Education Creation Guidelines
Translating an Idea into Continuing Medical Education

Looking to translate an idea into a UC Davis Health continuing medical education program? Consider these areas and questions as you compose your program submission.

Learners/Target Audience
- ☐ Is the program being designed for a multidisciplinary clinical audience, with physicians from UC Davis Health or from our affiliate sites as part of the learner group?
- ☐ If the program is being developed for our affiliates, has a needs assessment been performed of their educational needs?

Educational Focus Areas
- ☐ Please include integration of cultural and linguistic competency into the content.
- ☐ Will the program impact more than one specialty or subspecialty area?
- ☐ Will the program address a broad-reaching topic such as one of the following?

Use of Health Data for Improved Care	Quality Improvement
Population Health Issues	Technical and Procedural Skill Optimization
Student Engagement/Transition to Practice	Research and Scholarship in Continuing Medical Education
Communication Optimization	Innovation in Continuing Medical Education

Program Planning
- ☐ Will the program be developed by a multidisciplinary team of professionals across more than one specialty (including engagement with the Office of Continuing Medical Education)?
- ☐ Does the planning team include a student?
- ☐ Does the planning team include a faculty member that is a student?

Design/Development/Instructional Methods
- ☐ Will the program include one or more innovative teaching methods in addition to, or other than, lecture-based/didactic sessions (e.g., online interactive learning, simulation, blend, etc.)?
- ☐ Will the program include support strategies for the learner such as supplemental checklists, patient education materials, website resources, follow-up surveys, guidance, etc.?
- ☐ What assistance is needed in the design and development of your program to meet the learning objectives/desired outcomes?

Evaluation
- ☐ What evaluation methods will be used to provide individual and formative feedback?
- ☐ What type of periodic analysis will be performed to assess the effectiveness of the educational strategies imparted post-program?