

CE SPONSORSHIP

LESSON PLAN REVIEW AND APPROVAL POLICY

Purpose:

To identify a standard and fair system for receiving, reviewing and approving lesson by the Training Committee under the West Michigan Regional Medical Consortium Continuing Education Program Sponsor.

Policy:

All proposed lesson plans will be reviewed and approved by the CE Sponsor Training Committee at their regularly scheduled meeting, or special meeting called for that purpose, before being submitted to the State Bureau of EMS, Trauma and Preparedness by the Program Sponsor Representative and Program Course Coordinator.

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 Course Coordinator at least 60 days prior to desired CE training session for review/approval.
3. As part of the request for a new lesson plan, any subject matter experts should also be identified for approval by the CE Sponsor. An updated curriculum vita should accompany this submission for each subject matter expert.
4. The CE Sponsor Training Committee 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).
5. Lesson plans will be approved by a vote of the CE Sponsor Training Committee 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 Course Coordinator.
6. Once approved by the CE Sponsor Training Committee, lesson plans will be submitted to the State Bureau of EMS, Trauma and Preparedness Regional Coordinator at least 30 days prior to the first requested training session, along with an updated BHPPE-EMS 202c form.
7. Upon State approval, lesson plans will be added to the list of available courses for the CE Sponsorship Program.

8/4/2016

Appendix A: CE Sponsor Lesson Plan Template

Lesson Plan: Communicable Diseases

West Michigan Regional Medical Consortium

Topic:	Communicable Diseases
Presenter:	West Michigan Regional Medical Consortium Education Staff
Location:	West Michigan Regional Medical Consortium 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:

8/4/2016