PUBLIC HEALTH ACCREDITATION BOARD
Vital Records / Health Statistics Virtual Learning Event
Course Syllabus

This course syllabus for the PHAB Vital Records / Health Statistics (VRHS) Virtual Learning Event includes everything you need to know to successfully participate in the training required for applicant VRHS Units. This document provides an overview of the event, how it will be structured, and the expectations and responsibilities for participation. Please read the syllabus carefully and become familiar with the contents before attending the Virtual Learning Event.

Date of the learning event is July 8, 2020 from 1:00 pm to 5:00 pm ET

Learning Event Description

The VRHS Virtual Learning Event contains the same learning content as PHAB's in-person learning event but is organized differently and delivered in a virtual setting. Through self-study of a case study and one online class, you will complete the same applicant education that is offered during the half-day in-person workshop. Instead of traveling to a meeting site, you can participate in the learning event from your office or home.

You will be required to complete short modules which cover the case study portions of the learning event agenda. You, or a team from your VRHS Unit, will work through the case study on your own. The findings will be discussed during the online class. The online class will include short lectures on the VRHS accreditation process which will build on the information you learned through the orientation videos.

Learning Event Objectives

PHAB strives to ensure your learning needs are met through the education and guidance provided in order to help facilitate success in your accreditation role. Please review the following list of learning objectives for the event.

At the end of the learning event, participants will be able to:
- Describe the VRHS accreditation process, as administered by PHAB
- Articulate the expectations described in the VRHS Accreditation Standards and Measures
- Describe how to prepare documentation for accreditation review
- Demonstrate how to upload documentation into e-PHAB

Be thinking of any personal objectives that you want to achieve during the learning event. During our time together, we will ask you if your questions are being answered and if your own objectives are being met.

Who can attend?

The Accreditation Coordinator (AC) must participate, and one or more additional staff members from the AC's jurisdiction, may participate as well. PHAB recommends at least one other person participates as a back-up to the AC. PHAB encourages Accreditation Team (AT) members to participate in the virtual event. This can benefit the VRHS Unit since additional members of the team would be receiving the same training as the AC. The result would be multiple people having knowledge of the process and requirements, while also preparing the AT members to support the AC during key steps in the accreditation process, such as document submission and the site visit. If members of the AT do participate, the AC will serve as the spokesperson during the online class. If attending the online class from a single site, the AC will facilitate the meeting/technology needs for the group. Each person attending, even if from the same VRHS Unit, **must register** for the learning event individually. If you plan on attending and have not yet registered, go to https://www.surveymonkey.com/r/WKWQ7GN.

Attendance Requirements

Attendance is mandatory for the full virtual learning event and there are currently no 'makeup' dates or sessions scheduled. PHAB requires all persons participating in the event to complete **all** preparatory work (i.e. case study exercise) **before the online class** and to be fully present and engaged in the synchronous portion of the agenda.

What if I can't complete the course or must drop out?

If you are registered for the virtual event, you are expected to complete all preparatory work and attend the online class. Minimally, the Accreditation Coordinator for the applicant VRHS Unit **must** complete all required activities to receive credit for attendance. If you are unable to complete all activities, drop out mid-way, or miss the online class, you will need to complete a future virtual or in-person learning event.

Note: Virtual and in-person learning events for VRHS Unit accreditation are currently offered once per calendar year.

Pre-work before the Online Class

There will be about 1-2 hours of case study activities that will need to be completed **before** the online class. This pre-work is an important step in preparing you for the class and for moving forward in the accreditation process. The pre-work is self-guided, and you can complete the required activities on your own schedule and at your own pace. Be sure to allow the time necessary for completing these required activities so you can contribute during the online class. Additionally, there will be a few short e-PHAB training videos to view prior to the online class.

Agenda

The Virtual Learning Event will be held using GoTo Webinar. Login information for the learning event will be sent on July 1, 2020. The date of the learning event is July 8, 2020.

Session 1   1:00 pm –2:30 pm ET
               Welcome and Overview of the Training Objectives
               Timeline for the process
               Brief Summary of the Accreditation Process
               Brief Summary of the Standards and Measures
               Brief Summary of the Site Visit
               Q&A on Process, Standards & Measures and Site Visit

Break   2:30 pm – 3:00 pm ET

Session 2   3:00 pm – 5:00 pm ET
               Preparing Documentation for Uploading Into e-PHAB
               Selecting Documentation
               Q&A on use of e-PHAB
               Technical Assistance Available from NAPHSIS
               Final Questions, Process Reminders

Accessing the Modules and Online Class

The case study and materials will be posted and made available to registered participants through Bridge, PHAB's online education portal. If you do not have a Bridge account, one will be created for you. Materials for the VRHS Virtual Learning Event will be made available to registered participants on July 1, 2020.

Technical Requirements

You will need the following technologies available to you in order to fully participant in the virtual learning event.

- A high-speed internet connection
- A computer with the most current version of the internet browser you prefer to use
    o Google Chrome or Mozilla Firefox are recommended by GoTo Webinar
- A webcam– either one per individual or one that shows the room if a team of staff are participating
- A microphone or phone line
- A Bridge account – if you don't have one, PHAB will create one for you.

If you believe you will have problems meeting the technical requirements, send an email to EducationServices@phaboard.org by July 1, 2020.

Evaluation

This is the first time the PHAB VRHS Virtual Learning Event is being offered. Therefore, while providing you with the information you will need to move forward in PHAB's VRHS accreditation process, it is also serving the dual purpose of allowing us to pilot our ideas, delivery, and structure. As such, your feedback will help us refine and improve virtual learning events offered to future VRHS Unit applicants.

PHAB will ask you questions through a course evaluation about this pilot event. This will include questions about how the content was delivered, the spacing of work and the online class, the time it took you to complete the pre-work, difficulties with technology and proposed changes to the course before it is delivered to the next group of applicant Units. The evaluation link will be emailed to you after the online class ends.

Resources

If you have any questions about the virtual learning event or this syllabus, please contact PHAB at EducationServices@phaboard.org.

There is an abundance of information on PHAB's Website about the VRHS accreditation process.