

Activity Development Worksheet for Program Planning and Needs Assessment

See CME application guidelines for definition of terms

a. What is the quality gap to be addressed? What is the professional practice gap?

b. Is it a gap in physician knowledge, competence, performance or patient outcomes?

c. What is the physician target audience?

d. What are the potential or real barriers facing these physicians if this need (gap) is to be addressed?

e. Based on the need or gap the activity is addressing, what are the desired results of the activity – what is the activity designed to change?

f. Based on the desired results of the activity, what are the objectives of the activity? Note: Your objectives should support the desired outcomes.

g. Are there ABMS Maintenance of Certification or ACGME competencies related to this topic/change?

h. Are there other initiatives within my institution working on this issue? Are there other organizations we could partner with that are working on this issue?

i. In what ways could we include these internal or external groups in our CME activity to help us address or remove barriers?

j. Are there non-educational strategies that are currently used that address this issue? If not, what kinds of non-educational strategies could be used to address this issue?

k. What type(s) of evaluation method(s) will you use to know if the activity was effective at meeting the need and creating change in competence, performance, or patient outcomes?

l. Based on the physician target audience and the gap being addressed, what content should be covered? How does the content relate to the scope of the physicians' practice? Should the content also relate to specific patient groups? Should it contain content outside the clinical topic?

m. Who are the right faculty to cover this content?

n. What is the best educational format (live, enduring material, internet, etc.) and design (lecture, case studies, round table, simulation, etc.)?

o. How do the format, methodology and design components support the objectives and desired results?

Describe your CME Activity: