

The first step in planning a CME/CE activity is to complete this short form providing basic information about your planned event. A member of our staff will follow up within ten business days with further instructions.

Planning Team			
Name		Position/Entity	
Email		Phone	
Interprofessional Coordinator		Email	
Physician Leader (required for CME)		Email	

NOTE: Activities taking place outside a hospital facility (i.e., Hilton Dadeland Hotel) will require registration fees to comply with Stark Law.

Activity Details			
CME Activity Title			
Provide a brief overview for the education.			
When will the education take place?	One-Time Event Series	Date: Frequency:	Indicate the duration of the education. <i>Use 15-minute increments.</i> _____ hours and _____ minutes
Target audience <i>Who should—or is expected to—participate in this education?</i> <i>Example: Specific physician specialty/ies, nurses, pharmacists, etc.</i> <i>For non-physician events, please reach out to Clinical Enterprise.</i>			
Is this course a requirement for physicians?	Yes No		
Will it be available to the entire Medical Staff and Community, or for a closed group?	Open Closed group If Closed, elaborate:		
Does your Department have a budget to cover the expenses?	Yes No		

Appropriate Formats			
What format will this CME activity follow? Select which applies: Live, Online or Other.	Live Formats	Online Education Formats	Other Formats
	In-Person Webinar Hybrid	Video/Audio Recording Branching Scenario Speaker (Audio) Narration Computer (Audio) Narration Case-Based Scenario	Simulation Case-Based Discussion Journal Club Tumor Board
	Will the presentation be recorded to create an online course? Yes No		

BHSF Initiatives	
Does this initiative support an Institute or Baptist Health initiative? <i>Select all that apply.</i>	Institute: Baptist Health initiative: Systemness - <i>Patient-centered, care, continuum of care, standardization of care</i> High-reliability tools - <i>Patient safety, PI, QI</i> Implementing evidence-based data Diversity & Inclusion Public health factors - <i>Health behaviors; socio-economic, environmental conditions; health disparities; ext.</i>

Educational Needs

<p>Define the professional practice gap. <i>What practice-based problem (gap) will this education address? What are learners doing (or not doing) that needs to change?</i></p> <p><i>Example: Improve care coordination; better communication with patients and families; team roles; medical knowledge, new protocol, etc.</i></p>	
<p>State the educational need that you determined to be the <u>underlying cause</u> for the professional practice gap. <i>What is/are the reason(s) for the gap?</i></p> <p><i>Examples: We need strategies to discuss difficult topics with family members; Do not know best ways to improve team collaboration.</i></p>	
<p>Is this gap related to: <i>Check all that apply.</i></p>	<p>Knowledge - Learners don't know what to do. Competence - Learners don't know how to do it. Performance - Learners know how to do it but are not compliant.</p>

Designed to Change

<p>What change(s) in strategy, performance, or patient care would you like to be the <u>outcome</u> of this education?</p> <p><i>Examples: Eliminate stigmatizing language from communications with patients; improve my management skills; reduce overutilization; etc.</i></p>	
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