Georgia Immunization Office
Educational Training Presentations

Georgia Department of Public Health is an approved provider of continuing nursing education by the Georgia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Title of Presentation	Length of Presentation	Certification Credits
Adolescent and Adult Immunizations	1.5 Hours	CH 1.5 Hours #170-14 (approval expires 08/31/145
Childhood Immunization Update (Combination review of the immunization schedule and GA requirements for daycare & school attendance)	1.5 Hours	CH 1.5 Hours #171-14 (approval expires 08/31/15)
Childhood Immunization Requirements (for WIC and Clerical Personnel)	1 Hour	
Epidemiology & Prevention of Viral Hepatitis From A-E (Contact Lynne Mercedes (404) 657-3171)*	3 Hours	CH 3.0 Hours # 162-13 (approval expires 01/21/15)
GA Requirements for School and Child Care Attendance (presentation for health care providers, day care, and school personnel)	1.5 Hours	CH 1.5 Hours #168-14 (approval expires 08/31/15)
Review Of The Recommended Immunization Schedule	1.5 Hour	CH 1.5 Hours #164-13 (approval expires 02/05/15)
Vaccine Administration Techniques (Contact Nurse Consultant (404)463-6639)*	1.5 Hour	CH 1.5 Hours #163-13 (approval expires 02/01/15)
Vaccine Storage & Handling	1.5 Hours	CH 1.5 Hours #165-13 (approval expires 8/31/15)

To schedule a training session:
Contact your Georgia Immunization Office Consultant at 404-657-3158
*** Contact the appropriate Coordinator or Consultant**

Georgia Immunization Office
Educational Training Presentations

How To Issue Continuing Education Credits (Contact Hours—CH) for Nurses

A master copy of the GNA roster is included in each presentation folder on the presentation CD. Complete all the information in the top section of the GNA roster sheet. (Course identification number is written on certificate and in the presentation chart in this document.)

Have nurses (RN's only) sign in and complete all the information indicated on the GNA roster. (LPN's may receive a certificate of attendance, but not contact hours.)

A master award certificate for each presentation is included in each presentation folder on the presentation CD. Fill in participant's name and the date of the course on the certificate.

Do not issue certificates for participants unless they complete and turn in an evaluation form.

Documenting Evaluations

A master evaluation form is also included in each presentation folder on the presentation CD. Give an evaluation form to every participant. *Using the following formula, tally all the evaluations and enter in total scores for each question on the summary evaluation form:

Tabulate the responses on each item on your evaluation as follows:
Content: The content was interesting to me.....**1 2 3--**#1 (1 respondent for 3) **4 5--**#14 (14 respondents for 5)

Multiply:	03	X	01	=	03
	05	X	14	=	70
Totaling					73

Then divide 73 by the # of respondents (15 in this case)
Therefore, 73 divided by 15 = 4.86

This process needs to be completed for each item on your evaluation.

Enter each of the written comments in the comments section of the tally evaluation form.

Reporting

Document each presentation on the "Program Consultant Contact / Education Report" form (See Appendix A) by completing all the information. This information will be utilized to create a master document of all presentations.

Send the following original items with your monthly report:

1. Completed GNA roster sheet
2. Summary evaluation form
3. Program Consultant Contact / Education Report (See Appendix A)

Keep a copy of the roster sheets and the summary evaluation form for your records.

Send a copy of the summary evaluation form and all the attendance rosters to the sponsoring agency (i.e., district immunization coordinator and / or office manager).

Nurse Consultant will be responsible for submitting the roster sheet and the summary evaluation form to the Assistant Chief of Nursing.

**** Alternative to calculating the average totals by hand is utilizing the Excel summary sheet to enter in the totals for each category and letting the Excel system calculate the averages. See IPC presentation CD for this program file.***

Georgia Immunization Office
Educational Training Presentations

How to Issue Certificates for Day Care Providers

Day Care Licensure has granted us permission to award certificates of attendance to participants for the three presentations noted on the chart. Participants may use these certificates to fulfill day care licensure's requirements for in service training. All presentation guidelines, time frames, and AV materials should be utilized as written in the presentation CDs.

Have participants sign in on a master generic roster. A master copy of a generic roster is included in each presentation folder on the presentation CD.

Documenting Evaluations

A master evaluation form is included in each presentation folder on the presentation CD. Give an evaluation form to every participant. *Using the following formula, tally all the evaluations and enter in total scores for each question on the summary evaluation form:

Tabulate the responses on each item on your evaluation as follows:
Content: The content was interesting to me.....**1 2 3--**#1 (1 respondent for 3) **4 5--**#14 (14 respondents for 5)

Multiply:	03	X	01	=	03
	05	X	14	=	70
Totaling					73

Then divide 73 by the # of respondents (15 in this case)
Therefore, 73 divided by 15 = 4.86

This process needs to be completed for each item on your evaluation.

Enter each of the written comments in the comments section of the tally evaluation form.

Alternative to calculating the average totals by hand is utilizing the Excel summary sheet to enter in the totals for each category and letting the Excel system calculate the averages. See IPC presentation CD for this program file.

Do not issue certificates for participants unless they complete and turn in an evaluation form.

Reporting

Send the following items with your monthly report:

4 Completed GNA roster sheet
5 Summary evaluation form
6 Program Consultant Contact / Education Report (See Appendix A)

Keep copy of the above items listed for your files.

Nurse Consultant will be responsible for submitting roster sheets and evaluation summary to ORS.

Georgia Immunization Office
Educational Training Presentations

How to Issue Attendance Certificates for Other Attendees

Please use the following guidelines for issuing certificates of attendance for all other persons who attend training sessions. This would apply to any persons who are not listed on the indicated attendance rosters for RNs.

Have participants sign in on a master generic roster. A master copy of a generic roster is included in each presentation folder on the presentation CD.

Documenting Evaluations

A master evaluation form is included in each presentation folder on the presentation CD. Give an evaluation form to every participant. Tally all the evaluations and enter in total scores for each question on the summary evaluation form**.** *Using the following formula, tally all the evaluations and enter in total scores for each question on the summary evaluation form:

Tabulate the responses on each item on your evaluation as follows:
Content: The content was interesting to me.....**1 2 3--**#1 (1 respondent for 3) **4 5--**#14 (14 respondents for 5)

Multiply:	03	X	01	=	03
	05	X	14	=	70
Totaling					73

Then divide 73 by the # of respondents (15 in this case)
Therefore, 73 divided by 15 = 4.86

This process needs to be completed for each item on your evaluation.

Enter each of the written comments in the comments section of the tally evaluation form.

Alternative to calculating the average totals by hand is utilizing the Excel summary sheet to enter in the totals for each category and letting the Excel system calculate the averages. See IPC presentation CD for this program file.

Do not issue certificates for participants unless they complete and turn in an evaluation form.

Reporting

Send the following items with your monthly report:

7 Completed GNA roster sheet
8 Summary evaluation form
9 Program Consultant Contact / Education Report (See Appendix A)

Keep a copy of items listed above for your files.