



Conference Director (BHSF Medical Staff Member)			
Email		Cell Phone	
Lecture Date*		Location/Format	

*Deadline for completed details and faculty forms: 2 months prior (60 days before lecture date)

Speaker Invitation Preparation - Director

To complete our planning for the upcoming conference, please be prepared to review the following planning details – based on documentation provided in the next section – prior to contacting your speaker:

- Provide information to the speaker explaining your goal(s) for the lecture.
- Identify and provide details of the BHSF Medical Staff educational needs regarding the specific topic.
- Describe what changes you expect attendees to implement in their practices after they attend the CME Course.
- Ask the speaker to provide / include:
 - Examples of practical and actionable objectives healthcare professionals can implement in their practice.
 - An “In Conclusion” slide at the end of the PowerPoint to review the key learning points (pearls or “take-aways”) that he/she will have conveyed in the presentation.
 - Provide evidence-based references and bibliography as resources for the attendees.

Lecture Planning Documentation

1 Needs Assessment Statement

Identified practice gap

Identified desirable goal

2 Lecture Title

Lecture Title

3 Learning Objectives

What new strategies (approach/intervention) should your audience incorporate as a result of attending your lecture?

TACT Principle

Learning Objective #1

Learning Objective #2

Target

Whom is the learning objective directed toward?

Ex. Primary care physicians

Action

What is the behavior or attitude change required?

Ex. Implement recommendations on screening for colorectal cancer among the average-risk population aged 50-74 years.

Context

Where is the behavior or attitude change taking place?

Ex. In their clinical practice.

Time

What is the time frame to demonstrate behavior or attitude change?

Ex. Within the next three months.

4 Evidence-based References in support of Lecture Topic

(APA references or peer-reviewed journal article link required)

4 Faculty

Name

Professional Title

Contact Information

CME Forms Completed

___ Disclosures, planning, attestation

Forms Link:

___ W9 for payment (if needed)

5 IDEA Principles to be discussed with faculty

Inclusion, diversity, equity and accessibility were considered for this CE activity:

- ✓ Materials presented represent and respect diversity in our population.
- ✓ Context, backgrounds, experiences and needs of the learners considered in the CE activity design.
- ✓ Content free of stereotypes and bias associated with gender, race, ethnicity, culture, religion, age, sexual orientation, ability, and other identifies.
- ✓ Materials should include use inclusive and respectful language.
- ✓ Facilitators use inclusive language when addressing learners.

6 Key considerations for virtual CE delivery

- ✓ Minimize disruptions to the flow of the session by providing technology requirements prior to the session.
- ✓ Moderator to facilitate Q&A, Host will help learners with technical issues.
- ✓ Encourage learners to ask questions and engage with the educational content.
- ✓ Breakout rooms can employ self-managed facilitation to guide discussions.
 - Moderators should provide clear guidelines and task-oriented instructions when learners engage in virtual breakout rooms.