

Educational Planning Form Outline

Item	EPF No.	Description	Word limit	Required field
1	1	Describe planning process	100	X
2		List participants	none	X
3		State frequency of discussions	25	X
4	2	Describe professional practice gaps	100	X
5		Identify data source	100	X
6	3a	Explain educational needs	100	X
7	3b	Explain knowledge need	50	X
8		Explain competence need	50	
9		Explain performance need	50	
10		Identify information sources	25	X
11		Submit survey results of target audience	100	
12	3c	Describe educational activities needed	100	X
13		Describe planned noneducational strategies	100	X
14		Identify possible noneducational strategies	50	
15	4a	Describe expected changes (C, P, PO, LO)*	50	X
16		Select what is expected to change (C, P, PO, LO)	na	X
17	4b	Select relevant competencies	na	X
18		Explain competency choices	50	X
19	4c	State learning objective 1	50	X
20		State learning objective 2	50	X
21		State learning objective 3	50	
22	5	Select learning format(s)	na	X
23		Explain choice of learning format(s)	100	X
24		Identify presenters	na	
25	6	Select assessment method(s)	na	X
26		Explain choice of assessment method(s)	50	X
27	7a	Describe evaluation method(s) for activity/program	50	X
28	7b	Describe evaluation method(s) for competencies	50	
29	7ci	Describe evaluation method(s) for competence	25	
30	7cii	Describe evaluation method(s) for performance	25	
31	7ciii	Describe evaluation method(s) for patient outcomes	25	
32	7civ	Describe evaluation method(s) for learning outcomes	25	

*Competence, performance, patient outcomes, learning outcomes