IV.A.1.a  
**Current State**  
What problem or opportunity for change is currently occurring for nurses relative to the practice of nursing? This should be about WHY the activity is needed, not a description of the course.

IV.A.1.b  
**Desired State**  
This should describe a picture of the “perfect world” state of nursing practice (relative to the current state). Often the intended Learner Outcome of the educational activity is a step toward this desired state.

IV.A.1.c  
**Gap**  
Identify if there is a knowledge, skill or practice (implementation) gap and what specifically creates that gap. It is not required to identify a gap in all three areas, but the identified gaps should be addressed by this activity’s content.

IV.A.4  
**Learner Outcome(s)**  
LOs must be at least a step toward the Desired State, written in measurable terms, and reflective of the problem. There may be one or more LOs. Conferences with multiple tracks may have more than one LO. LOs should:  
- Be stated broadly enough to reflect the overall course.  
- Be effectively measured in the evaluation methods selected by the Planners.

IV.B.1  
**Content Abstract**  
Describe the key points of content, incorporating how the learner will be engaged in the learning process. Be brief and concise and convey how the LO will be reached.

V  
**Evaluating LOs**  
Methods can be formative (integrated within the activity) or summative (at the end of the activity). Methods include assessment of the target audience’s change in knowledge, skills, and/or practices. Evaluation may also include collecting data that reflect barriers to learner change. Methods can be Long or Short term, Formative or Summative and inform future educational activities. Evaluation must be summarized and kept as part of long term record keeping.

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