



CME Activity Planning Worksheet

This document is designed to ensure that CME activities considered for certification meet the revised Accreditation Council for Continuing Medical Education (ACCME) criteria and is a useful planning tool when meeting with your education planning committees. These questions can assist you with the required linkages between needs, objectives, content, educational methods, and evaluation. This is for your use only as you plan your activity. It does not need to be returned to AANS. However, when properly filled out, it can be used to complete the appropriate paperwork to provide evidence that ACCME requirements have been met.

1. **What is the gap(s) in the target audience's professional practice** ([Professional practice gap](#) is the difference between actual and ideal performance and/or patient outcomes) **that will be addressed by this activity?**

2. **What [data source](#)(s) did you use to identify this professional practice gap(s) in your audience? Some examples of data sources are expert opinion from faculty, measures required by government, national guidelines, specialty society guidelines, hospital QI information, research findings, previous evaluations, etc. Attach documentation of this gap(s) to the Planning Summary.**

3. **List each of the educational needs** (Educational needs are the necessity for education on a specific topic identified by a gap in professional practice) **of your target audience based on the professional practice gap that you found. The identified need should be based on competence** (Competence is having the ability to apply knowledge, skills, or judgment in practice if called upon to do so) **levels.**
 - a.
 - b.
 - c.
 - d.

4. **Explain why this activity is a good match for the target audience's scope of practice.**

5. **What are the [objectives](#) and/or the purpose of this activity? The number of objectives is not as important as the accuracy of intended outcomes.**

Objective 1:
Objective 2:
Objective 3:
Objective 4:

6. **Please indicate [the [physician attribute](#)] ACGME/ABMS or IOM competency that is associated with the activity's content.**

<input type="checkbox"/> Patient care	<input type="checkbox"/> Medical knowledge
<input type="checkbox"/> Interpersonal and communication skills	<input type="checkbox"/> System-based practice
<input type="checkbox"/> Practice-based learning and improvement	<input type="checkbox"/> Life long learning
<input type="checkbox"/> Professionalism	