

## Planning Committee Minutes Summary

**STEP 1:** Before you begin planning your education, collect information from all planners, faculty, and others who would be in positions to control content. Ask them to provide information about all their financial relationships with ineligible companies over the previous 24 months.

**STEP 2:** Review the disclosed relationships and exclude owners and employees of ineligible companies from participating as planners, faculty, or other roles unless the educational activity meets one of the exceptions listed below.

1. When the content of the activity is not related to the business lines or products of their employer/company.
2. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
3. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

**STEP 3:** Determine which financial relationships are relevant to the content of the continuing education activity, mitigate those relevant financial relationships to prevent commercial bias, and disclose the presence or absence of all relevant financial relationships to learners prior to the activity

Title of Activity

Course Director Name

Please indicate the planners who represent your target audience (*Select all/only those applicable to the target audience of your program*):

Physician representative:

Nurse representative:

Physician Assistant representative:

Dietitian representative:

Social Worker representative:

If applying for Social Worker Credit will it be:

General

Ethics

Pharmacist representative:

If applying for Pharmacy Credit, what type:

Knowledge

Application

Certificate Program

What will the Topic Designator be:

Disease State Mgmt/Drug Therapy

AIDS Therapy

Law Related to Pharmacy Practice

Patient Safety

Immunizations

Compounding

Pain Mgmt

Additional Topic Areas

Other - students, patients/family

**Summarize** the discussion as to what gap you are trying to meet (what is currently happening, what would you like to see happen, how will you get there)?

Summarize the discussion on what the Objectives for each target audience will be (by the end of this activity, the learners should be able to.....)

If this is an interprofessional education (IPCE) please also complete the following

Interprofessional Continuing Medical Education (IPCE) is education that is planned for the team, by the team.

- An integrated planning process that includes health care professionals from 2 or more professions. These 2 or more professions should be reflective of the target audience members of the activity.
- An intent to achieve outcome(s) that reflect a change in skills, strategy, or performance of the health care team and/or patient outcomes.
- Reflection of 1 or more of the interprofessional competencies to include: values/ ethics, roles/ responsibilities, interprofessional communication, and/or teams/teamwork.
- An opportunity for learners to learn with, from, and about each other.

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What is your intended outcome(s) you are hoping to achieve (change in skills, strategy, or performance of the health care **team** and/or patient outcomes)?

How will the teams learn from each other? Please note it is a requirement to have presenters from various professions.

Q/A after a presentation

Panel Discussions - which includes members from different professions Presenters from various professions

If enduring - a discussion board or blog for Q/A

Date Committee  
Reviewed/  
Approved

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