

 MICHIGAN DEPARTMENT OF COMMUNITY HEALTH	Division of Community Health Policy Development EMS & TRAUMA SYSTEMS SECTION Policies And Procedures		NUMBER:
	Subject: Subject Matter Expert / Qualified Instructor		EMS-2-01
	Supersedes #: New	Previous Date: NA	Page 1 of 2
	Approved By:		Date: June 8, 2005

PURPOSE:

The purpose of this policy is to define Subject Matter Expert and Qualified Instructor that may be used in an initial education program when a licensed Instructor Coordinator is not present.

POLICY:

The Department shall review all Education Program applications and approve Subject Matter Experts and Qualified Instructors to be used in an initial education program when a licensed Instructor Coordinator is not present. A program sponsor may utilize a subject matter expert or qualified instructor for no more than 25% of the course hours (didactic and practical) or no more than five consecutive class days.

QUALIFICATIONS:

Subject Matter Expert (SME)

A “Subject Matter Expert” is someone the Instructor Coordinator of an initial EMS educational program brings in to instruct a specialty topic in the program without the Instructor Coordinator necessarily being present.

The qualifications necessary for an individual to be deemed a “Subject Matter Expert” under this rule are:

- 1. Content Expert:** This individual will have extensive experience and knowledge in a specific specialty topic and who is recognized as an authoritative source of information about the same topic. Proof of the qualification must be submitted with course documents as part of program approval requirements.

 MICHIGAN DEPARTMENT OF COMMUNITY HEALTH	Division of Community Health Policy Development EMS & TRAUMA SYSTEMS SECTION Policies And Procedures		NUMBER:
	Subject: Subject Matter Expert / Qualified Instructor		EMS-2-01
	Supersedes #: New	Previous Date: NA	Page 2 of 2
	Approved By:		Date: June 8, 2005

Qualified Instructor

A “qualified instructor” is someone the Instructor Coordinator of an initial EMS educational program brings in to instruct in the program without the Instructor Coordinator necessarily being present. This individual will have documented experience in the topic area and have academic credentials in instructional techniques and measurement and evaluation. Proof of the qualification must be submitted with course documents as part of program approval requirements.

The qualifications necessary for an individual to be deemed a “Qualified Instructor” under this rule are:

1. **Content Expert:** This individual must be licensed minimally at the level of the program and have documented experience in the topic area(s). Proof of the qualification must be submitted with course documents as part of program approval requirements.
2. **Educational Theory:** The individual must submit proof of education in the following programs (see the 2002 National Guidelines for Educating EMS Instructors for specific objectives and curricular material):
 - A. The Learning Environment
 - B. Learning Styles
 - C. Domains of Learning
 - D. Goals and Objectives
 - E. Lesson Plans
 - F. Facilitation Techniques
 - G. Communication and Feedback
 - H. Motivation
 - I. Teaching Thinking Skills
 - J. Discipline
 - K. Remediation
 - L. Cultural Awareness

EVALUATION

Each program that uses a SME or Qualified Instructor under this rule should be required to have the students fill out an evaluation of the presenter.