

2018 Clinical Skills Rotation Session Guidelines

Thank you for your interest in facilitating a Clinical Skills Rotation on Wednesday, 18 July 2018.

What are Clinical Skills Rotation Sessions?

- 1) Clinical Skills Rotation sessions are **25 minutes each**. You will repeat the same session four times as part of one rotation. There is five minutes between each session. There will be two rotations. Therefore, you will facilitate your session four times, take a 30-minute break, and then facilitate your session again four more times. Each session you facilitate has a maximum of 30 participants. You must adhere to the **25-minute** session time limit. Rooms will be set in a circle.
- 2) Sessions are either Primary or Advanced.
- 3) Format of each Clinical Skills Rotation session:
 - a) **Participants must be actively engaged with hands-on practice opportunities.**
 - b) PowerPoint and video may be used only to complement delegate interaction.
 - c) The brief, interactive format allows no time for extensive theory or background information to be presented. Facilitators are encouraged to provide background information in handouts that will be distributed to participants via the conference app prior to the event.
- 4) Activities may include:
 - a) Observing a brief role play as an introduction to practicing skills.
 - b) Reviewing case studies and problem solving as a group (e.g., differential diagnosis).
 - c) Observing demonstration of a skill and doing a return demonstration.
- 5) ILCA is unable to provide live models or supplies for Clinical Skills Rotation sessions. Presenters may provide props, supplies, etc. to be used by the participants.

IMPORTANT DATES

31 October 2017: Deadline to submit session abstracts/submission site will close at 11:59 pm [US Eastern Time](#)

5 January 2018: Concurrent and Workshop session submitters will be notified by email of their presentation status

15 January 2018: Selected Concurrent and Workshop presenters must confirm participation

23 January 2018: Submission site will reopen for accepted presenters to review and update details about themselves or their presentations

1 June 2018: Deadline to submit PowerPoint for accreditation review (mandatory)

29 June 2018: Deadline to re-submit edited PowerPoints for accreditation review (mandatory if notified of accreditation compliance edits)

9 July 2018: Deadline to submit handouts for approval and inclusion on the conference app

GENERAL SUBMISSION INFORMATION AND GUIDELINES

- Abstract submitters are not required to be ILCA members.
- Abstracts will be accepted through the ILCA Abstract Submission Site until 31 October 2017.
- A maximum of two (2) total abstracts for conference presentations in any combination of presentation formats may be submitted per presenter.
- Abstracts must be submitted in English and are limited to 250 words. Accepted abstracts may be eligible for publication in the *Journal of Human Lactation (JHL)* (see details below).
- Submissions must be complete, conform to all guidelines, and be received by the deadline to be considered for acceptance.
- Originality, clarity, outcomes, interest to lactation professionals, and relevance to the lactation field are important components of an abstract. Proofread your abstract carefully to avoid errors.
- Regardless of the theme of the conference or of the presentation, all abstracts must incorporate content, language, and references that are diverse and inclusive, such as content that is relevant in a variety of work, cultural, and geographic settings; language that is inclusive of varying sexual orientations, gender identities/expressions, and family structures; and references from a variety of social groups and countries.
- Clinical Skills Rotation Session submissions are reviewed by the Conference Program Task Force. All reviews are performed on anonymized.

Format your abstract for publication in the *Journal of Human Lactation (JHL)*

Conference content is relevant to lactation supporters throughout the world, not just to those who attend the ILCA Conference. Formatting your proposal properly, and providing us with your permission for publication, allows your abstract to be shared with all ILCA members via the *JHL*.

Follow these steps to format your abstract for publication in the *JHL*:

- Structure your abstract with the following bolded and capitalized headings with colon followed by content.
 - **Background:**
 - **Aims/Purpose:**
 - **Narrative:**
 - **Research method** (if applicable, including design, setting, sample, data collection, data analysis, and results):
 - **Conclusion(s):**
- Tables/Figures: A maximum of one table and/or figure (not required) in [APA format](#)

In addition to writing your abstract in the correct format, please also be sure your writing follows the guidelines outlined in [JHL Language Preferences](#). A [Journal Contributor Publishing Agreement](#) also will need to be completed and submitted. Samples of both research and non-research abstracts that have been formatted correctly for publication in the *JHL* are available for review [here](#).

