Participant Information** *Please print clearly. Incomplete forms will be returned to the CST or CSFA.*

**Name of Participant:** \_\_\_\_\_

**CST or CSFA Signature:** \_\_\_\_\_

**Total CE Credits Earned:** \_\_\_\_\_

**CST or CSFA Attendee:** To receive CE credits for this in-service you are required to submit a copy of this form to AST with a completed CE Reporting Form. Keep the original copy in your personal CE file.

This continuing education activity is approved for \_\_\_\_ CE credits by the Association of Surgical Technologists, Inc. for continuing education for the CST and CSFA. This recognition does not imply that AST approves or endorses any products that are included in presentations.

### **3 Ways to Submit CE Credits:**

- Mail to: AST, Member Services Dept., 6 West Dry Creek Circle, Suite 200, Littleton, CO 80120.
- E-mail scanned CE credits in PDF format to: [memserv@ast.org](mailto:memserv@ast.org). *Do not mail CE credits that were previously mailed, sent by FAX or E-mailed.*