Before training

* Check yourself for having completed the Conflict of Interest (COI) form[[1]](#footnote-1) and have sent the completed form to [celeste.mayer@unchealth.unc.edu](mailto:celeste.mayer@unchealth.unc.edu)[[2]](#footnote-2) **Send by at least 1 week prior to training or CNE credit may be denied.** Use the COI Instructions Nurse Planner Instructions for Use with the Conflict of Interest Form to complete and save the COI form.
* Print enough copies of the CNE TeamSTEPPS Training roster with the required disclosure information. One copy has lines for 17 names.

At the start of training and end of training

* Remind participants to print their names so that it can be read by others or it may be difficult to award credit.

After training

* Using the roster, email each participant the following;

*Subject: TeamSTEPPS CNE and Evaluation*

*Thank you for your participation in TeamSTEPPS training. Please complete the training evaluation within 30 days of the training to receive 1.0 CNE. A certificate of CNE award will be provided electronically with completion of the evaluation at this link. Please complete the survey even if you are not interested in receiving CNE credit.* [*https://survey.unch.unc.edu/TakeSurvey.aspx?SurveyID=l82278mL*](https://survey.unch.unc.edu/TakeSurvey.aspx?SurveyID=l82278mL)

* Scan the roster and send to [NursingContinuingEducation@unchealth.unc.edu](mailto:NursingContinuingEducation@unchealth.unc.edu) within 2 days of date of the training. Documentation of CNE activity in this way is required by the CNE oversight organizations, NC Nurses Association and the American Nurses Association.
* (Optional) You can access the evaluation survey results at the following URL:  
  <https://survey.unch.unc.edu/ResultsOverView.aspx?SID=K76AN34EY29WH85>

This survey information can be sorted by date of training or instructor with a request to Diane Yorke, Continuing Education Coordinator your title here, [Diane.Yorke@unchealth.unc.edu](mailto:Diane.Yorke@unchealth.unc.edu)

(Delegate to someone who has LMS administrative privileges) Open LMS, search for “TeamSTEPPS Instructor-Led Trainingfy2017-2018”, open, select the administrator tab at the top and both register and mark attended for all participants in the class.

Additional Notes

For questions contact Celeste Mayer, Patient Safety Officer and TeamSTEPPS Nurse Planner, 984-974-2084, [celeste.mayer@unchealth.unc.edu](mailto:celeste.mayer@unchealth.unc.edu)

1. COI form only needs to be completed once. A new COI is only needed if the TeamSTEPPS training content changes significantly. If that happens, a new CNE request also needs to be made – lots of paperwork! [↑](#footnote-ref-1)
2. C. Mayer is the designated “Nurse Planner” for TeamSTEPPS training, therefore must add signature and date to submitted COIs prior to sending to [NursingContinuingEducation@unchealth.unc.edu](mailto:NursingContinuingEducation@unchealth.unc.edu) [↑](#footnote-ref-2)