

LESSON PLAN: Entrance Conference Worksheet

**Course Description/
Purpose:** To learn about the Entrance Conference Worksheet, the documents required and the timeframes of when documents are due during the survey process

Presented by: Kari Gers, RN, BS, CHES (Health Facility Evaluator Supervisor)

Length of Presentation: 30 Minutes

Objectives:

- Describe and understand the requirements of the Entrance Conference Worksheet
- Identify the different documents required during the survey process
- Identify the timeframes of when documents are required for the survey process

Training Techniques:

- Lecture
- Discussion
- Handout of entrance conference form

Materials Needed:

- Computer
- PowerPoint presentation file
- In-focus projector
- Projector Screen
- Microphone
- Podium

Handouts: (Titles of handouts w/ copies attached)

- Entrance Conference worksheet

Activities/Exercises: (Titles of activities w/ description; any necessary tools attached)

None

Method of Evaluation:

- Evaluation