



## Lesson Plan: Educational Administrative Meeting

<b>Topic:</b>	Educational Administrative Meeting
<b>Presenter:</b>	West Michigan Regional Medical Consortium CE Sponsor Program
<b>Location:</b>	West Michigan Regional Medical Consortium CE Sponsor Locations
<b>Credit Category:</b>	Operations
<b>License Level:</b>	MFR, EMT, SPEC, MEDIC
<b>Credits:</b>	1
<b>Format:</b>	1-hour-lecture

**Objectives:** At the conclusion of this CE session, the participants will be able to:

Cognitive

1. Explain Policies and Procedures
2. Utilize protocols to understand education requirements
3. Describe recommendations for EMS system improvement

Psychomotor

None

Affective

None

**Outline for CE Session:**

1. Introductions
2. Review Policies and procedures
3. Review protocols to develop education programs
4. Describe recommendations for system improvement
5. Summary and questions

**Student Evaluation Method:** No formal evaluation of participants will occur. Participants may be informally evaluated through feedback of simulation manikin and treatment provided.

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

**Rationale for Presentation:** The rationale of this presentation is to demonstrate the importance of quality education for all providers and the impact it has on day-to-day operations and quality of patient care. This will be done in a formal meeting environment, where Instructor/Coordinators interact with other EMS providers and Subject Matter Experts and discuss things such as, lesson plan objectives and outlines, course materials and training aids, course logistics, instructor qualifications and credentials, CE Program policies and procedures, State protocols, minimum industry standards, etc. The goal is to improve the participants understanding and appreciation of building a quality education program that aids in achieving quality care benchmarks as an EMS system.