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CE EDUCATOR'S TOOLKIT

4 Tips for Planning a CE Session

USING TACT TO WRITE ACTIONABLE LEARNING OBJECTIVES (LO)

Creating actionable learning objectives directs learners and focuses facilitators on the goal of the intervention (Pg. 36):

| | |
|---------|---|
| Target | Who is the LO directed toward? |
| Action | What is the behavior change? |
| Context | Where does the change happen? |
| Time | What is the time frame to demonstrate the change? |

USING A PDSA CYCLE TO PLAN AND CONTINUALLY IMPROVE ACTIVITIES

Plan: Identify professional practice gaps and underlying educational needs

Do: Engage in the intervention

PG. 25

Act: Integrate assessment insights and adjust

Study: Assess the intervention



DETERMINING PERCEIVED NEEDS (PG. 29)

The best way to know what learners perceive as their learning needs is to ask them. You can:

Survey your target audience

Facilitate a Focus Group for deeper insights

Ask a key informant to talk with their colleagues and bring back ideas

Use

- Interviews
- Meetings
- Prior evaluations

DETERMINING UNPERCEIVED NEEDS (PG. 29)

Learners aren't aware of their learning needs. To identify those needs:

Work with an expert advisory group

Perform a chart audit in the EHR to look for patterns of care indicating a gap

Obtain patient experience data from surveys or including them on planning teams

Use

- Knowledge tests
- Incident reports
- Direct Observation