

Information Required for Developing Continuing Medical Education Program.

Answers to these questions will help determine how your event should be designed or if there should be non-CME ways of handling the issue. These questions **will assist** in completing one of the MHS CME applications. This form is **NOT** an application for credit.

Topic Development

1. Identify the issue to be addressed.
2. How do you know there is a clinical issue? What measurement supports this?
(Information from Pharmaceutical and Medical Device companies is not appropriate.)

Audience Identifier

3. List the physician specialties necessary to improve the issue.
4. Are there other staff that also need to be addressed to improve the issue?

Audience Analysis

5. What does the physician audience need to learn to improve the issue?
 - a. Do the identified specialties and support staff need to know what the issue is?
(They have knowledge of the issue.)
 - b. Do they know about the issue, but do not know how to apply this new knowledge in their practice? (Case studies provide opportunities to develop a strategy to use the new knowledge)
6. Audience knows the issue and has the strategy/skill to provide the standard of care, but something outside their control keep them from doing it. List what might prevent the audience from providing standard of care.

Program Format

7. What is the best format to address the issue? **Select a format(s) from either a or b.**
 - a. *Need basic knowledge and a strategy to implement in their practice*

<input type="checkbox"/> Lecture	<input type="checkbox"/> Role playing
<input type="checkbox"/> Case Study	<input type="checkbox"/> Roundtable Discussion
<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Other _____
 - b. *Improve skill(s) to apply in clinical practice and teach colleagues*
 Hands on practice

___ Proctor

Learning Environment

8. What is the appropriate learning environment?

___ Live

___ Internet – enduring (static material approved for specified length of time)

___ Video- Conference

___ Other _____

EVALUATION: What type of evaluation method(s) will be used to know if the activity was effective at meeting the need and creating change in competence, performance, or patient outcomes?

Programs are encouraged to measure Level 3 or above. Check levels you intend to assess or measure and indicate completion date.

Outcome Level (✓ all that apply)	✓ To Be Measured	Date (Approximate)
Level 1 Participant satisfaction (self-reported at end of program)	Optional	Day of event
Level 2 Intent to change behavior or practice; change in participant knowledge, skills, or attitude (self-reported or observed at end of program)	Required (Minimum)	
Level 3 Change in participant behavior or practice (self-reported in 1-3 month(s) after program)	Recommended	
Level 4 Change in organizational practice (objectively measured before & after program)	Recommended	
Level 5 Change in patient health status (objective measured before & after program)	Recommended	

- 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?
- In what ways could we include these internal or external groups in our CME activity to help us address or remove barriers as identified?
- Are there non-educational strategies that are currently being used that address this issue? If no, what kinds of non-educational strategies could be used to address this issue?