 MIDWEST MULTISTATE DIVISION

EDUCATIONAL PLANNING FORM

ILLINOIS ASSOCIATION OF SCHOOL NURSES

APPROVED PROVIDER UNIT

V1.2016

***Instructions:*** For educational activities with multiple sessions, please complete a planning form for each individual session for which contact hours will be awarded. Type directly into blank cells of the tables. Save the completed form to your computer.

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

| **Learning outcome(s)** | | | |
| --- | --- | --- | --- |
| List learning outcome(s) in behavioral terms using a single measurable verb for each. Outcomes are evaluated to determine the impact of educational activities on patient care and professional development of the learner. Learning outcomes should fit into one of Miller’s zones1: | | | |
|  | | | |
| **Content** | **Time Frame** | **PRESENTER/Faculty/**  **AUTHOR** | **LEARNER ENGAGEMENT**  **STRATEGIES** |
| Provide an outline of the content to be presented, related to each learning outcome, in sufficient detail to determine consistency with learning outcomes and appropriate time allotted.  *(Restatement of learning outcomes 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 content area. | List the engagement strategies used by each presenter for each content area. |
|  |  |  | Question/Answer  Self-check or self-assessment  Audience response system  Return skill demonstration  Role play  Small group discussion  Assignments/testing/practice  Engaging learners in dialogue  Analyzing case studies |
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**1** Examples of learning outcomes for each zone: **Knows** (knowledge gained) – Learners will self-report an increase in knowledge about XYZ **Knows how** (knows how to apply the knowledge)– Learners will describe how they will integrate XYZ into their practice **Shows** (demonstrates how to apply knowledge) – Learners will demonstrate the correct procedure for XYZ during the learning activity **Does** (applies knowledge in practice) – Learners will integrate knowledge into practice as validated by an decrease in the incidence of XYZ measure. NOTE that evaluation questions should reflect the learning outcomes.

**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.

**Total minutes for this activity/session (including time spent on evaluation) =**

**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:** |  |