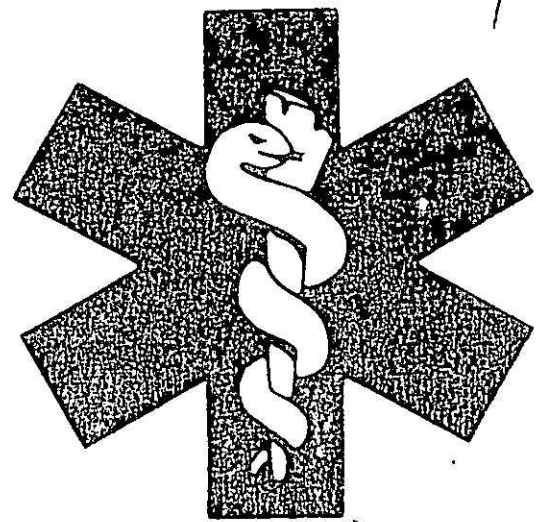


21 March 1983

To - R. Adams Cowley, M.D.
- The University of North Carolina
is moving forward -
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concrete to
up for



THE EMS MANAGEMENT TRAINING INSTITUTE

MAY 23 - JUNE 3, 1983

University of North Carolina
at Charlotte

WHAT IS THE EMS MANAGEMENT TRAINING INSTITUTE?

In recent years, Emergency Medical Service providers have witnessed a significant increase in the complexity of their tasks and organization. In addition, they have seen the introduction of increasingly sophisticated medical techniques and equipment, and a need for more precise coordination with hospitals and physicians as well as with other emergency services. Despite these new demands, training of EMS providers has emphasized skills related almost exclusively to pre-hospital emergency care—too little attention has been given to training EMS providers in essential management skills.

In 1981, UNCC, assisted by a program development grant from the North Carolina Office of Emergency Medical Services, carried out a needs assessment among EMS providers. Recommendations were studied by our faculty, and a special training program for EMS managers was developed. The result is the Emergency Medical Services Management Training Institute.

Participants in the EMS Management Training Institute will learn to:

- Assess Program Needs for Decision-Making
- Use a Team Concept in Planning and Priority-Setting
- Prepare Budgets and Manage Finances
- Understand Standards and Legislation Relating to EMS Units
- Manage Scarce Resources: Money, Time, Equipment, and People
- Evaluate Program Performance
- Communicate More Effectively
- Devise an Effective Public Relations Program
- Interact with the Medical Profession
- Use Computers in the EMS
- Reduce Stress and Burnout

Director of the EMS Management Training Institute is Dr. Kathleen K. Loewy. Four of Dr. Loewy's colleagues—Richard G. Higgins, Timothy D. Mead, Gary R. Russell, and Terrel L. Rhodes—will join her as instructors in the Institute, as will Ronald B. Lewis, former EMS regional coordinator, and Mary Alice Rhodes, EMS trainer and consultant.

WHERE AND WHEN WILL THE INSTITUTE BE HELD?

The EMS Management Training Institute is a twelve-day residency program held on the campus of the University of North Carolina at Charlotte. Charlotte is served by Douglas International Airport. The UNCC campus, located just ten miles north of the central city, is easily accessible from Interstates I-77 and I-85.

The Institute convenes at 1 p.m. on Monday, May 23, and concludes at 5 p.m. on Friday, June 3. The Institute, which combines morning, afternoon, and some evening sessions, offers 112 hours of instruction. Lodgings will be provided in air-conditioned dormitories on the campus; meals will be taken in the campus dining halls.

WHO SHOULD ATTEND?

The Institute is designed expressly for persons who have substantial management responsibilities within pre-hospital emergency care units and who will commit themselves to an intensive training program. Enrollment will be limited to 25 to insure sufficient interaction between participants and faculty and among the participants themselves.

WHAT WILL IT COST?

The \$950 per-person fee covers instruction, materials, room (single occupancy), and meals for the entire Institute. Also included are a blanket, pillow, washcloth, towel, and bed

linen. (Maid service is not provided.) A fee of \$740 has been established for those who prefer to make their own arrangements for lodging and meals. *Fees are payable to UNCC prior to the beginning of the Institute.*

HOW DOES ONE APPLY? HOW ARE SELECTIONS MADE?

Applicants should complete the information form below and mail it with a brief statement (200-300 words) about how the applicant's EMS unit might use the skills he/she will learn at the Institute and how the program will contribute to his/her personal development. Both the form and the statement should be mailed to UNCC's Office of Continuing Education. *The deadline for application is Friday, April 15.*

Three criteria will be used to select participants for the Institute: (1) the applicant's level of management responsibility in an EMS unit, (2) the potential for benefits to an applicant's unit from his/her participation in the Institute (as determined from the applicant's statement), and (3) evidence of the applicant's commitment to personal development. Selections will be announced by letter no later than April 29. Applicants should not send their registration fee until they have been notified of selection.

Participants completing the Institute will receive a certificate and be awarded 11 CEUs (Continuing Education Units) from UNCC. CEUs are nationally-recognized as indicators of continuing professional education. A Federal Income Tax deduction for educational expenses—including registration fees, travel, meals, and lodging—incurred to maintain and improve skills, is allowed.

QUESTIONS?

Questions may be addressed to Dr. Kathleen Loewy, Institute Director, at (704) 597-4524, or to Dr. Oakley Winters, Director of Continuing Education, at (704) 597-2424. -

----- detach here -----

EMS MANAGEMENT TRAINING INSTITUTE
APPLICANT INFORMATION FORM

NAME _____ EMS UNIT _____

UNIT ADDRESS _____

HOME ADDRESS _____

YOUR POSITION AND MANAGEMENT RESPONSIBILITIES _____

DAY TELEPHONE # () _____

I am interested in participating in the EMS Management Training Institute, May 23-June 3, 1983. If selected, I wish to enroll as:

If selected, I agree to arrange for payment of Institute fees before May 23. Please bill:

a resident in the UNCC dormitories (Fee: \$950)

me my EMS unit

a participant only (will provide own meals and lodging) (Fee: \$740)

I would like to be picked up at Douglas International Airport on May 23 and returned there on June 3 (*compliments of the Institute*)

Attached is my brief statement about how my unit might use the skills I will learn at the Institute and how this program will aid in my own development.

Date _____ Signature _____

MAIL THIS FORM TO: EMS Management Training Institute
Office of Continuing Education & Extension
UNCC Station
Charlotte, North Carolina 28223

OFFICE OF CONTINUING EDUCATION AND EXTENSION
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
UNCC STATION
CHARLOTTE, NORTH CAROLINA 28223

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