



# Site Coordinator's Manual

## SATELLITE BROADCAST & WEBCAST

Complimentary CME  
Activity  
  
(1 hour)

*This activity is jointly sponsored by SCEPTER™ and Quintiles Medical Education; and is co-provided by Global Education Group and SCEPTER™.*

**SCEPTER™**



**global.**



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## ABOUT THIS GUIDE

This comprehensive guide provides you with all of the necessary instructions for running a successful course.

## ABOUT THE PROGRAM

Despite significant advances in the treatment of human immunodeficiency virus (HIV) infection, surveillance data have shown an increasing trend in new cases, with many cases diagnosed at an advanced stage. The Centers for Disease Control and Prevention (CDC) has issued recommendations for expanding screening and promoting earlier diagnosis of HIV infection. Primary care providers, who are on the front lines of patient care, are in the best position to improve screening practices and early HIV diagnosis. Both prevalence-based testing and risk-based testing require a thorough knowledge of epidemiologic trends and current statistical data, especially regarding subpopulations at increased risk for HIV.

In this program, we will discuss a number of issues that are important to primary care clinicians who manage patients at risk for, or who have recently become infected with HIV. The program will review epidemiologic and statistical prevalence data on HIV in the United States, the rationale for current efforts to expand screening, and methods to improve the primary care provider's ability to diagnose this disease early in its course. We will also discuss the available types of HIV tests, some of the barriers to optimizing HIV testing, and strategies to overcome these barriers. In addition, we will review the latest evidence-based recommendations for managing HIV in treatment-naive patients. Finally, we will discuss how primary care providers can confidently integrate HIV management into their clinical practice.

This activity will offer both a live broadcast and webcast during the first air date, and additional re-broadcast dates. A link to the program's webcast will be available on the [HIV](#) program information page located on CRM Healthcare's website at [www.crmhealthcare.net/programs/hiv](http://www.crmhealthcare.net/programs/hiv).

**This series is jointly sponsored by SCEPTER™ and Quintiles Medical Education; and is co-provided by Global Education Group and SCEPTER, and is supported by an educational grant from Bristol-Myers Squibb.**

## **INTENDED AUDIENCE**

This activity is intended for primary care physicians, physician assistants, nurse practitioners, pharmacists, and other health care professionals involved in the treatment of patients with HIV.

## **EDUCATIONAL OBJECTIVES**

Upon completion of each of these activities, participants should be able to:

- Identify high-risk behaviors that impact the screening and early diagnosis of HIV in military veterans of the United States
- Describe current guideline recommendations for diagnosis and initial treatment of HIV
- Identify initial HIV treatment with regard to clinical practice of the military health care provider, consistent with current Veterans Affairs drug use guidelines

## **PANEL MEMBERS**

### **Philip Keiser, MD**

Professor of Medicine  
The University of Texas Medical Branch  
Galveston, Texas

### **Naïel N. Nassar, MD, FACP**

Associate Professor of Clinical Medicine  
Director, Infectious Diseases Fellowship Program  
University of California, San Francisco (UCSF), Fresno  
Fresno, California

# SATELLITE INFORMATION

This satellite information is for sites that will be viewing the program via satellite downlink. If your site will be accessing the program on the web, please note the Trouble Line e-mail address is for the webcast only. **The satellite number will not apply to webcast viewers.** The webcast will be available at [www.crmhealthcare.net/programs/hiv](http://www.crmhealthcare.net/programs/hiv).

All technical equipment should be checked by the technician before the broadcast day and directly prior to the broadcast. The technician must be present throughout the broadcast should any problems arise with the equipment.

If you have any questions or need more technical information **before** the broadcast, please contact Gwen Pond at 469.484.9451.

If you have technical difficulties on **the day of** the broadcast call the **Trouble Line Number at 212.962.1722.**

Due to the nature of satellite technology, satellite information may change. If any changes occur, an urgent fax will be sent to all sites to update them on the changes.

