**NATCEP Daily Lesson Plan Instructions**

*A daily lesson plan is the roadmap followed by the instructor to facilitate successful learning of the program objectives. A daily lesson plan should be completed for each scheduled date of training. Complete the attached lesson plan according to the following instructions:*

**NOTE:** Boxes 1 through 5 should reflect the time indicated on your program calendar.

Box 1. Fill in the program name, class date, and instructor’s name.

Box 2. Fill in the total hours to be completed for the entire training day.

Boxes 3, 4, and 5. Fill in the theory, laboratory, and clinical hours of instruction provided in this lesson.

Box 6. **OBJECTIVES:** List the objectives by name or number provided in this lesson. These should match objectives identified on your program calendar and designated on the performance checklist for this lesson’s date.

Box 7. **RESOURCES:** Check the box associated with the instructional resources required to facilitate this lesson. “Other” should be checked if any instructional resource not listed is used. Fill in a description of the “other” resource. Example: “ Other: Guest Speaker; Tom Thumb – Infection control specialist.”

Box 8. **TERMS:** List any vocabulary terms to be presented to students during this lesson.

Box 9. **INSTRUCTOR PREPARATION:** List all the instructional elements the instructor must be proficient with or have completed prior to the start of the lesson and class. Examples: review textbook chapters on personal care and vital signs; arrange class seating in “U” shape; place handout 3 at each seat location; or write required terms on board.

Box 10. **SAFETY CONCERNS:** Identify any special safety concerns to be addressed by the instructor. Example: reminders of proper body mechanics for lifting and transferring.

Box 11. **OPENING:** Describe how to begin the training day. Examples: ice breaker with description; review or assessment of prior lesson; or presentation of skill sheets to be completed, etc.

Box 12. **INSTRUCTIONAL SEQUENCE:** List each step the instructor will follow to complete the entire day’s lesson. Include estimated time to complete each step, textbook references, handout names, quiz/test names, activity names, skill sheet listings, etc.

Box 13. **ACTIVITY:** Describe the collaborative learning activity to be completed during the lesson. Include a brief description, list of all materials and equipment, and anticipated activity outcome.

Box 14. **CLOSING:** Describe how to end the training day. Examples: review of the lesson objectives; “cliff hanger” question for the next class date; an encouraging anecdotal story; comments of reinforcement and encouragement; etc.

Box 15. **KNOWLEDGE ASSESSMENT:** Define and describe the minimum requirements to be met by all students in order to demonstrate they have gained the knowledge presented in this lesson.

Box 16. **HOMEWORK:** Describe any activities for students to complete and prepare after class.

Box 17. **NOTES:** List any possible revisions or suggestions to consider before the next presentation of this lesson. Examples: update the video or assessment questions; update the skill sheets; change the process for a skill presentation; etc.

**NATCEP Daily Lesson Plan**

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| 1. **PROGRAM NAME:** Click here to enter text.  **CLASS DATE:** Click here to enter a date.  **INSTRUCTOR:** Click here to enter text. | | | |
| 2. Total hrs. \_\_\_\_\_\_\_ | 3. Theory hrs. \_\_\_\_\_\_\_ | 4. Lab hrs. \_\_\_\_\_\_\_ | 5. Clinical hrs. \_\_\_\_\_\_\_ |
| 6. **OBJECTIVES:** Click here to enter text. | | | |
| 7. **RESOURCES:**  Book  Handout  PowerPoint  Video  DVD  Test/Quiz  Computer  Projector  BP Cuff  Skill Sheets  Lab Supplies  Care Plans  Other: Click here to enter text. | | | |
| 8. **TERMS:** Click here to enter text. | | | |
| 9. **INSTRUCTOR PREPARATION:**  Click here to enter text. | | | |
| 10. **SAFETY CONCERNS:** Click here to enter text. | | | |
| 11. **OPENING:**  Click here to enter text. | | | |
| 12. **INSTRUCTIONAL SEQUENCE:**  Click here to enter text. | | | |
| 13. **ACTIVITY:** Click here to enter text. | | | |
| 14. **CLOSING:** Click here to enter text. | | | |
| 15. **KNOWLEDGE ASSESSMENT:**  Click here to enter text. | | | |
| 16. **HOMEWORK:**  Click here to enter text. | | | |
| 17. **NOTES:**  Click here to enter text. | | | |