

**Virginia Mass Casualty Incident Management
INSTRUCTOR'S QUICK REFERENCE CHECKLIST**

- _____ 1. Have you turned in the EDI and W-9 forms to the appropriate individuals (Only need to do one time. Check the Administrative Manual for additional information)

- _____ 2. Schedule the course and request Continuing Education credit through the Office of EMS.
 - a. Use Course Approval Request Form **30 days** in advance
 - 1. MCIM Module I
 - 2. MCIM Module II
 - 3. MCIM Module I and II
 - ii. Complete Emergency Operations Contract and return with Course Approval Form

- _____ 3. Use the Instructional Materials guide in the Plan of Instruction to make sure you have what you need. Make sure to:
 - a. Make copies of handouts for each student
 - b. Check to make sure you have the DVD or Video Tape (if you want to use it), a DVD player/VCR, and a projector

- _____ 4. Teach the course using the Teaching Plan. The teaching plan is keyed to the slides and has information in parenthesis that will help you answer student questions.

- _____ 5. Have students complete MCIM Course Roster found on OEMS website

- _____ 6. Have your students fill out bubble cards at the end of the course. Make sure they have the correct topic number. Cross check student cards for other obvious errors.

- _____ 7. Complete and send the course roster, bubble cards, and invoice to Office of EMS.

- _____ 8. If you have comments, questions, or suggestions, call the Emergency Operations Assistant Manager at 804-888-9155.