**NEW CPD Activity proposal**

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| Name: | | Email: | | Site or CAEP Committee: | |
| List of Scientific Planning Committee (Note: this must be representative of your target audience i.e. if listing allied health as part of your target audience they will need to be a part of the SPC): | | | | | |
| Date of proposal: | | | | | |
| Proposed launch date: | | | | | |
| Proposed title: | | | | | |
| Delivery Method: | | | | | |
| How many times will this activity be held per annum:  1  2  3  4+ | | | | | |
| Estimated # of participants: | | | | | |
| What is the target audience of the activity: | | | | | |
| What need assessment strategies were used to develop the learning needs of the target audience? | | | | | |
| What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the SPC identify for this activity? | | | | | |
| CanMEDS roles relevant to this activity (check all that apply): | [Medical Expert](http://canmeds.royalcollege.ca/en/framework#collapse-1)  [Communicator](http://canmeds.royalcollege.ca/en/framework#collapse-2)  [Scholar](http://canmeds.royalcollege.ca/en/framework#collapse-7) | | [Collaborator](http://canmeds.royalcollege.ca/en/framework#collapse-4)  [Leader](http://canmeds.royalcollege.ca/en/framework#collapse-5) | | [Health Advocate](http://canmeds.royalcollege.ca/en/framework#collapse-6)  [Professional](http://canmeds.royalcollege.ca/en/framework#collapse-8) |
| State the sources of information selected by the planning committee to develop the content of this activity: | | | | | |
| Proposed learning objectives and associated CanMEDS roles: | | | | | |
| Learning Objectives: | | | CanMEDS role: | | |
| EXAMPLE: Apply up to date evidence to inform clinical and health systems decisions. | | | Medical Expert | | |
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| Proposed learning methods: | | | | | |
| Tentative faculty: | | | | | |
| Other comments/considerations: | | | | | |

Please complete the following page to help CAEP prepare a business case.