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**Preparing a Continuing Educational Activity**

*When developing a continuing educational activity, the following items must be completed:*

Address a professional practice gap (change in standard of care, problem in practice, or opportunity for improvement)

Incorporates the active involvement of a Nurse Planner in the planning process

Analyzes the educational needs (knowledge, skills, and/or practices) of registered nurses and/or health care team members that underlie the problem or opportunity (why the problem or opportunity exists)

Identifies one or more learning outcomes to be achieved by learners participating in the activity

Uses strategies that engage the learner in the educational activity and are congruent with the educational needs and desired learning outcomes

Chooses content based on evidence-based practice or best available evidence

Evaluates achievement of learning outcomes

Plans independently from the influence of commercial interest organizations