

“EMS In Depth: Conducting Quality Internal Audits”

Courtyard by Marriott
 Located off Interstate 35, Exit 90
 2405 SE Creekview Drive
 Ankeny, IA 50021

July 21, 2016

Topics	Time
Registration Opens	9:00 AM – 9:15 AM
Introductions	9:15 AM – 9:30 AM
Internal Audits <ul style="list-style-type: none"> • What is an Internal Audit? • Preparation <ul style="list-style-type: none"> ○ Scope, Frequency, and Schedule ○ Internal Auditors ○ Plan and Checklists • Case Study Examples: Internal Audit Prep – Good, Bad & Ugly • Helpful Hints <p><i>Interactive Session: Developing an Audit Plan</i> Group Discussion & Networking</p>	9:30 AM – 11:30 AM
Lunch	11:30 AM – 12:30 PM
Internal Audits <ul style="list-style-type: none"> • Execution <ul style="list-style-type: none"> ○ Opening Meetings ○ Interviews, Document/Record Reviews & Field Observations ○ Closing Meetings ○ Audit Reports and Follow-Up • Case Study Examples: Internal Audit Execution – Good, Bad & Ugly • Helpful Hints <p><i>Interactive Session: Conducting Audit Interviews</i> Group Discussion & Networking</p>	12:30 PM – 2:30 PM
Open Discussion / Trainer Q & A Participant Evaluations Adjourn	2:30 PM – 3:30 PM