



American  
Association of  
Neurological  
Surgeons

---

## CME Activity Planning Worksheet

This document is designed to ensure that CME activities considered for approval meet the Accreditation Council for Continuing Medical Education criteria and is a useful planning tool when meeting with your education planning committees. It does not necessarily need to be returned to AANS. This worksheet can assist you with the connection between needs, objectives, content, educational methods, and evaluation. When properly filled out, it can be used to complete the appropriate paperwork to provide evidence that ACCME requirements have been met.

1. **What is the target audience's problem in practice** (i.e. the practice gap which is defined as the difference between actual and ideal performance and/or patient outcomes) **that will be addressed by this activity? The problem in practice does not have to be clinical. It can also be administrative, clerical and/or communication related.**
  
2. **What data source(s) did you use to identify this problem in practice (practice gap) in your audience? Why does this problem exist? Some examples of data sources are expert opinion, measures required by government, national guidelines, specialty society guidelines, hospital QI information, research findings, previous evaluations, etc. Attach data source documentation.**
  
3. **List each of the educational needs of your target audience based on the problem in practice (practice gap) that you found. What do you need to teach to fix the problem?** [The key for compliance is to be able to show ACCME that planning included the identification of a problem from which needs were identified.]
  - a.
  
  - b.
  
  - c.
  
  - d.

4. What are the objectives and/or the purpose of this activity? The number of objectives is not as important as the accuracy of intended outcomes.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Objective 5:

5. Please indicate [the physician attribute] ACGME/ABMS or IOM competency that is associated with the activity's content.

Patient care

Practice-based learning and improvement

Professionalism

Other: \_\_\_\_\_

Medical knowledge

Interpersonal and communication skills

Lifelong learning