



Experience Anatomy
WHERE EDUCATION MEETS APPLICATION

Continuing Education Program Development Operations Manual

Mission Statement

Experience Anatomy, LLC is a premier, innovative anatomy education provider for those seeking the highest-caliber training with true human specimens. We make resources of unparalleled quality accessible to medical professionals at every stage of their career and to students of all ages.

Vision Statement

Experience Anatomy, LLC is dedicated to consistently providing resources of the highest quality and operates using written policies and procedures to ensure safety and reliability. We comply with all applicable local, state, and federal regulations. We believe that all health and life science practitioners should have the opportunity for meaningful engagement with human specimens.



Provider Responsibilities

As an approved provider for continuing education credits, Experience Anatomy must comply with the rules and regulations for each accrediting body for which continuing education is provided.

Guidelines for each accrediting body are listed below:

North Carolina Physical Therapy Association:

The requirements below are directly copied from the [NC Rules Review Commission](#)

1. They have intellectual or practical content based on best available scientific evidence and the primary objective is to increase the participant's professional competence and proficiency as a licensee
2. They constitute learning experiences dealing with matters directly related to the practice of physical therapy or patient welfare
3. Live instruction, mechanically or electronically recorded, reproduced or transmitted material, other electronic media, or a computer website accessed via the Internet are used
4. Continuing competence materials are prepared, and activities conducted, by an individual or group qualified by practical or academic experience in a setting physically suitable to the educational activity of the program or clinical experience and, when appropriate, equipped with suitable writing surfaces or sufficient space for taking notes
5. Written materials are distributed to all attendees at or before the time a course is presented. These may include scientific materials based on written references printed from a computer presentation, computer website, or other electronic media. A written agenda, objectives or outline for a presentation satisfies this requirement when written reference materials are not suitable or readily available for a particular subject
6. The provider remits costs as required by Rule .0112 of this Subchapter and keeps and maintains attendance records of each continuing competence experience sponsored by it in North Carolina
7. For activities that are directed to more than one discipline, or are directed primarily to another health care discipline, the Board is satisfied that the content of the activity would enhance physical therapy skills or aid in the practice of physical therapy.

Board of Certification for the Athletic Trainer:

The requirements listed below are directly copied from the Provider Responsibilities Standard authored by the Board of Certification for the Athletic Trainer.

1. Include Athletic Trainers (ATs), as a sole credential holder, in the target audience. Programs must be intended for the credentialed health care and/or wellness provider. Programs with other credentialed health care participants are acceptable to create common knowledge across disciplines and promote interdisciplinary education but cannot require ATs to be credentialed as a physician assistant, physical therapist, chiropractor, etc. to attend CE programs. Programs targeted at non-credentialed fitness or



wellness professionals and lay persons, such as patients, parents, coaches, administrators or educators, do not meet BOC standards.

2. Assign continuing education units (CEUs) based on contact hours. A contact hour is the time actually spent in the educational portion of the program. One contact hour equals 1 CEU, rounded to the nearest quarter hour. The number of CEUs that can be offered for each Category A program will be determined by the BOC Approved Provider and the BOC will assign CEUs for Evidence Based Practice programs.
3. Enter all CE programs offered to ATs into the program directory. Programs include all live events, webinars and home study programs that meet the standards and CE eligibility requirements for ATs.
4. Establish processes for developing, administering and documenting programs.
5. Maintain compliance with the standards outlined in this document. It is the responsibility of the provider to demonstrate knowledge of and compliance with the standards through written documentation.
6. Incorporate programs that promote the use of current, valid and/or evidence based practices.
7. Identify and provide a supportive learning environment with the physical, technical and educational materials necessary to support the program.
8. Maintain documentation of the processes used to develop, administer, deliver, conduct and assess the program and participants.
9. Maintain cumulative records with appropriate security for a period of five years.
10. Develop joint providership agreements that clearly define the working relationship between parties. This includes documentation of the completion and provision of various tasks, ensuring that the programs of both parties are in compliance with the standards.
11. A joint providership statement must be provided to participants.
12. Ensure that commercial support does not interfere with the independence and objectivity of program faculty.
13. Providers and presenters must adhere to the standards for declaring conflicts of interest as defined in section 2.6 of these standards.
14. The sole purpose of a program cannot be the promotion of goods and services to the participants.
15. Content determined as sales oriented (i.e., designed to “sell” or “promote” particular services or products or “product-specific narrative”) shall be excluded in the determination of contact minutes/hours.
16. Document changes in administrator/primary contact for programming and ensure that the new administrator/primary contact understands and is in compliance with the standards.
17. Provide information prior to registration to allow prospective participants to judge the value and appropriateness of the program (i.e. learning objectives, schedule and format, fee(s), program faculty and credentials, number of contact hours/CEUs that will be made available and sponsors).
18. Provide each learner, in a timely fashion, with a statement of credit upon successful completion of the program. Each statement of credit shall include:
 - a. Participant’s name.
 - b. Title of the program.
 - c. Completion date.



