MIDWEST MULTISTATE DIVISION

EDUCATIONAL PLANNING TABLE

***Instructions:*** Type directly into blank cells of the tables. Save the completed form to your computer.

|  |  |  |
| --- | --- | --- |
| **Educational Activity Title:** |  | |
| **Individual Session Title**1**: *(if different than activity title)*** | |  |

| **Objectives** | **Content** | **Time Frame** | **PRESENTER/Faculty/AUTHOR** | **Teaching Method** |
| --- | --- | --- | --- | --- |
| List learner objectives in behavioral terms*.* Use a single measurable verb for each objective.  *(After completing this activity the participant/learner will be able to…)* | Provide an outline of the content to be presented, related to each objective (topic), in sufficient detail to determine consistency with objectives and appropriate time allotted.  *(Restatement of objectives does not meet the criteria)* | List the number of minutes**2**for each topic/ content area**3**. | List the presenter, faculty person or author for each objective. | List the teaching method(s), strategies, materials, and resources used by each presenter for each objective. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**1** For educational activities with multiple sessions, please complete a planning table for each individual session for which contact hours will be awarded

**2** Total number of minutes should match the total number of hours used to calculate the contact hours awarded.

**3** Time spent on learner feedback and/or evaluation is acceptable to include in calculation of contact hours.

*(Add more rows as needed by placing cursor inside the last row & cell and pressing the “Tab” key OR outside of last row and pressing the ‘Enter’ key.)*

**Total minutes for this activity/session (including time spent evaluating the activity) =**

**Method of calculating contact hours for enduring material activities:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Pilot study | |  | Previously Validated/ Historical data |  | Estimation based on complexity of content and delivery method |
|  | Other (Describe): |  | | | | |

**List the evidence-based reference(s) used for developing the content of this educational activity/session next to the appropriate category.**

|  |  |
| --- | --- |
| **Information from organization/website:** (current available evidence within past 5-7 years; may be published or unpublished content. Examples – Agency for Healthcare Research and Quality, Centers for Disease Control, National Institutes of Health) |  |
| **Peer –reviewed journal/resource:** (reference should be within past 5-7 years) |  |
| **Clinical guidelines:** (published or online. Example -www.guidelines.gov) |  |
| **Expert resource:** (individual, organization, or educational institution - book, article, website) |  |
| **Textbook reference:** |  |
| **Other:** |  |