

Dear Coordinators for the Pedi Express videoconference sites,

Attached are documents needed for these sessions. We appreciate your help with being sure that:

- There are the appropriate number of copies of each of the 4 handouts for each session
- The participants sign in on the sheet that we provide
- All attendees must be present for the entire session to receive credit for that day – continuing education credit is based on attendance for all of the presentations in that session and partial credit is not an option.
- Each participant receives, completes and turns in an evaluation sheet that we provide
- All completed sign in sheets and evaluation forms are sent to me following each session - payment (checks payable to HDVCH ) for the sessions must be sent at that time also when appropriate (cost is \$40/nurse per session). There is **no charge** for nurses affiliated with our Partners in Children's Health hospitals.
  - Address: Gwen Fosse RN, Helen DeVos Children's Hospital, 100 Michigan NE – MC#114, Grand Rapids, MI 49503
- You will receive and distribute the continuing education certificates that we will mail to the site coordinator following receipt of the sign in sheets and evaluations. The only exceptions will be if it is noted on the sign in sheet that someone from another institution attends at your site and if they provide their mailing address we will try to send them their certificate directly.
- We are notified of any changes in plans to connect for videoconferencing.

Thank you

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