

# Dynamic Documentation PLS

## Instructor/Training Officer Instructions

### **PowerPoint Presentation Capability:**

You will use the enclosed CD-ROM labeled “Dynamic Documentation PLS” for this presentation. Place the CD into your computer’s CD drive and open Microsoft PowerPoint. The appropriate file will be labeled “PLS Documentation Presentation”. Make sure that you review the presentation prior to the start of class. At the end of class, have the students complete the evaluations. Return the roster(s), Completed tests, evaluations, extra handouts/tests, and all PLS packet items to the PAEMS office. (Students may keep the black/white PowerPoint handouts). CEU certificates will be mailed back to the training officer.

### **Course Outline:**

- Have all students sign in on the continuing education roster.
- Administer pre-test to the students
- PowerPoint lecture
- Give pre-test answers
- Administer post-test
- Give post-test answers

### **Without PowerPoint Presentation or Projection Capabilities:**

Color copies of each slide with speaker notes at the bottom of the pages have been included in the instructor packet. Make sure you review the presentation prior to the start of class. Pass out black/white copies of the PowerPoint presentation to each student, sharing as needed. Have the students follow along with you using the handouts. At the end of class, have the students complete the evaluations. Return the roster(s), Completed tests, evaluations, extra handouts/tests, and all PLS packet items to the PAEMS office. (Students may keep the black/white PowerPoint handouts). CEU certificates will be mailed back to the training officer.

### **Course Outline:**

- Have all students sign in on the continuing education roster.
- Administer pre-test to the students
- Disseminate black/white PowerPoint handouts
- Lecture of the topic
- Give pre-test answers
- Administer post-test
- Give post-test answers