Planning Process for a CME Event

1. **Identify the Topic.**

2. **Professional practice gap** of the **topic**. Defined as the difference between:
   - physician practice that occurs and
   - ideal, achievable physician practice.

3. **Educational needs that underlie the practice gap.** Why does the Gap exist?
   - Describe reasons for the gap.
   - The gap reasons will lead to design of the event learning objectives.

4. **Learning Objectives**
   - Describe the learner experience that will achieve the event’s educational needs.
   - The objectives should state directly the desired outcomes of the activity in terms of
     Improved knowledge, competence, performance and/or patient outcomes.
   - Introduce each objective statement with an action-promoting verb
     that will promote participants’ achievement of a planned outcome.

5. **Outcomes Achievement for Learning Objectives:**
   - **Categorical Examples**
     - **Medical Knowledge:** Describe the role of inflammation in the development and control of CV disease.
     - **Competence:** Outline the updated management for patients with Type-2 diabetes mellitus.
     - **Performance:** Manage BP control with recommended, evidence-based medications.
     - **Patient Care:** Prescribe proper treatment for an elderly male patient with osteoporosis.

6. **Follow-up Outcomes Achievement Assessment Questions**
   - Planners should design two to three post-activity Yes/No questions that can assess event participants’ achievement of the planned outcomes.
   - The items will assess physician participant achievement of the event outcomes in terms of improved medical knowledge, competence, performance or patient care.