**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.