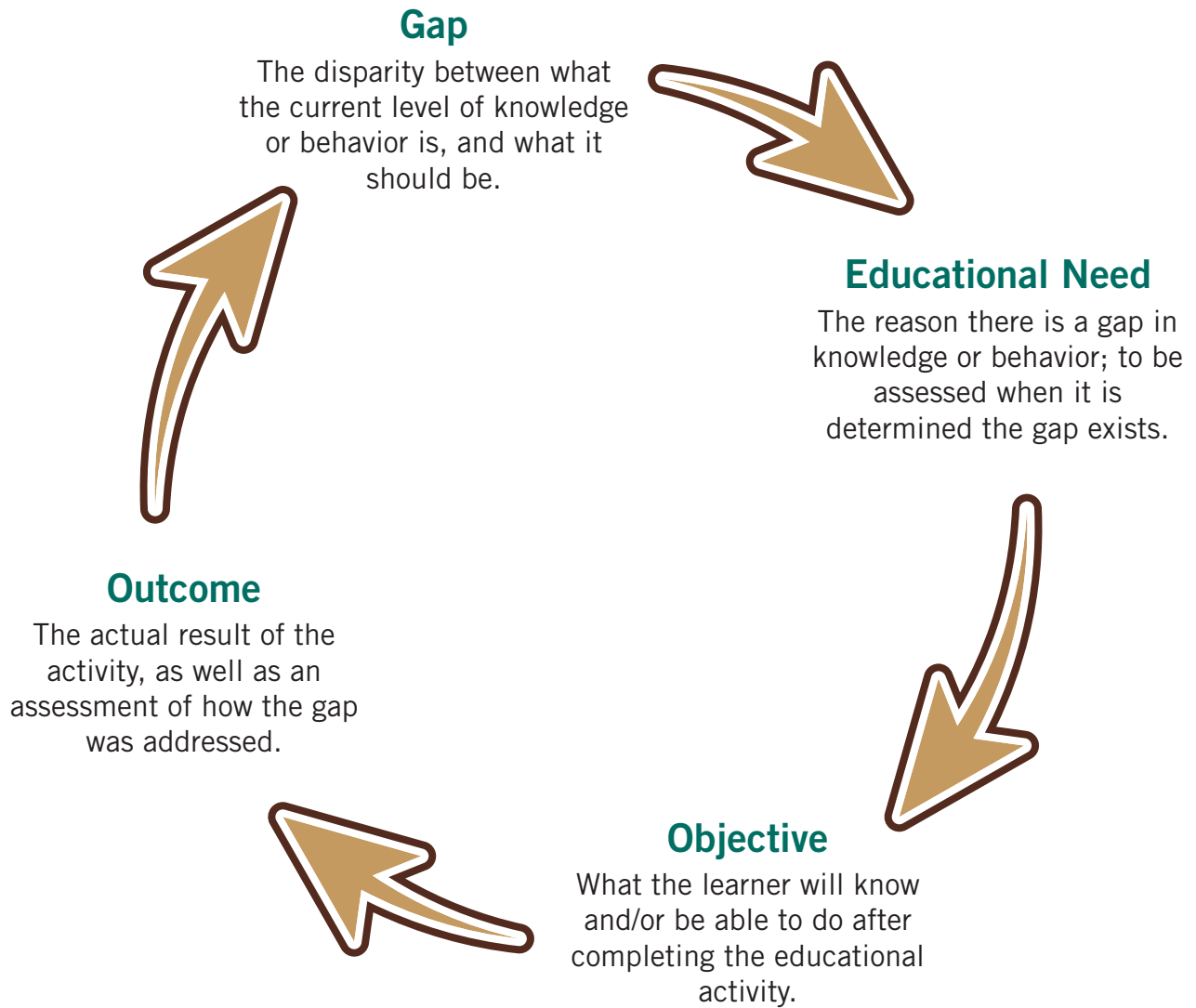


When filling out an application for a CE activity, it is important to understand **Gaps, Educational Needs, Objectives,** and **Outcomes** - not only what they are, but how they relate to each other. Here is a basic breakdown.



## Gaps

The disparity between what the current level of knowledge or behavior is, and what it should be.

**Example:** Healthcare workers in the clinic do not know how to properly dispose of sharps.



## Educational Needs

The reason there is a gap in knowledge or behavior; to be assessed when it is determined the gap exists.

**Example:** Healthcare workers do not properly dispose of sharps because... \_\_\_\_\_.

To determine this, answer yes or no to these questions:

- Does the gap exist because of a lack of **knowledge**?  
...the workers aren't aware of the proper procedure for disposing of sharps.
- Does the gap exist because of a lack of **skill/strategy**?  
...the workers are aware of the proper procedure for disposing of sharps, but haven't been sufficiently trained on it.
- Does the gap exist because of a lack of **performance**?  
...the workers are aware of the proper procedure for disposing of sharps and have been trained on it, but need improvement.



Accordingly, it's important to know how the gap was **assessed** when figuring out the need that caused it. How did you determine that there was a lack of knowledge, skill/strategy, or performance?

## Objectives

What the learner will know and/or be able to do after completing the educational activity.

Objectives will be different depending on the kind of gap that was identified.

**Example (Knowledge):** At the conclusion of the activity, all attendees will be able to identify the proper way to dispose of sharps.

**Example (Skill/Strategy):** At the conclusion of the activity, all attendees will be able to demonstrate the proper way to dispose of sharps.

**Example (Performance):** At the conclusion of the activity, all attendees will be able to implement proper procedures for disposal of sharps.



Some common verbs used in effective objectives

### Objectives should:

- Focus on the learner
- Contain **action verbs** that describe measurable behaviors
- Be written in concrete terms that address the gap



**?** If you are creating a one-time course or conference, the objectives should reflect the entirety of the activity. If you are creating a Regularly Scheduled Series (RSS), the objectives should reflect the entire run of the series. Additionally, you will need to provide more specific objectives for each individual RSS session. This is done upon approval of the overall RSS Application.

## Outcomes

The actual result of the activity, as well as an assessment of how the gap was addressed.



How outcomes are to be **measured** should be considered in the planning stages of the activity. **How** do you plan on measuring the change in knowledge, skill/strategy, or performance? How will that measurement be **assessed** and **documented**?

You'll specify the method of measurement on the application; however, **outcome assessments must also be provided to the CE Office after the activity has occurred, within the timeline specified on the application.** It's not uncommon to miss this part, but no worries - we'll remind you.

**Example:** After completing the activity, the workers will be assessed (through a brief survey) on their ability to identify the proper way to dispose of sharps.