1. **Professional Practice Gap(s) – What problem/practice do we need to address?** What is the gap in Knowledge/Competence? This is the difference between where the learner is now and where you want them to be after taking the course**.** For example: this statement should be written like they “are not aware of”, “are not able to”, “are not up to date on”…
2. **Needs Assessment (Documentation and Need Statements)**

* What documents/resources were used to determine the need for this course? Ex: bibliography, past evaluations that show need, advice from authorities in the field, etc. You must be able to provide the documentation for these sources.
* What is the **Knowledge** Need for this course? This should be written as a statement like, “The healthcare team needs…”
* What is the **Skill/Strategy** (competence) Need for this course? This should be written as a statement like, “The healthcare team needs…”

1. **What is this activity designed to change in terms of the learner’s skills/strategy? What changes do we want to see?** What will they be able to do after taking this course? Example: “After completing this course, the healthcare team will be able to…”
2. **How does this activity match the heathcare team’s current (or potential) scope of practice?**
3. **Why is this educational format appropriate for your target audience?**

**6. Learning Objectives (must be measurable) –** use table to choose appropriate verbs for learning objectives. Please provide at least 3 learning objectives.

**1.**

**2.**

**3.**