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## **CE PROGRAM**

### **LESSON PLAN REVIEW AND APPROVAL POLICY**

**Purpose:**

To establish a standardized system for receiving, reviewing and approving proposed lesson plans by the Advisory Board under the Muskegon County Medical Control Authority Continuing Education Program Sponsor.

**Policy:**

All proposed lesson plans will be reviewed and approved by the CE Sponsor Advisory Board at their regularly scheduled meeting, or special meeting called for that purpose, before being submitted to MDHHS Bureau of Emergency Preparedness, EMS and Systems of Care by the Program Sponsor Representative and Program Director.

**Procedure:**

1. All lesson plans that are submitted for consideration by the CE Sponsor should contain the items outlined in Appendix A of this policy.
2. All lesson plans should be submitted in Microsoft Word (or similar software) format, electronically to the Program Sponsor Representative and Program Director at least 60 days prior to desired CE training session for review/approval.
3. The CE Sponsor Advisory Board will review lesson plans in the order they are received. Lesson plans will be reviewed for the following items:
  - A. Correct grammar, spelling and punctuation.
  - B. Required content, as outlined in Appendix A of this policy.
  - C. Appropriately formed objectives (Audience, Behavior, Condition, Degree).
  - D. Correct domain of learning (Cognitive, Psychomotor, Affective).
4. Lesson plans will be approved by a vote of the CE Sponsor Advisory Board and should be based on relevance and need of the majority of members and their representatives, and need of the EMS system. Final approval is always at the discretion of the Program Sponsor Representative and Program Director.
5. Once approved by the CE Sponsor Advisory Board, lesson plans will be submitted to the MDHHS Bureau of Emergency Preparedness, EMS and Systems of Care Regional Coordinator at least 30 days prior to the first requested training session, along with an updated BHPPE-EMS 202c form.
6. Upon MDHHS approval, lesson plans will be added to the list of available courses for the CE Sponsorship Program.

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## Appendix A: CE Program Lesson Plan Template

### Lesson Plan: Communicable Diseases

#### Muskegon County Medical Control Authority

**Topic:** Communicable Diseases

**Presenter:** Muskegon County Medical Control Authority Education Staff

**Location:** Muskegon County Medical Control Authority CE Sponsor Locations

**Credit Category:** Preparatory

**License Level:** MFR, EMT, SPEC, MEDIC

**Credits:** 2

**Format:** 1 hour lecture, 1 hour practical

**Objectives:** Upon completion of this CE, the participants will be able to:

#### Cognitive

1. Define...
2. Explain...
3. Discuss...
4. Identify...

#### Psychomotor

1. Perform...
2. Demonstrate...
3. Show...

#### Affective

1. Defend...
2. Judge...

#### Outline for Presentation:

1. Introductions and Overview of Course
2. Step 1...
3. Step 2...
4. Summary and Questions

**Student Evaluation Method:** ....

**Evaluation of Presentation:** Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

**Rationale for Presentation:** ....