**Society of Trauma Nurses**

**Continuing Education Activity Planning Document**

Title of Activity: Click here to enter text.

Date Form Completed: Click here to enter a date.

Activity Type:

 ☐Provider-directed, provider-paced: Live (in person or webinar)

* Date of live activity: Click here to enter a date.

 ☐Provider-directed, learner-paced: Enduring material

* Start date of enduring material: Click here to enter a date.
* Expiration/end date of enduring material: Click here to enter a date.

☐Blended activity

* Date(s) of enduring materials:
* Date of live portion of activity: Click here to enter a date.

Nurse Planner contact information for this activity.

Name and credentials: Click here to enter text.

Email Address: Click here to enter text.

The **Nurse Planner** must be a currently licensed registered nurse with a baccalaureate degree or higher in nursing, **and** be actively involved in planning, implementing and evaluating this continuing education activity.

1. **Description of the professional practice gap**

### A professional practice gap is a change that has been made to a standard of care, a problem that exists in practice, or an opportunity for improvement, are not limited to clinical practice and may also exist in areas of professional work such as administration, education, and research.

Describe the current state:



Describe the desired state:



1. **Evidence to validate the professional practice gap (check all methods/types of data that apply)**

☐ Survey data from stakeholders, target audience members, subject matter experts or similar

☐ Publication of new or modified trauma guidelines and/or research findings

☐ Input from stakeholders such as learners, managers, or subject matter experts

☐ Evidence from quality studies and/or performance improvement activities to identify opportunities for improvement

☐ Evaluation data from previous education activities

☐ Trends in literature, law and health care

☐ Other—Describe:

Please provide a brief summary of data gathered that validates the need for this activity:



1. **Educational need that underlies the professional practice gap (e.g. knowledge, skill and/or practices)**

☐ Knowledge

☐ Skill

☐ Practice

☐ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Description of the target audience**

☐ Trauma Staff Nurses

☐ Trauma Program Management

☐ Trauma Advanced Practice Nurses

☐ Trauma PI

☐ Trauma Injury Prevention

☐ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Desired learning outcome(s)**
	1. **A learning outcome is written as a statement that reflects what the learner will be able to do as a result of participating in the educational activity.**
	2. **The learning outcome must be observable and measurable.**



**Check all that apply:**

☐ Nursing Professional Development ☐Patient Outcome ☐ Other

1. **Content of activity: A description of the content with supporting references or resources**

☐ See Educational Planning Table for content outline

☐ See Educational Planning Table for supporting references

 **Content for this educational activity was chosen from:**

☐ Information available from the following organization/web site (organization/web site must use current available evidence (less than 6 years or classic/seminal source) as resource for readers; may be published or unpublished content; examples – Agency for Healthcare Research and Quality, Centers for Disease Control, National Institutes of Health):

☐ Information available through peer-reviewed journal/resource (reference should be less than 6 years)

☐ Clinical guidelines

☐ Expert resource (individual, organization, educational institution)

☐ Textbook reference:

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## **Describe time calculation for content:**

### If Live:

#### Note: Time spent evaluating the learning activity may be included in the total time when calculating contact hours.

#### Total Minutes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_divided by 60=\_\_\_\_\_\_\_\_\_\_\_contact hour(s)

### If Enduring: Method of calculating contact hours:

#### Pilot Study

#### Historical Data

#### Complexity of Content

#### Other: \_\_\_\_\_\_\_\_\_\_\_\_ Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Estimated Number of Contact Hours to be awarded: \_\_\_\_\_\_\_\_\_\_

1. **Learner engagement strategies** (See Educational Planning Table and check all that apply.

☐ Integrating opportunities for dialogue or question/answer

☐ Including time for self-check or reflection

☐ Analyzing case studies

☐ Providing opportunities for return demonstration

☐ Post Test

☐ Other:

1. **Criteria for Successful Completion**
2. Criteria for successful completion for live and enduring material activities include:

(Check all that apply)

☐ Attendance at entire event or session

☐ Attendance at 1 or more sessions

☐ Completion/submission of evaluation form

☐ Achieving passing score on post-test. (Passing score is:      %)

☐ Return demonstration

☐ Other - Describe:

1. **Description of evaluation method: Evidence that change in knowledge, skills and/or practices of target audience was assessed**



**Short-term evaluation options:**

☐ Intent to change practice

☐ Active participation in learning activity

☐ Post-test

☐ Return demonstration

☐ Case study analysis

☐ Role-play

☐ Other – Describe:

**Long-term evaluation options:**

☐ Self-reported change in practice

☐ Change in quality outcome measure

☐ Return on Investment (ROI)

☐ Observation of performance

☐ Other – Describe:

**Qualified Planners and Faculty/Presenters/Authors/Content Reviewers**

Complete the table below for each person on the planning committee and include name, credentials, educational degree(s), role on the planning committee, and expertise that substantiates their role. Planning committees must have a minimum of a Nurse Planner and one other planner to plan each educational activity. The Nurse Planner is knowledgeable of the CNE process and is responsible for adherence to the ANCC criteria. One planner needs to have appropriate subject matter expertise for the educational activity being offered. **The Nurse Planner and Content Expert must be identified.**

*Names and credentials of activity planners, presenters, faculty, authors, and/or content reviewers (must identify Nurse Planner and content expert(s))*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of individual** | **Individual’s role in activity** | **Name of commercial interest** | **Nature of relationship** |
| *Example: Jane Smith, RN-BC* | *Nurse Planner* | *None* | *---* |
| *Example: John Doe, PhD* | *Presenter* | *Pfizer* | *Speakers Bureau*  |
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