FACILITATOR TERMS

- Submission of an abstract constitutes a commitment to facilitate at the conference if accepted. Failure to register and facilitate for the conference, if not justified, will jeopardize future acceptance of proposals.
- The facilitator agrees not to accept other speaking engagements in Portland or surrounding areas within 3 months before or after the conference which could negatively impact attendance at the ILCA conference. If facilitators do have other engagements, they shall notify the Conference Manager (conference@ilca.org). Failure to notify ILCA will jeopardize future speaking opportunities with ILCA.
- Clinical Skills Rotation facilitators will receive a complimentary registration for the full conference.
- A laptop, LCD projector, screen, and two tables will be provided for sessions. Requests for alternate audiovisual services will be considered but are not guaranteed.

- Session objectives, biographies, headshots, presentations, and handouts will be included on the official conference app and website to which all registrants will have access.
- Facilitators are required to use the 2018 ILCA Conference PowerPoint template provided to develop the presentation and to submit the PowerPoint file for their presentations by **Friday, 1 June 2018**. PowerPoint files are collected and reviewed in order to ensure compliance with accreditation criteria and remain the intellectual property of the presenter. ILCA will not share this file with attendees nor will ILCA load the file for you in the session room. Plan to bring the PowerPoint file to the conference on a flash drive and load it on to the computer in your assigned session room prior to the session start time. Sessions that are Live Streamed or recorded with permission for future use may involve the sharing of PowerPoint files.
- In order for your content to be shared with attendees, it must be submitted as a handout, that follows the handout specifications listed below, by **Monday, 9 July 2018**.
- Facilitators authorize ILCA to use their name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the conference including rebroadcast on a “virtual” basis.
- ILCA and the Facilitator **mutually agree that all parties shall be released from any and all liability** or damages hereunder if ILCA or the Presenter/Facilitator is unable to fulfill the terms of this agreement due to force majeure, illness, or physical disability of the Facilitator, acts or regulations of public authorities, labor difficulties, civil turbulence, strike, epidemic, flood, fire, interruption or delay of transportation, or any other cause beyond the control of the parties. **If, for any reason, the Facilitator is delayed or cannot appear, the Presenter will promptly notify ILCA** to arrange a mutually agreeable change of date and/or a substitute Facilitator. Any benefits, deposits, and/or advance reimbursements under this agreement shall be transferred to substitute Facilitator, if applicable. If a change of date or substitute Facilitator cannot be mutually agreed upon, ILCA and the Facilitator agree that this Agreement is cancelled and that the Facilitator shall refund any deposits and/or advance reimbursements received from ILCA.

SESSION REQUIREMENTS

- No more than five minutes of the presentation may be given as a lecture. At least 20 minutes of the session must be a participatory activity.
- Learning objectives must be measurable and learner-centered, in terms that describe the behavior learners are expected to demonstrate at the end of the session. See the ***Bloom’s Taxonomy*** list of verbs at the end of this document. Objectives not written in the correct format will be edited.
- All sessions must conform to the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly (WHA) Resolutions.
- Facilitators are required to disclose any real or apparent conflict(s) of interest

(COI) that may have a direct bearing on the subject matter of the continuing education activity in written form, on a slide. This includes disclosures of any financial interest/arrangement or affiliation with any organizations that could be perceived as a conflict of interest in the context of the subject matter of their session. This disclosure of COI, or lack thereof, **MUST** appear after the title slide required for all sessions and **MUST** also be stated verbally, within the first five minutes of the session. **This is a requirement for approval of continuing education credit and failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with disclosure requirements will result in sanctions regarding participation in future ILCA events.**

- No commercial messages or logos of any kind are permitted in the meeting room. Presenters/Facilitators may not promote, advertise, or distribute commercial materials in their session. For example, images of books may not appear anywhere in conference materials. Slides will be reviewed for compliance prior to the conference. **This is a requirement for approval of continuing education credit and failure to comply jeopardizes ILCA's ability to grant credit to conference delegates. Failure to comply with noncommercial requirements will result in sanctions regarding participation in future ILCA events.**

HANDOUT SPECIFICATIONS

Handouts aid participants in following along with your presentation, especially those who are vision or hearing impaired or who speak English as a second language. They also provide the opportunity for attendees to reference the information noted. In order for materials you present to be shared with attendees, they must be submitted as handouts by **Monday, 9 July 2018**. Handouts may or may not be your PowerPoint presentation. It is recommended that every presenter submit at least a list of references to be shared.