- d. BOC Approved Provider CE statement that includes the number of CEUs, BOC Approved Provider name, number and logo.
19. Provide evidence (e.g. curriculum vitae, bio) that program faculty chosen to lead programs are qualified by education and/or experience to provide instruction in the relevant subject matter as defined in standard 4.
20. Ensure that financial resources are available to sustain the programs undertaken. For example, resources should be available for continued program improvement and for secure maintenance of program records.

Administration

Continuing education advisory committee:

This committee will be led by the Director of Continuing Education and will include the following members:

- CEO and Founder of Experience Anatomy, Jamie Decker
- Academic Program Specialist, Rachel Klaus
- Operations Manager, Courtney Fortenberry
- Subject matter experts

Director of continuing education:

The Director of Continuing Education will be the primary person to maintain accreditation and compliance to each accrediting body. Annually, the Director of Continuing Education will need to renew funds, review compliance documents, maintain records of all participants, and make any changes necessary to the currently offered continuing education programming.

Joint Providership Agreement

If Experience Anatomy cosponsors a program, a written agreement that clearly defines the working relationship between parties shall be developed, agreed upon and documented.

Include the required joint providership statement on promotional materials to disclose relationship to participants.

“This program has been planned and implemented in accordance with the requirements and policies of the Board of Certification for the Athletic Trainer (BOC) through the joint sponsorship of (name of BOC Approved Provider) and (name of non-BOC approved provider). The (name of BOC Approved Provider) is approved by the BOC to provide continuing education for Athletic Trainers.”



The joint providership agreement shall dictate which party is to complete the following tasks:

- Planning Your Program
 - Secure date
 - Location and food
 - Determine audience
 - Determine topic and content development
 - Secure program faculty and forms
 - Determine level of difficulty
 - Create program schedule and assign CEUs
 - Determine registration procedures
 - Develop marketing materials
 - Create attendance roster
 - Create statement of credit
 - Create participant assessment
 - Create program evaluation
 - Post program to BOC Provider Directory
- Event Administration
 - Collect registration and fees
 - Provide attendance roster
 - Provide participant assessments and program evaluations
 - Distribute statements of credit
- Evaluation and Review
 - Retain records
 - Process complaints
 - Participate in Annual Review
 - Complete Annual Report

Business Practices

Experience Anatomy must abide by the following guidelines in order to continue to be a fair provider of continuing education credits to practicing clinicians.

- Renew annually with each accrediting body to maintain their Approved Provider status and continue to provide continuing education credits.
- Use language that does not show personal or professional bias or cultural insensitivity.
- Ensure that programs are available and accessible to all appropriate participants. Further, providers shall ensure no unlawful discrimination is associated with programming or related programs.
- Ensure that copyright permission of materials used by program developers, presenters or others are identified on all program materials, including audio-visual and program related materials. Ownership of the copyright, license or permission must be documented for any protected materials used within a program.



- Make public potential and actual conflicts of interest and financial gain associated with any programs, presenters or providers by including a disclosure statement in each presentation. Disclosure of potential conflict for program sponsors must also be addressed. This includes, at a minimum, identifying any and all sponsors in printed program materials.
- If a fee is charged for programs, a policy must address cancellations and refunds. This policy shall be clearly indicated to potential participants on promotional materials.

Non-Discriminatory Policy

No individual should be denied participation in Professional Seminars' CE programs on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation or age.

