**Title of Activity:** Click here to enter text. **Date/Location of Activity:** Click here to enter text.

**Please use the provided gap analysis tool to answer the following questions**

**Description of current state:** Click here to enter text.

**Description of desired/achievable state:** Click here to enter text.

**Identified Gap(s):** Click here to enter text.

**Gap to be addressed by this activity:** [ ]  **Knowledge** [ ]  **Skills** [ ]  **Practice** [ ]  **Other: Describe** Click here to enter text.

| **Learning Outcome (s) as a result of participating in the activity:** Click here to enter text.**Select all that apply:** [ ]  **Nursing Professional Development** [ ]  **Patient Outcome** [ ]  **Other: ­­­­­­­­­­­­­­­­­­­­­­Describe** Click here to enter text. |
| --- |
| **CONTENT****(Topics)** | **TIME****FRAME (if live)** | **PRESENTER/AUTHOR** | **TEACHING METHODS/LEARNER ENGAGEMENT STRATEGIES** |
| *Provide an outline of the content* | *Approximate time required for content delivery and/or participation in the activity* | *List the name/credentials* | *Select the learner engagement strategies to be used by Faculty, Presenters, Authors (note: PowerPoint and lecture by themselves are not learner engagement strategies)**(select all that apply)* |
| Click or tap here to enter text. |      Minutes | Click or tap here to enter text. | [ ]  Lecture/PowerPoint**(select at least one additional strategy below):**[ ]  Integrating opportunities for dialogue or question/answer[ ]  Including time for self-check or reflection[ ]  Audience Response System[ ]  Analyzing case studies[ ]  Providing opportunities for problem-based learning[ ]  Pre/Post Test[ ]  Other: Describe |
| Click or tap here to enter text. |      minutes | Click or tap here to enter text. | [ ]  Lecture/PowerPoint**(select at least one additional strategy below):**[ ]  Integrating opportunities for dialogue or question/answer[ ]  Including time for self-check or reflection[ ]  Audience Response System[ ]  Analyzing case studies[ ]  Providing opportunities for problem-based learning[ ]  Pre/Post Test[ ]  Other: Describe |
| Click or tap here to enter text. |       minutes | Click or tap here to enter text. | [ ]  Lecture/PowerPoint**(select at least one additional strategy below):**[ ]  Integrating opportunities for dialogue or question/answer[ ]  Including time for self-check or reflection[ ]  Audience Response System[ ]  Analyzing case studies[ ]  Providing opportunities for problem-based learning[ ]  Pre/Post Test[ ]  Other: Describe |
| List the full citations of **at least three (3)** evidence-based references/resources used for developing this educational activity:1.Click or tap here to enter text.2.Click or tap here to enter text.3.Click or tap here to enter text. |

**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** [ ]  **Mergener formula** [ ]  **Historical Data** [ ]  **Complexity of Content** [ ]  **Other: Describe** Click here to enter text.

**Criteria for Awarding Contact Hours**

Criteria for awarding contact hours for live and enduring material activities include:

**(Check all that apply)**

[ ]  Attendance for a specified period of time (e.g., 100% of activity, or miss no more than 10 minutes of activity)

[ ]  Credit awarded commensurate with participation

[ ]  Attendance at 1 or more sessions

[ ]  Completion/submission of evaluation form

[ ]  Successful completion of a post-test (e.g., attendee must score      % or higher)

[ ]  Successful completion of a return demonstration

[ ]  Other - Click or tap here to enter text.

**Estimated Number of Contact Hours to Be Awarded:** Click here to enter text.

**Description of evaluation method: How change in knowledge, skills, and/or practices of target audience will be assessed at the end of the activity (relate this to identified practice gap and educational need):**

|  |  |
| --- | --- |
| **Short-term evaluation options:**[ ]  Intent to change practice[ ]  Active participation in learning activity[ ]  Post-test[ ]  Return demonstration[ ]  Case study analysis[ ]  Role-play[ ]  Other –Click or tap here to enter text. | **Long-term evaluation options:**[ ]  Self-reported change in practice[ ]  Change in quality outcome measure[ ]  Return on Investment (ROI)[ ]  Observation of performance[ ]  Other – Click or tap here to enter text. |

**Completed By (name/credentials):** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**QUESTIONS? Phone: 410.626.7805 ext. 116**

**Please return the completed Educational Planning Table Form to IAFN at:**

**EMAIL: CE@forensicnurses.org**