- Submitting a handout constitutes your giving ILCA permission to share your intellectual property with conference attendees. If you would like to allow broader sharing of your handouts, please note your permission on your handout.
- Handouts must be .pdf files formatted for optimal file download size. In order to optimize PowerPoint presentations with several slides per page go to *print*, select *print to PDF*, and select for more than one slide to appear per page (see example layout below). Changing the presentation to black and white also will help to optimize the file size.

Facilitators are responsible for ensuring that their submissions and sessions comply with all relevant guidelines. Contact Kara Stachowiak, Conference Manager, at conference@ilca.org with any questions.



Guidelines for Writing Measurable, Behavioral Learning Objectives

Bloom's Taxonomy Verbs

Knowledge

| | | | |
|-----------|----------|-----------|----------|
| Count | Identify | Read | Sequence |
| Define | Label | Recall | State |
| Describe | List | Recite | Tell |
| Draw | Match | Record | View |
| Enumerate | Name | Reproduce | Write |
| Find | Quote | Select | |

Apply

| | | | |
|------------|-------------|-------------|----------|
| Act | Contribute | Imitate | Produce |
| Administer | Control | Implement | Provide |
| Articulate | Demonstrate | Interview | Relate |
| Assess | Determine | Include | Report |
| Change | Develop | Inform | Select |
| Chart | Dramatize | Instruct | Show |
| Choose | Draw | Paint | Solve |
| Collect | Establish | Participate | Transfer |
| Compute | Extend | Predict | Use |
| Construct | Extend | Prepare | Utilize |

Synthesize

| | | | |
|-------------|---------------|-----------|-------------|
| Adapt | Design | Invent | Rearrange |
| Anticipate | Develop | Make up | Reconstruct |
| Categorize | Devise | Model | Reinforce |
| Collaborate | Express | Modify | Reorganize |
| Combine | Facilitate | Negotiate | Revise |
| Communicate | Formulate | Organize | Rewrite |
| Compare | Generate | Perform | Structure |
| Compile | Incorporate | Plan | Substitute |
| Compose | Individualize | Pretend | Validate |
| Construct | Initiate | Produce | |
| Contrast | Integrate | Progress | |
| Create | Intervene | Propose | |

Comprehend

| | | | |
|----------|---------------|---------------|-----------|
| Classify | Discuss | Illustrate | Predict |
| Cite | Estimate | Interpret | Report |
| Conclude | Explain | Locate | Restate |
| Convert | Generalize | Make sense of | Summarize |
| Describe | Give examples | Paraphrase | Trace |

Analyze

| | | | |
|--------------|---------------|------------|------------|
| Break down | Debate | Examine | Point out |
| Characterize | Deduce | Focus | Prioritize |
| Classify | Diagram | Illustrate | Research |
| Compare | Differentiate | Infer | Relate |
| Contrast | Discriminate | Limit | Separate |
| Correlate | Distinguish | Outline | Subdivide |

Evaluate

| | | | |
|--------------------|-----------|------------|---------|
| Appraise | Criticize | Judge | Rank |
| Argue | Critique | Justify | Rate |
| Assess | Decide | Predict | Reframe |
| Choose | Defend | Prioritize | Select |
| Compare & Contrast | Evaluate | Prove | Support |
| Conclude | Interpret | | |

Words NOT to Use — Open to interpretation and not measurable

**DO NOT
USE**

| | | | |
|------------------|---------------------------|--------------------------|-------------|
| Appreciate | Believe | Have an understanding of | Know how to |
| Be able to know | Communicate | Implement | Motivate |
| Be aware of | Grasp the significance of | Increase | Understand |
| Be familiar with | Enjoy | Learn how to | |

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