

### Accredited Continuing Education Activity Intake Form

<b>Name of Requesting Individual:</b>		
<b>Proposed Title of Activity:</b>		
<b>Proposed Date and Location:</b>		
<b>Type of Activity:</b> <i>(If you are requesting multiple activities (ex. RSS and Annual Course) separate forms must be submitted for each activity as they are considered separate activities by the ACCME)</i>		
<input type="checkbox"/> Live Annual Course/Conference <input type="checkbox"/> Live Virtual Course/Conference <input type="checkbox"/> Internet Enduring Material <input type="checkbox"/> Other:	<input type="checkbox"/> Regularly Scheduled Series (RSS) <input type="checkbox"/> Lecture Series <input type="checkbox"/> Journal Club <input type="checkbox"/> Case Conference <input type="checkbox"/> Other:	<b>Frequency of RSS</b> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> 2x per Month <input type="checkbox"/> Quarterly <input type="checkbox"/> Other:
<b>Target Audience and Specialty:</b> <i>(please select all that apply)</i>		
<input type="checkbox"/> Physicians <input type="checkbox"/> Advanced Practice Providers (NP, PA) <input type="checkbox"/> Nurses <input type="checkbox"/> Pharmacists <input type="checkbox"/> Other:	<input type="checkbox"/> Cardiology <input type="checkbox"/> Dermatology <input type="checkbox"/> Endocrinology <input type="checkbox"/> Gastroenterology/Hepatology <input type="checkbox"/> Hematology/Oncology <input type="checkbox"/> Integrative Medicine	<input type="checkbox"/> Maternal-Fetal Medicine <input type="checkbox"/> Primary Care/Family Medicine <input type="checkbox"/> Radiology <input type="checkbox"/> Transplant Medicine <input type="checkbox"/> Trauma/Emergency Medicine <input type="checkbox"/> Other:
<b>Desirable Physician Attributes/Core Competencies:</b> <i>(please select all that apply)</i>		
<b>ABMS/ACGME</b>		<b>Institute of Medicine</b>
<input type="checkbox"/> Patient Care <input type="checkbox"/> Medical Knowledge <input type="checkbox"/> Interpersonal and Communication Skills <input type="checkbox"/> Professionalism <input type="checkbox"/> Systems-based Practice <input type="checkbox"/> Practice-based Learning and Improvement		<input type="checkbox"/> Provide Patient-Centered Care <input type="checkbox"/> Work in Interdisciplinary Teams <input type="checkbox"/> Employ Evidence-Based Practice <input type="checkbox"/> Apply Quality Improvement <input type="checkbox"/> Utilize Informatics
<p><b>Please provide a brief description for the education.</b></p> <p><i>Examples: Emergency Department team huddle; Leadership in a time of crisis; Well-being check-in</i></p>		
<p><b>What practice-based problem (gap) will this education address?</b></p> <p><i>Examples: Improve care coordination; Better communication with patients and families; Want to give better feedback to students</i></p>		
<p><b>What is/are the reason(s) for the gap? How are your learners involved?</b></p> <p><i>Examples: We need strategies to discuss difficult topics with family members; Don't know best ways to improve team collaboration</i></p>		
<p><b>What change(s) in strategy, performance, or patient care would you like this education to help learners accomplish?</b></p> <p><i>Examples: Eliminate stigmatizing language from communications with patients; Improve my management skills</i></p>		

<p><b>Discuss with learners the changes they intend to make to their strategies, performance, or patient care that will result from this activity and list that information to the right.</b></p> <p><i>Example: I will use the evidence-based checklist we discussed to improve screening my patients for past military service.</i></p>	
<p><b>Describe how this activity will include content to educate providers on meeting patients' social, cultural, and linguistic needs as it relates to patient health and strategies to reduce implicit bias.</b></p> <p><i>This is now required by the state of California. See definitions of Cultural and Linguistic Competency and Implicit Bias below</i></p>	
<p><b>Educational Format</b></p> <ul style="list-style-type: none"> <li>• Length of activity</li> <li>• Format (live, didactic, online, workshop, hands-on, etc.)</li> <li>• Number of proposed faculty</li> </ul>	
<p><b>Will this activity be seeking commercial support from industry to offset costs?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes, please list potential supporting companies.</i></p>	

**Definitions and Resources**

- **ACCME Standards for Integrity and Independence in Accredited Continuing Education:** [www.accme.org/standards](http://www.accme.org/standards)
- **Cultural and Linguistic Competency (CLC):** Ability and readiness of health care providers and health organizations to humbly and respectfully demonstrate, effectively communicate, and tailor delivery of care to patients with diverse values, beliefs, identities, and behaviors, in order to meet patients' social, cultural, and linguistic needs as it relates to patient health.
- **Implicit Bias (IB):** The attitudes, stereotypes, and feelings, either positive or negative, that affect our understanding, actions, and decisions without conscious knowledge or control. Implicit bias is a universal phenomenon. When negative, implicit bias often contributes to unequal treatment and disparities in diagnosis, treatment decisions, levels of care, and health care outcomes of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics.

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