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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