

ACTIVITY DEVELOPMENT WORKSHEET

NOTE: REMEMBER TO INTEGRATE THE FOLLOWING INTO THE PLANNING PROCESSES AT EVERY STEP:

- All steps should be taken independently of commercial interest.
- Everyone (planner, presenter, dept. Chair, resident, fellow, etc..) who is in a position to control content must disclose all relevant financial relationships with a commercial interest to the provider.
- The provider (OCME) appropriately manages commercial support (if applicable).
- Maintain a separation of promotion from education
- Disclosure must be made to the learners of relevant financial relationships and any commercial support for the CME activity
- The activity promotes improvements or quality in healthcare and not proprietary interests of a commercial supporter

1. What is the quality gap to be addressed?
2. What is the professional practice gap?
3. Is it a gap in physician knowledge, competence, or performance?
4. What is the physician target audience?
5. What are the potential or real barriers facing these physicians if this need (gap) is to be addressed?
6. Based on the need/gap the activity is addressing, what are the desired results of the activity? Said differently, "What is the activity designed to change?"
7. Based on the desired results of the activity, what are the objectives of the activity? Note: Your objectives can support the attainment of the desired result.
8. Are there IOM, ACGME or other competencies related to this topic/change?
9. 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?
10. In what ways could we include these internal or external groups in our CME activity to help us address or remove barriers as identified in question 3?

- (Source: ACCME 07)

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