## **Satellite Broadcast – Tuesday, February 23, 2010**

Time Zone	Test Time	Broadcast Time
Eastern	11:45 AM – 12:00 PM	12:00 – 1:00 PM
Central	10:45 – 11:00 AM	11:00 AM – 12:00 PM
Mountain	9:45 – 10:00 AM	10:00 – 11:00 AM
Pacific	8:45 – 9:00 AM	9:00 – 10:00 AM

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 Ch C (9MHZ)

Downlink Frequency: 3944.5

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Wednesday, March 17, 2010**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>12:45 PM – 1:00 PM</b>	<b>1:00 – 2:00 PM</b>
<b>Central</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 AM – 1:00 PM</b>
<b>Mountain</b>	<b>10:45 – 11:00 AM</b>	<b>11:00 AM – 12:00 PM</b>
<b>Pacific</b>	<b>9:45 – 10:00 AM</b>	<b>10:00 – 11:00 AM</b>

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 Ch C (9MHZ)

Downlink Frequency: 3944.5

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

## **Re-Broadcast – Wednesday, April 7, 2010**

<b>Time Zone</b>	<b>Test Time</b>	<b>Broadcast Time</b>
<b>Eastern</b>	<b>11:45 AM – 12:00 PM</b>	<b>12:00 – 1:00 PM</b>
<b>Central</b>	<b>10:45 – 11:00 AM</b>	<b>11:00 AM – 12:00 PM</b>
<b>Mountain</b>	<b>9:45 – 10:00 AM</b>	<b>10:00 – 11:00 AM</b>
<b>Pacific</b>	<b>8:45 – 9:00 AM</b>	<b>9:00 – 10:00 AM</b>

### **Satellite Coordinates: C-Band**

Satellite: AMC – 6 C12 Ch C (9MHZ)

Downlink Frequency: 3944.5

Downlink Polarity: Horizontal

Symbol Rate: 6.1113

Longitude: 72 Degrees West

### **Trouble Numbers:**

Satellite Broadcast Trouble Line: **212.962.1722**

# WEBCAST INFORMATION

For viewing the webcast you will need the proper set up for projection from the computer or a large monitor for viewing. The computer will need to have access to the internet to view the webcast at [www.crmhealthcare.net/programs/hiv](http://www.crmhealthcare.net/programs/hiv).

**Video Projection:** For groups under 75, we recommend two monitors that are at least 26" each. For rooms that seat more than 75 people, a projection television system is recommended. While screen size will depend on the size of the room and the anticipated number of participants, the minimum size screen we recommend is 6' by 8'.

## Webcast – Tuesday, February 23, 2010

Time Zone	Webcast Time
Eastern	12:00 – 1:00 PM
Central	11:00 AM – 12:00 PM
Mountain	10:00 – 11:00 AM
Pacific	9:00 – 10:00 AM

### Webcast System Requirements for PC Users

- Windows based PC
- Windows 95, 98, ME, NT 4.0, 2000 Professional, XP Home, or Professional
- Pentium II, 233MHz or faster
- at least 64MB RAM
- Internet Explorer 6.0 and up
- Windows Media Player 9.0 or higher
- Real Player G2 or higher
- 384k broadband Internet connection for video

### Webcast System Requirements for Mac Users

- Mac OS X
- Real Player version 10 for Mac OS X
- Firefox web browser, version 1.5 or better for Mac
- Internet connection

This activity will be available as an Enduring Webcast on April 8, 2010.

# CME/CE CREDITS AWARDED

## ACCREDITATION

### Physicians

SCEPTER designates this educational activity for a maximum of *1.0 AMA PRA Category 1 Credit™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

SCEPTER is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

### Pharmacists



Global Education Group (Global) is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. Global Education Group designates this continuing education activity for 1 contact hour (0.1 CEUs) of the Accreditation Council for Pharmacy Education. Universal Activity Numbers 053-9999-10-083-L01-P and 0530-9999-10-083-H01-P. This is a knowledge-based activity.

### Nurses

This educational activity for 1.0 contact hour is provided by Global Education Group.

