Jointly Accredited Activity Planning Template

Providers of continuing education for the healthcare team build bridges through collaboration within an educational framework by planning, offering and evaluating education for teams comprised of at least 2 or more healthcare professionals. The goal of this education is to address the professional practice gaps of the healthcare team. The education is designed to change the skills/strategy, performance, or patient outcomes of the healthcare team.

Please fill out as much of this form as possible during the planning phase for your activity:

Activity Title:
Activity Date: Activity Time: Reoccurrence (for RSS only):
Activity Credit Amount:
Activity Type: Choose an item.
Activity Description:

What medical professions will be in your audience:
☐ MD/DO ☐ Social Workers
☐ RN/NP ☐ Pharmacists
☐ PA ☐ Optometric Practitioner

Planning committee (must contain at least two different professions):

Anyone planning the activity including any faculty involved in the planning process; at least two different professions that reflect the expected audience of learners, when applicable:

Name: Degree: Email:
Name: Degree: Email:
Name: Degree: Email:
Name: Degree: Email:

Administrative support:
Identify who will be maintaining your records for this activity:

Name: Degree: Email:

Faculty:
This can include those noted on your planning committee, if applicable:

Name: Degree: Email:
Name: Degree: Email:
Learning objectives:

_____________________________________________________________________________________
_____________________________________________________________________________________
_________________________________  ______________________________________________________

Competence (must have a way to document results):

Are you measuring changes in competence and if so how will you document it? Please select all that apply.

☐ Paper Evaluation  ☐ Customized pre/post test
☐ CE Portal Evaluation  ☐ Focus group discussion
☐ Learning Center Evaluation  ☐ Other, please specify:

Performance (must have a way to document results)

Are you measuring changes in performance and if so how will you document it? Please select all that apply.

☐ Adherence to guidelines  ☐ Physician or patient feedback, surveys and evaluations
☐ Case-based studies  ☐ Reminders and feedback
☐ Chart audits  ☐ Other, please specify:
☐ Customized follow-up survey/interview/focus group about actual change in practice at specified intervals

Patient Outcomes (must have a way to document results)

Are you measuring changes in patient outcomes and if so how will you document it? Please select all that apply.

☐ Change in health status measure  ☐ Patient feedback and surveys
☐ Change in quality/cost of care  ☐ Other, please specify
☐ Measure mortality and morbidity rates

How will you utilize support strategies to enhance change in the provider or healthcare team in addition to the educational intervention (for example reminders, feedback, etc):

_____________________________________________________________________________________
_____________________________________________________________________________________
Desirable Provider Competencies

We are required to document activities/educational interventions that develop competencies in the context of desirable attributes of the healthcare team. Please check all that apply, you must identify at least one competency for accreditation.

ACGME/ABMS Competencies

☐ Patient Care And Procedural Skills  ☐ Inter-personal And Communication Skills
☐ Medical Knowledge  ☐ Professionalism
☐ Practice-Based Learning And Improvement  ☐ Systems-Based Practice

Institute Of Medicine Competencies

☐ Provide Patient-Centered Care  ☐ Apply Quality Improvement
☐ Work In Interdisciplinary Teams  ☐ Utilize Informatics
☐ Employ Evidence-Based Practice

Inter-professional Education Collaborative Competencies

☐ Values Ethics For Interprofessional Practice  ☐ Inter-professional Communication
☐ Roles / Responsibilities  ☐ Teams And Teamwork

Gap Analysis

For every activity practice gaps of the healthcare team and/or the individual members of the healthcare team must be identified.

A learner and/or healthcare team gap exists because learners and/or the healthcare team currently:

_____________________________________________________________________________________
_____________________________________________________________________________________

How does this activity meet the healthcare team’s potential or current scope of practice (define how the content being taught aligns with the needs of the healthcare team):

_____________________________________________________________________________________
_____________________________________________________________________________________

What are factors outside your control as the educational provider that may impact educational outcomes?

_____________________________________________________________________________________
_____________________________________________________________________________________

_____________________________________________________________________________________
What educational strategies will help remove, overcome, or address barriers to change for the
healthcare team:

Needs Assessment

*Needs Assessment: A needs assessment provides the information necessary to support the educational need for the activity.*

Which needs assessment method(s) were used to select the activity topic(s)?

- Survey of Target Audiences
- Faculty Perception
- Consensus of experts
- Self-assessment
- M & M Statistics
- Patient Care Audit
- Peer review
- Other, please specify

Which educational formats will be used?

- Question/Answer
- Lecture
- Chart Review/Recall
- Self-Assessment
- Small Group Discussion
- Video Recording
- Hands On Practice
- Case Presentations
- Other, please specify