



## **CE PROGRAM**

# **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. 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).
4. 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.
5. 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 BHPPA-EMS 202c form.
6. Upon State approval, lesson plans will be added to the list of available courses for the CE Sponsorship Program.

5/21/2019



**Appendix A: CE Program Lesson Plan Template**

Lesson Plan: Communicable Diseases

West Michigan Regional Medical Consortium

<b>Topic:</b>	Communicable Diseases
<b>Presenter:</b>	West Michigan Regional Medical Consortium Education Staff
<b>Location:</b>	West Michigan Regional Medical Consortium CE Sponsor Locations
<b>Credit Category:</b>	Preparatory
<b>License Level:</b>	MFR, EMT, SPEC, MEDIC
<b>Credits:</b>	2
<b>Format:</b>	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:** ....

5/21/2019