Global Education Group is an approved provider of continuing nursing education by the Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

## HOW TO OBTAIN CREDIT

### Broadcast Viewers

All participants must complete the sign-in sheet, read the educational objectives, review the broadcast in its entirety, and complete the pre-test and evaluation.

### Webcast Viewers

Participants should register online, read the educational objectives, review the webcast in its entirety, and complete the pre-test and evaluation.

Upon completion of this activity as designed, participants will receive a certificate of credit within 3-4 weeks awarding *AMA PRA Category 1 Credit™*, 1 contact hour (0.1 CEUs) of ACPE, or nursing credit. All other health care professionals will receive a certificate of completion.

Estimated time to complete this activity as designed is 1 hour.

# MATERIALS RETURNED AFTER THE PROGRAM

The following program materials need to be returned following the program to SCEPTER™:

- Sign-in sheets
- Pre-test
- Program Evaluation

*As a precaution, please make a duplicate copy of all materials before sending them in. It is essential that we have this documentation to ensure CME/CE credit to the attendees.*

**Mail documents to:**

Melissa Gyma

SCEPTER™

8 Skyline Drive

Hawthorne, NY 10532

Ph: 914-829-4158

[SCEPTER@quintiles.com](mailto:SCEPTER@quintiles.com)

**Fax document to:**

SCEPTER™

1-866-401-4145

## CONFLICT OF INTEREST

It is SCEPTER™ policy that participants in CME activities should be made aware of any affiliation or financial interest that may affect the speaker's presentation(s). Each speaker has completed and signed a conflict of interest statement. The faculty members' relationships will be disclosed in the course syllabus.

## DISCUSSION OF OFF-LABEL USE

Because this course is meant to educate physicians with what is currently in use and what may be available in the future, there may be "off-label" use discussed in the presentations. Speakers have been requested to inform the audience when off-label use is being discussed.

# PARTICIPANT REGISTRATION INFORMATION

All participants, whether site coordinators or individuals are requested to register prior to the program. To register go to [www.crmhealthcare.net/programs/hiv](http://www.crmhealthcare.net/programs/hiv), in the Programs section click on the “Read More” link located under the brief HIV information. This will take you to a complete description of the program, click on the “Register Here” link to register.

Prior to the program, a PDF file (reproducible copy) of the participant handout and program materials can be downloaded by site coordinators, or individual viewers from <http://www.crmhealthcare.net/programs/hiv>.

## Site Coordinators

The program materials should be reproduced and provided for each participant. Please follow these instructions for all participants:

- All participants must sign in on the sign-in sheet to confirm their program attendance and contact information. Please have attendees verify the correct spelling of their names and make changes accordingly
- Electronic templates for sign-in sheets can also be downloaded from the <http://www.crmhealthcare.net/programs/hiv> website

Once participants have signed-in, please provide him/her with their handout materials which includes information on how each participant can obtain continuing education credits

# IMPORTANT CONTACT INFORMATION

For continuing professional education/accreditation questions, please contact Melissa Gyma at SCEPTER™ via phone or email.

- Telephone: 914-829-4158
- Email: [scepter@quintiles.com](mailto:scepter@quintiles.com)

For all other questions prior to or after the broadcast, please contact Gwen Pond via phone or email.

- Telephone: 469.484.9451
- Email: [gpond@crmhealth.com](mailto:gpond@crmhealth.com)

# VIEWING ROOM REQUIREMENTS

All technical equipment should be checked by the technician before the day of the broadcast and again on the day of the broadcast. The technician should be present throughout the broadcast to assist with any problems that may arise with the equipment.

## Viewing Room Materials:

- Comfortable seating for all participants
- Appropriate signage. (Please ensure that there are no commercial promotional materials displayed or distributed in the same room immediately before, during or immediately after the educational activity)
- Food and beverages (Optional)

# SITE EQUIPMENT

1. **Satellite Equipment:** Your site must be equipped with a steerable C-Band digital domestic satellite receiver or “downlink.”
2. **Computer:** If your site is viewing the program as a webcast you will need the proper set up for projection from the computer or a large monitor for viewing. The computer will need to have access to the internet to view the webcast at <http://www.crmhealthcare.net/programs/hiv>.
3. **Video Projection:** For groups under 75, we recommend two monitors that are at least 26” each. For rooms that seat more than 75 people, a projection television system is recommended. While screen size will depend on the size of the room and the anticipated number of participants, the minimum size screen we recommend is 6’ by 8’.
4. **Audio Equipment:** You will also need an audio system for your site. Your audio system should include a microphone and speakers. Be sure to discuss any audio needs with the technician.
5. **Telephone:** You will need a phone available during the original broadcast for participants to who will want to call in questions during the Q&A session of the broadcast.
6. **Technician:** It is critical that you get a commitment from your facility to have a technician available throughout the conference. The technician should have the room prepared and ready prior to the broadcast. Make sure you have the technician’s home and beeper number in case of emergency.

# TECHNICIANS

You will need someone who knows how to run the equipment for the day of the broadcast. Typically, this person works for the facility or the local audio/visual company you have hired. Confirm with them that they have recently used the broadcast satellite.

**The technician must be on-site at least thirty minutes prior to the broadcast to test the equipment.** The technician should be on-site during the entire broadcast to handle any technical problems that may arise.

We will have a central Troubleshooting Number for the day of the broadcast.

The responsibilities of the technician include:

- Turning the satellite receiver to the correct channel on the day of the broadcast
- Setting up any needed audio or video lines from the satellite receiver/tuner to the video projector and audio system. Make sure that the audio can be heard in all areas of the room
- If your site is viewing this program as a webcast, be sure all computer equipment is set up for viewing and that internet access is available. A link to the program webcast will be available at <http://www.crmhealthcare.net/programs/hiv>. An access number is not required to view the webcast but you are requested to register (only one registration required per viewing site for large groups)
- Ensure that the room is dark enough for the video projection

# YOUR ROLE AS SITE COORDINATOR

We greatly appreciate your help and involvement in this important Satellite Broadcast and Webcast presented by SCEPTER™ with Quintiles Medical Education; and co-provided by Global Education Group.

As a host site coordinator, you will help ensure a successful educational experience for those who attend this event at your site. You will be the link between your participants and SCEPTER™.

If you regularly perform these types of activities in your facility, much of the information in this manual will be familiar to you. If you are a “newly recruited” host site coordinator for this event, or have never been involved in a Satellite Broadcast before, we suggest you review the entire manual for help and information on how to prepare a host site for participants. Keep in mind that you will need to undertake a variety of tasks in preparing to host this event, including:

- Helping to promote the satellite broadcast and webcast
- Ensuring the viewing room is well equipped to accommodate participants prior to the day of the broadcast
- Making sure all video, audio and/or computer equipment is tested
- Handling registration of local participants
- Reproducing participant program materials
- Greeting program participants, and distributing program materials to each participant

This site manual is meant to be a thorough reference for you. You will probably not have to perform all the tasks outlined in the manual.

If you need additional information regarding CME/CE accreditation, please contact Melissa Gyma at SCEPTER™ at 914-829-4158. If you need any additional technical information or assistance regarding this event **before** the airdate, please feel free to contact Gwen Pond at 469.484.9451.

# CHECKLISTS

## What Needs to be Done – One Week Before the Broadcast

- Review the broadcast registration materials and participant syllabus information to ensure that needed materials have been received and duplicated.
- Confirm the room setup.
- Arrange for registration table outside or near the conference room. Make sure that you have the proper signage and supplies (pens and pencils).
- Confirm refreshment arrangements (Optional).
- Make certain that the facility information desk and security have been informed of the program

## What Needs to be Done – The Day Before the Broadcast

- Confirm Audio/Visual/Computer details with technical support staff at your facility.

## What Needs to be Done – The Day of the Broadcast

- Setup registration table.
- Distribute program pre-test and syllabus materials to attendees as they register.
- Make sure that attendees are seated 15 minutes prior to the program's start.

