



Suggestion for using Microsoft CoPilot 365 for polishing the responses in the planning template:

- Upload draft of planning template with responses input into the appropriate sections.
- Cut and paste the following [prompt](#) into chatbox:

‘Act as a continuing healthcare education professional with expertise in Joint Accreditation Criteria [Joint Accreditation Criteria](#) | [Joint Accreditation](#) and Joint Accreditation Resources [Joint Accreditation Resources](#) | [Joint Accreditation](#), ACCME Standards for Integrity and Independence, and CME/CE activity planning. Review the attached CloudCME planning document and identify the narrative (free-text) responses that require written content. Please suggest revision to these free-text responses to include:

- **Activity Description**
- **Professional Practice Gap**
- **Educational Needs**
- **What the activity is designed to change**
- **Integrated Planning Process**
- **Active Learning (if applicable)**
- **Sustainment/Support for Change**
- **Evaluation Strategy/Change Measurement**
- **Barrier Mitigation Strategy**
- **Other free-text explanations**
- **Learning Objectives**

For each narrative response:

- Assess alignment with ACCME and Joint Accreditation requirements.
- Improve clarity, specificity, and compliance with accreditation terminology.
- Clearly distinguish the professional practice gap from educational needs.

- Ensure measurable outcomes and performance-focused language where appropriate. Use this as a resource:
https://www.facs.org/media/1mqjzqyn/acs_guide_writing_effective_learning_objectives_using_blooms_taxonomy.pdf
- Strengthen responses from the perspective of an accreditation reviewer.
- Preserve the author's intent and educational content.
- Adhere to word count maximums.
- Provide revised text ready for direct entry into CloudCME.

Also suggest a stronger activity title and identify any accreditation concerns, inconsistencies, or areas that may trigger reviewer questions.

Please do not make stuff up or fabricate answers; ask for any additional information or clarifications needed.

Suggest revision to checkboxes, dates, activity formats, credit selections, competency selections, or other administrative fields only when there is a discrepancy, insufficient explanation, or the responses create an accreditation concern.'

- Then hit 'Enter' to run the review.
- Review feedback for language, suggestions, recommendations that you want to incorporate into or update on your planning template. Please note: Copilot makes errors and may suggest revisions that are not relevant or omit suggestions all together. Therefore, it is important to review the feedback carefully and thoughtfully before making changes to planning template responses as provided by the planning committee.
- Copy/paste/adjust language in the planning template as desired.