



<b>What is your name and email and phone number?</b>	Name: Email and Phone number:
<b>When will the education take place? Date(s) and Time</b>	Date and Time:
<b>Do you have a title or brief description for the education? Who is the proposed speaker/presenter? If yes, please note it to the right; if no, leave blank.</b>  Examples: Emergency Department team huddle; Leadership in a time of crisis; Well-being check-In	Title/Brief Description:  <div style="display: flex; justify-content: space-around;"> <span>Didactic</span> <span>Case Presentation</span> <span>Skills Workshop</span> </div>
<b>What practice-based problem (gap) will this education address?</b> <small>Practice gaps are based on underlying causes, such as a need for knowledge about a particular topic, a need to improve competence (know when and how to apply new strategies in practice) and/or improved performance (such as adoption of new skills or behaviors).</small>	Practice-based problem (gap):
<b>Why is this education needed? What is/are the reason(s) for the gap?How are your learners involved?</b> Examples: We need strategies to discuss difficult topics with family members; Don't know best ways to improve team collaboration	Reason(s) for the gap:
<b>Educational Learning Objectives</b>  Please list 3-5 objectives. Objectives should clearly link to the educational need, and should be attainable and measurable. What will learners be able to do after the activity that they were not able to do before the activity?  Example: At the conclusion of this activity participants should be better able to.....	Educational Learning Objectives
<b>What change(s) in strategy, performance, or patient care would you like this education to help learners accomplish?</b>  Examples: Eliminate stigmatizing language from communications with patients; Improve my management skills	Desired change(s) in strategy, performance, or patient care:
<b>In order to award CME/CE credit, please indicate the duration of the education.</b>	Education duration: _____ hours and _____ minutes <i>Please report time in 15-minute increments.</i>
<b>Discuss with learners the changes they intend to make to their strategies, performance, or patient care that will result from this activity and list that information to the right.</b>  Example: I will use the evidence-based checklist we discussed to improve screening my patients for past military service.	Changes learners intend to make to strategies, performance, or patient care:
<b>Target Audience:</b> (Please list specialties)	
<b>Anticipated # of participants:</b>	
<b>Who will be the Activity Director?</b> (the physician leading the planning)	
<b>Who will be the presenter(s)?</b>	
<b>Who are the members of the planning committee?</b>	