## What Needs to be Done – Post-Broadcast

- Return the participant materials to SCEPTER™ by mailing to:  
Melissa Gyma  
SCEPTER™  
8 Skyline Drive  
Hawthorne, NY 10532  
[scepter@quintiles.com](mailto:scepter@quintiles.com)  
- Or -  
**Fax document to:**  
SCEPTER™  
1-866-401-4145



## Implementing Recommendations for HIV Management in the Primary Care Setting

Please answer the following questions by circling the appropriate answer.

1. Which of the following underlying issues requires particular attention when treating HIV-infected patients within the VA system?
  - A. Alcohol use
  - B. Illicit drug use
  - C. Vaccination history
  - D. All of the above
  
2. I don't feel the need to initiate voluntary HIV testing for my patients because my practice does not treat a patient population at high risk for HIV infection.
  - A. Strongly disagree
  - B. Disagree
  - C. Neutral
  - D. Agree
  - E. Strongly agree
  
3. Which of the following is/are correct concerning recommendations for initiating antiretroviral therapy in HIV-infected individuals?
  - A. ART should be initiated in a patient who is symptomatic and has a CD4 count of 600 cells/mm<sup>3</sup>
  - B. The exact CD4 cutoff at which therapy is best initiated I not known; however, evidence indicates that starting at higher counts may be beneficial
  - C. Randomized controlled trials support the benefit of initiating ART at CD4 counts >350 cells/mm<sup>3</sup>
  - D. Both A and B
  - E. All of the above
  
4. Which of the following situations do you feel warrant initiation of antiretroviral treatment in HIV-infected individuals?
  - A. Asymptomatic infection with a CD4 count of 450 cells/mm<sup>3</sup>
  - B. Pregnancy
  - C. Asymptomatic infection with a CD4 count of 650 cells/mm<sup>3</sup>
  - D. Both A and B
  - E. All of the above situations warrant treatment

## Implementing Recommendations for HIV Management in the Primary Care Setting

Please answer the following questions by circling the appropriate answer.

5. Which of the following statements is/are correct concerning the choice of an initial antiretroviral regimen?
  - A. The most common antiretroviral regimens for treatment-naïve patients generally consist of two NRTIs plus either one NNRTI or a PI (with or without ritonavir boosting)
  - B. Currently, a fusion inhibitor and CCR5 antagonist are not recommended for initial ART; however, there is an integrase inhibitor that is now recommended for initial ART
  - C. Exact clinical end points are available to guide the choice of an initial antiretroviral regimen in HIV-infected individuals
  - D. Both A and B are correct
  - E. All of the above are correct
  
6. HIV Rapid Testing utilizes easy to use technologies that measure CD4 counts.
  - A. True
  - B. False

## Implementing Recommendations for HIV Management in the Primary Care Setting

SCEPTER™ values your opinions in helping us further our commitment to excellence in our educational programs. **Note: a CME certificate is issued only upon receipt of your completed evaluation form. We will be sending you an additional questionnaire in approximately 2 months to help determine the enduring value and improve our programs.**

**Please answer the following questions by circling or checking the appropriate rating:**

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
1) Overall, how satisfied are you with this program.	1	2	3	4	5
2) Please indicate how you feel about the following statements concerning this program:	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral</b>	<b>Agree</b>	<b>Strongly Agree</b>
a) The program met the stated educational objectives.	1	2	3	4	5
Upon completion of the program, participants will be able to:					
• Identify high-risk behaviors that may impact the screening and early diagnosis of HIV in military veterans of the United States	1	2	3	4	5
• Describe current guideline recommendations for diagnosis and initial treatment of HIV	1	2	3	4	5
• Identify initial HIV treatment with regard to clinical practice of the military health care provider, consistent with current Veterans Affairs drug use guidelines	1	2	3	4	5
b) The information provided in this program will ultimately benefit patient care.	1	2	3	4	5
c) The information presented in this activity was pertinent to my professional needs	1	2	3	4	5
d) The program was well organized	1	2	3	4	5
e) The teaching and learning methods were effective	1	2	3	4	5
f) The learning assessment used for this activity was appropriate	1	2	3	4	5
g) The information was presented in a fair and balanced manner and examined the topic with scientific rigor	1	2	3	4	5

3) I would recommend this program to a colleague. 1 Yes 2 No

a) Why / Why not recommend this program?

