

# CME Activity Planning Worksheet

The CME planning process is based on a foundation of needs assessment which serves to identify professional practice gaps of the intended physician audience. Activities are designed with objectives, educational formats, and an evaluation intended to change competence, performance, and/or patient outcomes. All activities must be free of commercial support.

1. **What is the target audience's problem in practice that will be addressed by this activity? What is the professional practice gap, which is defined as the difference between actual and ideal performance and/or patient outcomes?**

2. **What data source(s) did you use to identify this problem in practice in your audience? Why does this problem exist?** Some examples of data sources are expert opinion, measures required by government, national guidelines, specialty society guidelines, hospital QI information, research findings, previous evaluations, etc.

3. **Explain the topics/content and educational format that will be used for this activity.**

4. Explain how you plan on measuring changes in learners’ competence, performance, or patient outcomes.

5. How might your educational content be perceived by healthcare providers who serve diverse or vulnerable communities?

Social Determinants of Health (SDOH) Examples	Associated Barriers to Health Equity Examples
Income and social protection	Access and payment for health care
Employment and working conditions	Risk of injury and exposures
Education	Communication and health literacy
Adverse childhood events or trauma	Distrust, avoidance of persons of authority
Physical environment	Unhoused, food insecurity, domestic violence
Social support and inclusion	Lack of advocate/surrogate, chronic stress
Culture and race	Bias and discrimination, provider linguistic and cultural competency
Access to health services	Rural, health coverage, provider availability