Copyright Policy & Procedure

Professional Seminars uses a Program Faculty Release Form, leasing agreement and other documentation to identify the permission of use for protected program materials. Professional Seminars will ensure that copyright permission of materials used by program developers, program faculty or others are identified on program materials, including audio-visual and program related materials. Program faculty and sponsors will be required to complete a release form stating the use of copyrighted materials prior to participating in the program.

Conflict of Interest Policy & Procedure

All individuals in a position to influence the content of a program to be offered for continuing education credits must disclose any relevant financial or nonfinancial relationship(s) that might affect independent involvement in the proposed program. Any program faculty or planning committee member who refuses to disclose financial or nonfinancial relationships will be disqualified from participating in the planning and implementation of the program.

Disclosure to potential registrants and program attendees:

Experience Anatomy must disclose to potential registrants each program faculty's relevant financial and nonfinancial relationships to the program content. The provider must also disclose when program faculty have no relevant financial and nonfinancial relationships.

This disclosure information must be available in promotional efforts and at the start of the program. 2. The following information must be disclosed to learners:

- The name of the program faculty;



- Relevant financial relationship(s): Listing the name of the organization and the type of financial relationship; and/or
- Relevant nonfinancial relationship(s): Listing the name of the organization and the type of nonfinancial relationship; or
- No relevant financial or nonfinancial relationships exist.

Legal documents/agreements/consents

Some programs may require that participants provide legal consent in order to participate in the program's labs/activities. In such event, the documents will be provided at the beginning of the program so that the participants may read and sign the consent. A copy of the signed document may be provided upon the participant's request.

Cancellation & Refund Policy

Cancellations received at least 14 business days before the event are 100% refundable. There will be no refund for cancellations received later than 14 day prior to the event date. If participants register and do not attend, they are still responsible for full payment.

Participants will need to contact Experience Anatomy via phone or email with a request for refund:

Telephone #: 980-495-7123

Email: info@experienceanatomy.com

Experience Anatomy will process the participant's refund within 3-5 business days from the day the request is received.

Grievance Policy & Procedure

Experience Anatomy is committed to conducting all activities in strict conformance with accreditation agencies and boards. Experience Anatomy will comply with all responsibilities to be nondiscriminatory in activities, program content and in treatment of participants. Experience Anatomy will provide participants with the ability to raise any complaints or concerns they may have.

While Experience Anatomy attempts to assure fair treatment of all participants, we recognize grievances that may require intervention. Grievances are handled in the following manner:

When a participant, either orally or in written format, files a grievance/complaint, the Continuing Education Committee will evaluate the nature of the complaint. If it is meritorious, the Continuing Education Committee will instruct the staff to implement any



necessary changes in the course. The complainant will receive a response from the Continuing Education Committee or designated staff within 5 working days.

Participants may file a complaint by telephone or email:

Telephone #: 980-495-7123

Email: info@experienceanatomy.com

Procedures for Program Development

Experience Anatomy's courses/programs are developed and approved by the Experience Anatomy Continuing Education Committee. Courses are designed for practicing medical professionals and are focused on dissection and anatomy for clinical application.

Educational Need

Many clinical professionals provide support to patients in times of injury and recovery; therefore, it is vital for clinicians to understand the fundamentals of the human body in order to best serve their patients. Anatomy is a foundational science that every medical professional has had some level of training. An often-difficult subject, it can take years of repetition to gain a high level of understanding of human anatomy. The emergence of new technologies has provided educators with more resources than ever to help students understand the complexities of the human body.

Experience Anatomy's program provides practicing medical professionals the opportunity to dissect a human cadaver side-by-side with plastinated specimen and virtual technology in order to enhance an understanding of how the tests performed in clinic specifically affect the patient's anatomy and/or problem areas.

It is of the utmost importance that medical professionals of all types maintain a high level of understanding of human anatomy to properly and safely treat patients. Clinicians must not only understand the structure and function of a healthy body, but also those that are undergoing some level of dysfunction. Experience Anatomy's program provides medical professionals with high quality anatomy teaching tools, utilized in conjunction, to ensure that currently practicing clinicians are approaching their patients with the most up-to-date understanding possible.