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4) This program was free of commercial bias. 1 Yes 2 No

a) If no, please describe the bias:

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5) Please rate the faculty using the following scale: 1 = Poor 2 = Fair 3 = Average 4 = Good 5 = Excellent

Faculty Name	Knowledge of Subject Matter					Effectiveness of Delivery				
	1	2	3	4	5	1	2	3	4	5
• Philip Keiser, MD										
• Naiel N. Nassar, MD										

### Demographics

1) What is your primary profession? (Please choose the one area that best fits you.)

- |  |  |
|--|--|
| <input type="radio"/> Physician                      | <input type="radio"/> Nurse Practitioner |
| <input type="radio"/> Physician's Assistant          | <input type="radio"/> LPN/LVN            |
| <input type="radio"/> Pharmacist                     | <input type="radio"/> RN                 |
| <input type="radio"/> Administrative (non-clinician) | Other: _____                             |

2) What is your primary specialty? (Please choose the one area that best fits you.)

- |  |                                      |
|--|--------------------------------------|
| <input type="radio"/> Primary Care       | <input type="radio"/> Hospitalist    |
| <input type="radio"/> Family Medicine    | <input type="radio"/> Emergency Room |
| <input type="radio"/> Infectious Disease | Other: _____                         |

3) How many years have you been active in your primary profession? \_\_\_\_\_

4) How did you first learn about this program?

- |   |                                     |                                 |
|---|-------------------------------------|---------------------------------|
| <input type="radio"/> Brochure                      | <input type="radio"/> Advertisement | <input type="radio"/> Colleague |
| <input type="radio"/> Website / internet            | <input type="radio"/> Fax           | <input type="radio"/> E-Mail    |
| <input type="radio"/> Telephone Reservations Center | <input type="radio"/> Other         |                                 |

5) Please check the **top three (3) reasons** why you decided to participate in this activity?

- |                             |                                  |
|-----------------------------|----------------------------------|
| _____ Quality of speakers   | _____ Apparent value for expense |
| _____ Needed credits        | _____ Topics                     |
| _____ Convenience of format | _____ Other                      |

### Comments

1) Is there any ONE thing that you learned at this program which you can apply, in the next six months that will affect your patient's healthcare outcomes?

- Yes     No     Not Applicable

a) Please explain:

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2) How would you improve this program?

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3) What topics, speakers, etc. would you like to see in future programs?

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**ADDITIONAL INFORMATION**

**Future Programs**

Yes, SCEPTER has my permission to fax and/or e-mail information to me about future CE activities.

To better define and meet the CME needs of health care professionals and enhance future CME activities, SCEPTER will conduct an outcomes measurement survey following the conclusion of the program. This follow-up survey is designed to measure changes to attendees' practice behaviors that are a result of their participation in this CME activity. We greatly appreciate your participation.

**Contact Information:** *Note; we require completion of this information in order to receive credit for participation in this educational activity*

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**Name:** \_\_\_\_\_ **Degree:**  MD  DO  PharmD  RPh  NP  RN  PA  Other

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**Specialty:** \_\_\_\_\_ **Profession (if other than degree):** \_\_\_\_\_

---

**Affiliation:** \_\_\_\_\_

---

**Street:** \_\_\_\_\_

---

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

---

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Please check one**

- Physician:** To receive a maximum of 1.0 *AMA PRA Category 1 Credit™*
- Registered Nurse:** To receive a maximum of 1.0 ANCC Credit
- Pharmacist:** To receive a maximum of 1.0 (0.1 CEU) ACPE Credit

Thank you for your participation.