

**INTERNATIONAL ASSOCIATION OF FORENSIC NURSES**

**Educational Planning Table – Live/Enduring Material**

**Title of Activity:**

**Date/Location of Activity:**

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

**Description of current state:**

**Description of desired/achievable state:**

**Identified Gap(s):**

**Gap to be addressed by this activity:**      **Knowledge**      **Skills**      **Practice**      **Other: Describe**

<b>Learning Outcome (s) as a result of participating in the activity:</b>			
<b>Select all that apply:</b> <b>Nursing Professional Development</b> <b>Patient Outcome</b> <b>Other: Describe</b>			
<b>CONTENT (Topics)</b>	<b>TIME FRAME (if live)</b>	<b>PRESENTER/AUTHOR</b>	<b>TEACHING METHODS/LEARNER ENGAGEMENT STRATEGIES</b>
<i>Provide an outline of the content</i>	<i>Approximate time required for content delivery and/or participation in the activity</i>	<i>List the name/credentials</i>	<i>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)</i>
	<input type="text" value=""/> Minutes		Lecture/PowerPoint <b>(select at least one additional strategy below):</b>  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: <u>Describe:</u>

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	<p align="center">_____ minutes</p>		<p><input type="checkbox"/> Lecture/PowerPoint  <b>(select at least one additional strategy below):</b>                  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: <u>Describe:</u></p>
	<p align="center">_____ minutes</p>		<p><input type="checkbox"/> Lecture/PowerPoint  <b>(select at least one additional strategy below):</b>                  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: <u>Describe:</u></p>
<p>List the full citations of <b>at least three (3)</b> evidence-based references/resources used for developing this educational activity:</p> <p>1.</p> <p>2.</p> <p>3.</p>			

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## Educational Planning Table – Live/Enduring Material

### **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

### **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 -

**Estimated Number of Contact Hours to Be Awarded:**

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):

<p><b>Short-term evaluation options:</b></p> <ul style="list-style-type: none"><li>Intent to change practice</li><li>Active participation in learning activity</li><li>Post-test</li><li>Return demonstration</li><li>Case study analysis</li><li>Role-play</li><li>Other –</li></ul>	<p><b>Long-term evaluation options:</b></p> <ul style="list-style-type: none"><li>Self-reported change in practice</li><li>Change in quality outcome measure</li><li>Return on Investment (ROI)</li><li>Observation of performance</li><li>Other –</li></ul>
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Completed By (name/credentials):

Date:

**QUESTIONS? Phone: 410.626.7805 ext. 116**  
**Please return the completed Educational Planning Table Form to IAFN at:**  
**EMAIL: [CE@forensicnurses.org](mailto:CE@forensicnurses.org)**