

Continuing Health Sciences Education
MDR Building - Room 111 - HSC
(502) 852-5329

CHSE Mission

The **mission** of University of Louisville Continuing Health Sciences Education Program is to assist physicians and other healthcare professionals in the translation, diffusion, and application of evidence-based knowledge in order to change the level of professional performance and competence.

CHSE Program

CHSE strives to meet the needs of healthcare professionals by providing educational activities that allow interaction between diversified healthcare professionals. The emphasis on multidisciplinary in nature, informs the prospective learner that CHSE embraces the concept of a holistic approach to healthcare and recognizes the interdependence of healthcare professionals in treating patients.

CHSE offers approximately 60 to 70 activities annually, accredits 22 Grand Rounds, 15 on-line courses, and provides HIV/AIDS & Domestic Violence online courses for incoming residents as well as others. In addition, CHSE collaborates with Area Health Education Centers (AHEC) to provide continuing education credits for their courses.

Special resources available at the School of Medicine for continuing education conferences include: the Standardized Patient Program, the School of Medicine's nationally renowned Fresh Tissue Lab; and the Dr. John M. and Dorothy Paris Simulation Center.

CHSE Services

Program Development & Marketing

- Assist with development of the conference & the application
- Develop online course
- Assist with the development of a budget
- Apply for additional credits i.e., AAFP, Nursing, Pharmacy and more
- Develop program evaluation
- Summarize program evaluations
- Develop program brochure
- Handle printing/copying of brochure
- Order mailing labels
- Contract postal services and mail brochures
- Write advertisement and publish in professional journals
- Advertise on the CHSE website
- Send program announcement to CHSE email list
- Pay the upfront expenses for the conference
- Download participant CME credits to the Greater Louisville Medical Society

Conference Logistics

- Contract for the program site
- Handle meeting room set-up
- Contract for the catering
- Select menus
- Contract for audio visual
- Contract for video taping of the program
- Arrange set-up for vendor booths
- On-site registration & conference oversight
- Prepare syllabus

Speaker Logistics

- Send speaker letters requesting: disclosure form, resolve conflicts of interest, audio visual needs, handouts & travel arrangements
- Assist with contracting speaker(s)
- Contract accommodations for speaker(s)
- Prepare speaker name badges

Participants

- Registrations - online, telephone, fax & mail
- Send registration confirmation
- Collect participant tuition and deposit
- Certificates – mail or distributed at conference
- Maintain transcripts
- Prepare participant name badges

Educational Grants

- Solicit educational grants
- Oversee signed Letters of Agreement for educational grants

**FOR CHSE ASSISTANCE TO
DEVELOP YOUR CONFERENCE**

**Please call CHSE (502) 852-5329 for
an appointment to discuss your
conference needs**

OR

**Complete the form below and
fax to (502) 852-6300 or mail to:
CHSE – MDR Bldg, Room 111
Louisville, KY 40202**

**If you complete this form, the
CHSE director will contact you to
set-up an appointment to help you
develop your conference.**

Name _____

Address _____

City _____ State _____ Zip _____

Email _____

Telephone _____

Fax _____

Dentist M.D. Nurse

Pharmacist Other Healthcare
Professional

Topic for your course

CHSE Office

- **Sharon K. Whitmer, Ed.D.**, Director.
Directs the CHSE Program. Dr. Whitmer is responsible for the annual budget, activity development & oversight, personnel functions, needs assessment, policies, and accreditation compliance.
- **Paul Fultz, B.A.**, Program Coordinator Senior. Mr. Fultz handles grant applications, develops online courses, brochures, handles technical issues with online courses, and develops/maintains the CHSE website.
- **Ms. Kimberly Moore**, Administrative Associate. Manages the financial accounting of CHSE. Ms. Moore contracts conference sites, arranges logistics & catering, prepares conference materials, contacts speakers to arrange hotel accommodations & other conference logistical considerations as well as honorarium payments.
- **Ms. Joyce Korfhage**, Program Assistant II. Manages the customer database software. Ms. Korfhage coordinates grand rounds information, develops and processes evaluation summaries. Tracks CME credits for conferences and grand rounds. Provides reports as needed to the director.

Online Courses

HIV/AIDS Update

Domestic Violence

Conscious Sedation

Bipolar Illness: Suicide In Bipolar Illness

Geriatrics: Depression In The Nursing Home

Practical Strategy For Managing Anemia Of Chronic

Kidney Disease

Bioterrorism: Overview Of The Bioterrorism Threat

Bioterrorism: Seven Additional Bioterrorism Courses

And more...

www.chse.louisville.edu/courses.html

CHSE Advisory Committee

Dedra DeBerry, M.A.

Health Education Coordination
NorthWest AHEC

Joyce Dunagan, Continuing Education Coordinator,
South Central AHEC

Linda Freeman, Ph.D., Professor, School of Nursing

Lisa Pfitzer, MD, Assistant Professor, Department of
Pediatrics

Paul Fultz, B.A., Program Coordinator Senior,
Continuing Health Sciences Education

Terri Gipson, Information Specialist
Purchase AHEC

Ruth Greenberg, Ph.D., Associate Dean, Office of
Medical Education

Irene Litvan, M.D., Raymond Lee Leiby Professor of
Parkinson Disease

Mike Mansfield, D.M.D., Director of Continuing
Dental Education

William McKinney, M.D., V.V. Cooke Professor and
Chief, Division of General Internal Medicine

Ashlee Melendez, RN, University Hospital

John Roberts, M.D., Associate Professor, Department
of Pediatrics and Associate Dean for Graduate
Medical Education

Karen Robinson, Ph.D., RN, Professor, School of
Nursing

Uldis Streips, Ph.D., Professor Microbiology and
Immunology

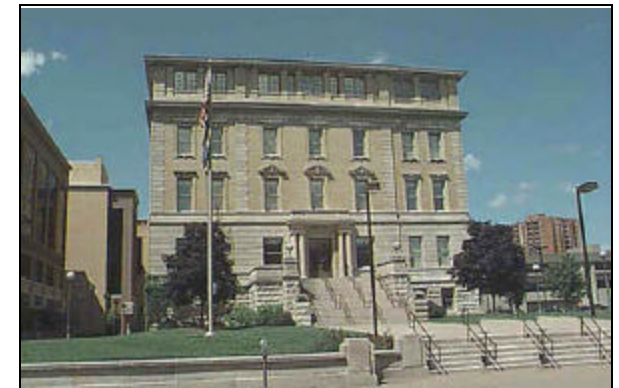
Kathy Vincent, M.D., Professor, Department of
Psychiatry

Lori Wagner, MD, Associate Professor, Department
of Medicine and Chair of the Continuing Health
Sciences Education Advisory Committee

Sharon Whitmer, Ed.D., Director, Continuing Health
Sciences Education

Continuing Health Sciences Education
UNIVERSITY of LOUISVILLE
Health Sciences Center

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Services offered include:
Symposium Planning & Development

Continuing Education Credit

Logistics

Marketing

Online Courses

Visit the CHSE Web Site:

www.chse.louisville.edu

Or Call (502) 852-5329

Or Fax (502) 852-6300