

CME Application and Educational Planning Checklist

Below are the questions that you will be required to answer when completing the application. Please consider how you will answer these questions before beginning the application.

- ☐ Why is there a need for education on this topic?
- ☐ What is the issue that you are trying to address?
- ☐ Who are the healthcare professionals that will help address this issue? Who is the target audience for this activity?
- ☐ What are your learning objectives for this activity? What do you expect your learners to be able to do at the conclusion of the activity? Get assistance with creating effective learning objectives here.
- ☐ Learning objectives must be designed to measure outcomes in terms of changes in the learner's competence, performance and/or patient outcomes. Which of these is your activity designed to change? (check all that apply)
 - ☐ Competence ("knowing how" to do something, but not yet put into practice)
 - ☐ Performance (skills, abilities and strategies one implements in practice)
 - ☐ Patient Outcomes (potential impacts on patients)
- ☐ What teaching methods do you plan to use to deliver the educational content?
 - ☐ Lecture
 - ☐ Case presentation
 - ☐ Clinical skills training
 - ☐ Role play
 - ☐ Discussion
 - ☐ Other - please describe:: _____
- ☐ Why did you choose this method?
- ☐ CME activities should be developed in the context of desirable physician attributes (e.g., [Institute of Medicine](#) (IOM) competencies, Accreditation Council for Graduate Medical Education (ACGME) or [American Board of Medical Specialties](#) (ABMS)). Please indicate the ACGME/ABMS or IOM competencies that will be addressed in the curriculum for this activity.
 - ☐ Medical knowledge (ACGME/ABMS)
 - ☐ Clinical care (ACGME/ABMS)
 - ☐ Communication and interpersonal skills (ACGME/ABMS)
 - ☐ Professionalism (ACGME/ABMS)
 - ☐ Systems-based practice (ACGME/ABMS)
 - ☐ Practice-based learning and improvement (ACGME/ABMS)

- ☐ Provide Patient-centered care (IOM)
- ☐ Work in Interdisciplinary teams (IOM)
- ☐ Employ Evidence-based practice (IOM)
- ☐ Apply Quality Improvement (IOM)
- ☐ Utilize informatics (IOM)

- ☐ How will you determine if you have achieved your intended results for this activity?

- ☐ Post-activity evaluation (UNR Med template)
- ☐ Post-activity evaluation (your own template)
- ☐ Post-test
- ☐ Audience response system
- ☐ Post-activity follow-up survey
- ☐ Other - please describe: _____

- ☐ Briefly describe the sources of funding for the activity. All funding must be managed in accordance with the [ACCME Standards for Commercial Support](#).

Required Attachments

- ☐ Completed Planner Disclosure Forms - All individuals involved in planning the content of the CME activity must complete this form.
- ☐ Completed Presenter Disclosure Form - All individuals responsible for presenting educational content must complete this form.
- ☐ Completed Activity Agenda Template