

###### MODEL FOR CME ACTIVITY IMPROVEMENT

**PDSA Worksheet**

**CME ACTIVITY IMPROVEMENT REPORT**

***“Practice-Based Learning and Improvement in CME”***

**Instructions: This reporting form is to be completed by the Chair of the CME activity and submitted to the CME Committee not later than 4 months after activity completion**

**CME Activity Title:**

**CME Activity Date(s):**



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| **PLAN**: (Describe the plan you used to plan your CME Activity) – (C2-C6; C11; C12; C13-C15) |

What elements/factors you used to choose topics/ titles/ speakers? (C2-C6)

Plan for change: who, what, when, where? What changes were new? (C13-C15)

How will you measure the outcome? (C11)

Plan for collection of data: Who, What, When, Where? (C11-C12)

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| **DO:** (Carry out the event. Describe what happened include reporting of any unexpected events) – (C7-C10) |

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| **Study:** (Complete analysis of data; summarize outcomes; summarize what was learned; compare your results to your predictions. What did you learn? Any surprises?) – What stood out as **Positives** and **Areas for Improvement**? (C11-C12) |

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| **Act:** (Modifications or refinements for the next cycle; what will you do next? Plan for next cycle? What changes will you implement?) – C13-C15) |

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**Completed by:**

**Date:**

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| **For CME Committee Use Only:** **Discussed/ Reviewed by CME Committee on (Date):** **Comments/ Recommendations:**  |



Planning Worksheet/PDSA