

**RSS Planning Form – FY12  
Continuing Medical Education (CME)**

*Please complete this form for each session and fax to the Office of CME (217-545-4413) for review.*

**Course Number** \_\_\_\_\_

**Date** \_\_\_\_\_

**Topic** \_\_\_\_\_

**Screening Criteria for Session (check all that apply)**

- Content is based on evidence that constitutes “best practices”
- Gap between current and best practices differs significantly
- Closing the gap will result in improvement in the health and/or outcomes of patients
- The proposed educational intervention will result in significant changes in current practice
- There is funding available to support this educational intervention
- This activity will be planned independently and will be fair balanced

**1. What specific professional practice gap(s) is/are being addressed?**

**2. Why does this gap exist? Is there a gap in:**

Knowledge – is there a deficit in awareness and understanding?

Competence – is there an issue with the ability to apply knowledge, skills and judgment in practice?

Performance – is there an issue with what one actually does in practice?

**3. How was this topic determined? Check applicable reasons and supply examples.**

- Request from attendees \_\_\_\_\_
- Evaluation suggestions \_\_\_\_\_
- Case conferences \_\_\_\_\_
- Current research \_\_\_\_\_
- Quality assurance issues \_\_\_\_\_
- Patient safety topics \_\_\_\_\_
- Hospital data \_\_\_\_\_
- Community health issues \_\_\_\_\_
- Specialty Board competency issues \_\_\_\_\_
- Other \_\_\_\_\_

**4. List at least one objective for this session.**

(Example: The intended result of this activity is increased knowledge/ competence, performance and at the conclusion of this activity, attendees will be able to ....)

**5. Financial**

- Was an educational grant from industry obtained for this conference?  Yes  No

*If yes, please submit the letter(s) of agreement and a categorical financial summary of how funds were used such as honoraria, travel, refreshments, printing, etc.*

- Were separate display fees collected?  Yes  No