Soft embalmed cadavers provide physical therapists with the opportunity to work with and manipulate the body in a realistic way- similar to that of a patient - providing a low-stakes opportunity to try new treatments. Plastinates offer a unique three-dimensional view of the complex structures of the body in a pristinely preserved prosection. Virtual cadaver technology helps to bridge the gap between understanding the various layers of tissues and muscles since dissection is, inherently, a destructive process causing more superficial structures to be destroyed when exposing deeper structures.



Experience Anatomy believes that all health and life science practitioners should have the opportunity for meaningful engagement with human specimens throughout their careers.

Program Type (Live Event vs. Home Study)

Experience Anatomy's courses/programs are all live events intended to give participants a hands-on experience with various anatomical teaching tools including, but not limited to, cadavers, plastinated specimen, virtual anatomy tables and virtual reality anatomy software. Currently, Experience Anatomy does not offer Home Study programming.

Program Content

Learning objectives, created using Bloom's Taxonomy, are the basis for development of courses at Experience Anatomy. Every course/program must have an accompanying set of learning objectives that drive the development of any course materials to be presented. Learning objectives must be provided to course/program participants at the time of the course.

All program faculty must submit their program content and materials to the Continuing Education Committee for review. Once all content is submitted and reviewed, suggestions are made to the program faculty (if warranted) to ensure they meet the goals of the program. Revisions are made and reviewed until the course learning objectives are appropriately met.

Program Format, Location and Dates

Course/program formatting will be determined by the content created by the program faculty and the Continuing Education Committee. Generally speaking, the courses/programs should include a didactic portion and a lab portion working with various anatomy educational resources.

Unless a group specifically requests that Experience Anatomy host a program at their facility, all courses will be held at Experience Anatomy's facility, fully equipped with a classroom, lab space, bathrooms, kitchen, and lounge area. Any other location used should be able to comfortably fit all attendees and faculty as well as the equipment needed to carry out the didactic and lab portion of the program.

Program Faculty

Program faculty are selected based upon their knowledge of the subject matter; experience and teaching ability; and ability to meet the educational needs of the course participants.

Program Faculty Requirements



Experience Anatomy's program faculty must provide the following documents prior to the provision of any course:

- Curriculum vitae
- Program Faculty release form
- Current bio – to be used in marketing materials
- Written statement declaring any conflicts of interest or lack thereof. This can be included at the beginning of the course presentations
- All course materials/handouts
- Outline/agenda of lectures
 - Title of presentation and learning objectives
 - Estimated time of each lecture (for CEUs)
 - Proposed method of instruction

Continuing Education Credits/Approval

Experience Anatomy utilizes guidelines provided by the various national and state boards in order to calculate the appropriate amount of contact hours/CEUs available for a program.

Below are some of the guidelines available:

Board of Certification (BOC) for the Athletic Trainer

For live Category 1/Category A programs, one contact hour is equal to 1.0 CEUs, in which the contact hour is defined as 60 minutes of instructional time during which the participants are engaged in educational activities. Contact hours are rounded to the nearest quarter hour

American Physical Therapy Association – North Carolina

Board rules indicate 25-30 consecutive minutes of activity are considered ½ contact hour or point and activities 50-60 consecutive minutes are valued as 1 contact hour. When reviewing an agenda segments of educational time must meet these criteria to count toward the contact hours of a course. Breaks, meals, networking and business meetings do NOT count toward the contact hour total. It is recommended that the agenda be comprised of ½ or whole hour segments so attendees may earn the maximum amount of contact hours for a given activity. When 15-minute breaks are planned within a longer period of instruction time, maximum contact hour credit can often be obtained by scheduling those breaks to straddle the hour rather than starting or ending on the hour.

Program Implementation

I. Program Planning

Marketing



All courses/programs must have corresponding promotional materials. The Continuing Education Committee will correspond with marketing to generate promotional materials for all programming. Target audiences will be determined based on the educational need and content offered by the program

Specific requirements from accrediting bodies:

Board of Certification (BOC) for the Athletic Trainer

When advertising your BOC Approved Provider status, use the BOC Approved Provider logo, which can be found on the “Resources” page in your BOC Central™ Approved Provider profile with guidelines for use, in addition to the below statement:

(Company Name) is approved by the Board of Certification, Inc to offer continuing education to Certified Athletic Trainers.

