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**EDUCATIONAL PLANNING TABLE**

|  |  |  |
| --- | --- | --- |
| **Date(s) of Activity:** |  | |
| **Title of Activity:** |  | |
| **Title (or topic) of this Presentation/Session:** | |  |

**SECTION 1: INFORMATION FROM PLANNERS TO PRESENTERS/AUTHORS**

The information in Section 1 below should be communicated to all presenters/authors before they begin to plan their presentation. If the Educational Planning Table will be forwarded to a presenter/author to complete and return to the CNE Nurse Planner for review, be sure this information is added to the form for reference before sending.

|  |  |  |
| --- | --- | --- |
| **What is the problem in practice or improvement to be addressed by this learning activity?** | | |
|  | | |
| **What do you want learners to do differently following this presentation/session?** | | |
|  | | |
| **What is/are the learning outcome(s) of this activity?** | | |
|  | | |
| **The presentation should focus on changing:** | | |
|  | Knowledge (learner doesn’t know something) | |
|  | Skill (learner doesn’t know how to do something) | |
|  | Practice (learner is not able to show or do something in practice) | |
|  | Other: |  |

|  |
| --- |
| **Suggested main points of presentation: (optional)** |
|  |

**SECTION 2: PRESENTATION INFORMATION** *(To add more lines, put cursor in last cell of last line and hit the “Tab” key.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAIN POINTS/TOPICS** | **CONTENT OUTLINE** | **TIME FRAME (for live activities)** | PRESENTER (if live)  or AUTHOR of enduring materials | LEARNER ENGAGEMENT STRATEGIES |
| List all main points or topics to be covered in this presentation. | Provide an outline of the content for each main point or topic to be covered in this presentation. | Approximate time required for the content on this topic. | Who is presenting (or developing the content for events that are not a live presentation)? | How will you deliver the content/engage learners? |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

**SECTION 3: EVIDENCE-BASED REFERENCES**

|  |  |
| --- | --- |
| **BEST AVAILABLE EVIDENCE:  EVIDENCE-BASED REFERENCES USED TO DEVELOP THIS ACTIVITY** | **LIST CITATIONS HERE:**  **Include publication date or date information was accessed.** |
| **Information available from the following organization/website:** (organization/web site must use current available evidence within past 5 - 7 years as resource for readers; may be published or unpublished content; examples – Agency for Healthcare Research and Quality, Centers for Disease Control, National Institutes of Health) |  |
| **Information available through peer-reviewed journal/resource** (reference should be within past 5 – 7 years.): |  |
| **Clinical guidelines** (example - www.guidelines.gov): |  |
| **Expert resource** (individual, organization, educational institution) (book, article, web site) – if listing people, must list more than one: |  |
| **Textbook reference:** |  |
| **Other:** |  |

**SECTION 4: CONTACT HOUR CALCULATION FOR THIS PRESENTATION/SESSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR A LIVE ACTIVITY,** | | | | |
| total minutes for this session, *including evaluation* = |  | divided by 60 = |  | contact hours(s) for this presentation. |

|  |  |  |
| --- | --- | --- |
| **FOR AN ENDURING MATERIAL, indicate method for calculating contact hours:** | | |
|  | Mergener Formula | |
|  | Pilot study | |
|  | Historical data | |
|  | Complexity of content | |
|  | Other: (describe) |  |

|  |  |
| --- | --- |
| Number of contact hours to be awarded = |  |

**NOTE:**

* **For ‘blended learning’ activities, complete EPTs for the entire activity (both for the ‘live’ and ‘enduring material’ content). For an activity greater than three hours, be prepared to provide WNA a total of at least three hours (180 minutes) of EPT documentation for review, including documentation from both the live and enduring material content of a blended learning activity.**
* **For ‘enduring material’ activities developed directly from content previously offered as a ‘live’ activity, first complete all documentation for the ‘live’ activity. Then complete the ‘EDUCATION ACTIVITY RECORD FORM ENDURING MATERIAL ADDENDUM’ and attach EPTs specific to the new ‘enduring material’ to the addendum. For an activity greater than three hours, be prepared to provide at least three hours (180 minutes) of EPT documentation to WNA.**
* **A ‘live’ activity and an ‘enduring material’ activity (even if based on a previously presented ‘live’ activity) are considered two separate activities.**