**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 (online/in-person and requirements): | | | | | |
| How many times will this activity be held per annum:  1  2  3  4+ | | | | | |
| Estimated # of participants/course: | | | | | |
| 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.

**Business Case**

The purpose of the business case is for the CAEP Office to review and determine whether a course will be financially viable and if the outlay of development funding is reasonable.

CAEP reserves the right to set the registration fees in order to ensure that development costs are recovered within the timeframe the content is expected to remain valid for and to turn a reasonable profit that is reinvested into the organization.

Total number of education hours

Length of content validity:

Will it be accredited?

What are the anticipate costs and requirements for each course(ie. In person, room size, is a SIM Centre required, number of instructors per course, software, course update costs etc):

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| --- | --- | --- | --- | --- | --- | --- |
| Development Costs |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Content Development Components** | **Unit defn** | **Unit cost** | **# units** | **Estimated total** | **Comments** |
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| Subtotal |  |  |  |  |  |  |