All marketing materials must also include the following:

- Learning objectives
- Schedule and format
- Credentials of the program faculty
- Cancellation/refund policy
- Number of contact hours/CEUs that will be available
- Fee(s)
- Sponsors

All continuing education programs aimed at ATs must be submitted to the BOC Program Directory at least 2 weeks prior to the start date. List all recognized continuing education programs available to ATs, including both live events and home study programs, and to promote the provider.

- A completed electronic event form must be submitted to the BOC at least 2 weeks prior to the program start date. The electronic form is available within the BOC Approved Provider Profile.
- List all continuing education programs available to ATs on the Program Directory, including both live and home study, private and open registration.
- Programs that are not posted to the directory 2 weeks prior to the program date shall not be eligible for Category A continuing education. Providers who offer programs not listed on the directory must notify participants that the programs are not eligible for Category A CEUs.

Registration

Registration will be available in the form of a fileable PDF on the Experience Anatomy website.



Program Materials

Experience Anatomy will provide all program materials needed for courses offered. This includes all tools and PPE for dissection as well as any relevant handouts to be utilized during the course. All materials shall be prepared before the start of any program and handouts will be made available to participants.

II. Event Administration

Attendance/Sign in sheet

All program participants will be required to sign in at the beginning of all live programs and provide their license number in order to be awarded Continuing Education credit.

Assessment

Experience Anatomy creates participant assessments to measure participants' mastery of the program content. Assessments must reflect the educational methods, measure the learning objectives of the program and provide participant feedback.

Program Evaluation

Program evaluations must be developed and conducted for each educational program. Completed evaluations are reviewed and feedback is summarized for future program improvements.

The information collected from the program evaluations will be used to make improvements/adjustments to future programs as needed. Feedback about the program and its program faculty may also be used to evaluate the program faculty's performance.

III. Evaluation & Review

Evaluations of the program/course and faculty will be distributed at the end of each session in the form of a survey. Participants are required to complete evaluations to receive continuing education credit. A summary of the feedback will be provided to the Continuing Education Committee for later review. Program faculty feedback information will be provided with feedback specific to their portion of the course so that they may make any necessary adjustments to their program content or presentation style.



Participants will be given feedback in real time as questions arise and as activities in the lab are carried out.

Internal Program Review

Experience Anatomy's Continuing Education Committee conducts an annual internal review of all of the program offerings each December. During this annual review, the Continuing Education Committee will evaluate the programs' efficacy and will provide recommendations for improvements based on the available feedback. The Continuing Education Committee will also evaluate the program faculty and will provide them with feedback to help improve or refine their teaching and learning methods as well as their presentation materials.

Program Records

Experience Anatomy will keep program records for a total of 5 years following the completion date of the program. Participants will be allowed to request a copy of their statement of credit at any point within that time period. The fee for replacement statements of credit is \$10.

IV. Distribute Statements of Credit

Statements of Credit will be provided to all program participants after they have satisfied all of the following requirements:

- Signed in
- Completed the program
- Passed participant assessment
- Completed program evaluation
- Signed out

A certificate shall be awarded to each participant that has satisfied all of the requirements above. Required certificate information varies among each accrediting body outlined below:

Board of Certification (BOC) for the Athletic Trainer

The certificate should include the:

- Participant's name
- Title of the program
- BOC Approved Provider name
- Completion date
- Number of contact hours/CEUs
- BOC Approved Provider continuing education statement
- The BOC Approved Provider logo and statement below



Company Name (BOC AP#: XXXXX) is approved by the Board of Certification, Inc. to provide continuing education to Certified Athletic Trainers. This program is eligible for a maximum of (#) (select one: Category A/Evidence Based Practice Category) hours/CEUs. ATs should claim only those hours actually spent in the educational program.

American Physical Therapy Association – North Carolina

Documentary evidence for continuing education activities shall include the following for each activity:

- Name of approved provider
- Name of accrediting organization
- Course title
- Date
- Hours for presentation
- Record of attendance or participation by provider to be emailed to dragan@ncptboard.org after completion of the course