



Minimum Required Components of an Activity Proposal

Continuing Healthcare Professional Education Must:

1. Contribute to patient safety and practice improvement
2. Be based on valid content
3. Be independent of commercial interests
4. Support the health care professionals' professional development that is based on continuous improvement in the knowledge, strategy, and/or performance in practice – necessary to provide optimal patient care

Needs Assessment

1. Are to be comprehensive, well referenced, and demonstrate an understanding of the specific gaps and barriers of the target audience
2. Should not try to be all things to all health care providers
3. Must include data for each target audience (when multidisciplinary, each profession must have an independent needs assessment)

Purpose/Goal

A concise statement that explains why this activity is being proposed, based upon the needs identified and written in terms of what the participant will gain from participating in the activity

Objectives

1. Are to be developed from needs, clearly defined, and measurable. They are to be framed as expected practice improves in relation to the identified gaps and barriers
2. Should be competency based and measurable

Target Audience

Proposed Faculty

Final faculty will be based upon availability, review of disclosures, and resolution of conflict of interest

Tentative Content/Agenda

Note: Final content and agenda will be completed by faculty and planning committee once activity is approved for funding.

Educational Method

Date/Location of Activity (as appropriate)

Itemized Budget

Content Outline Form

CME Planning Worksheet