



OEMS Education Institution Addendum Directions

The purpose of this document is to guide the Program Coordinator through the submission process for their education institution plan when a key personnel change or a policy/procedure change is to occur.

All submission will be required to include a completed [Education Institution Endorsement](#) Document:

If you are submitting a Medical Advisor Change, please utilize the following link:

<https://nc.readyop.com/fs/4dRN/698f9fb4>

If you are submitting a Program Coordinator Change, please utilize the following link:

<https://nc.readyop.com/fs/4dTi/4d3c8200>

If you are submitting an addendum to an Education Institution Plan, please utilize the following link:

<https://nc.readyop.com/fs/4dWg/e6ae0399>

Medical Advisor Change:

To submit a change in medical advisor please have the following information ready:

OEMS Education Institution Name and Number, Former and New Medical Advisor Name, P Number, New Medical Advisor Contact Information to include email and phone, copy of contract with Education Institution, list specific job duties including: Didactic Curriculum Development, Clinical Curriculum Development, Instructor Development, Instructor Selection, Program Evaluation, Student Performance, Education Institution Endorsement Document and complete any other information as necessary.

Program Coordinator Change:

To submit a change in Program Coordinator please have the following information ready:

OEMS Education Institution Name and Number, Former and New Program Coordinator Name, P Number, New Program Coordinator Contact Information to include email and phone, copy of contract with Education Institution, copy of contract with Education Institution, Education Institution Endorsement Document, and complete any other information as necessary.

Addendum Change

To submit an addendum, change you will need to have the Appendix letter that you are needing to update, which you can receive from your Institution Education Plan. In the Ready Op Form you will need to list OEMS Education Institution Name and Number, your Education Institution Level: CEI, BEI, AEI. There will be a place in the Ready Op Form which you will attach the updated policy or procedure that requires the addendum change. You will also need to attach the Education Institution Endorsement Document and complete any other information as necessary.

If you have further questions, please contact your Regional Education Specialist or email:

OEMSEducation@dhhs.nc.gov.