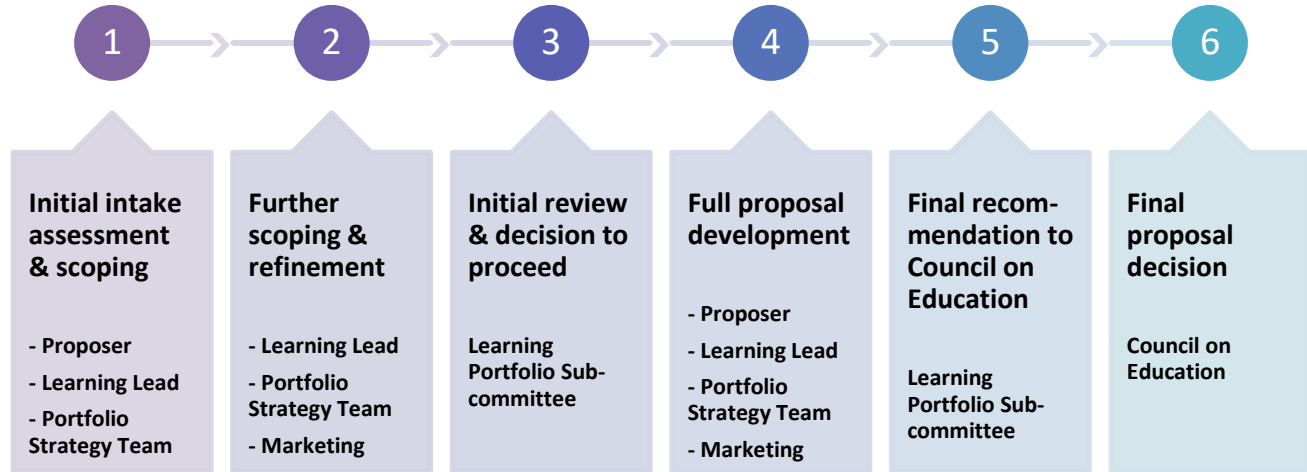


# New Education Decision Process

The College of American Pathologists (CAP) strives to foster high quality educational programs and resources that advance the science of pathology and improve medical laboratory service to physicians, hospitals, and the public. In support of this mission, the new education decision process applies a consistent approach to evaluate requests for new education activities. This ensures education offerings are aligned with strategic goals and address pathologists' critical learning needs.

## PROCESS OVERVIEW



CAP Learning staff will assist you throughout the new education decision process. To begin, you should complete the initial intake and scoping form to the best of your ability. Learning will then partner with you to finalize and submit it for Learning Portfolio Sub-committee (LPSC) review (Step 3). The LPSC is a subgroup of the Council on Education (COE) and will decide to *proceed with new education proposal development, conduct market research, or decline request*.

If appropriate based on the initial review, Learning will then assist you in completing the new education proposal form and submitting it for LPSC/COE review. The LPSC will recommend the COE *Approve with No Changes, Approve with Changes Identified, or Not Approve* the proposal; however, the full COE makes the final decision.

## DECISION CRITERIA AND TIMELINE

The initial review first considers whether the request meets the definition of education (see below). If it does, the decision to proceed with proposal development is based on having sufficient information to understand the educational opportunity and alignment with pathologists' learning needs, as well as the Education Portfolio Strategy or other CAP approved strategies.

Proposals are then evaluated based on the potential to positively impact pathologist knowledge or performance and potential to contribute to CAP's financial goals and ensure competitive advantage as an education provider.

Learning staff will determine and communicate a timeline for reaching a decision on your education request. Timelines are dependent on several factors including the complexity of the proposed education and the extent to which additional information needs to be gathered at each step in the process to support decision-making. Decisions will be communicated no later than three weeks after the LPSC or COE meeting date.

## DEFINITION OF EDUCATION

Education's primary goal is to build the competence, skill, and/or performance of pathologists and laboratory professionals in the practice of pathology. The content addresses a practice or professional gap, is evidence-based, and focuses on outcomes that impact patients and/or current or future physician practice. Examples include education that supports the implementation of practice guidelines and improves patient care. Education can be credit or non-credit bearing. Credit-bearing education must be accredited to comply with the requirements of the ACCME, AMA, and ABPath (for Continuing Certification).

Conversely, activities where the underlying goal is to facilitate information exchange, build expert consensus, or provide technical user training do not meet the definition of education. Examples of these types of activities include consensus (Aspen) conferences, FAQs, and reference materials and articles.

## New Education Initial Intake & Scoping

Requestor Name(s): \_\_\_\_\_

| Question                                                                                                                                                                                                                                                                                 | Response |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p><b>WHY THIS OPPORTUNITY?</b><br/> <i>Provide the background, why this is important and how can CAP Learning help? What is your desired timeframe for offering this education?</i></p>                                                                                                 |          |
| <p><b>WHAT IS THE EDUCATION GAP?</b><br/> <i>Write 1-3 sentences that describe the educational issue you are trying to solve. (This is not building or describing the education solution; this is identifying what NEED or GAP the education will address).</i></p>                      |          |
| <p><b>WHAT IS THE EXPECTED OUTCOME FOR PATHOLOGISTS?</b><br/> <i>What do you want pathologists to do differently because of participating in this education? (eg, increase diagnostic accuracy for X type of case)</i></p>                                                               |          |
| <p><b>WHO IS THIS AN EDUCATIONAL OPPORTUNITY FOR?</b><br/> <i>Consider the characteristics of pathologists who would find this education valuable. Be as specific as possible. (eg, Surgical Pathologists who practice in a community hospital and provide breast case sign-out)</i></p> |          |
| <p><b>WHAT IS POTENTIAL PROPOSED SOLUTION(S) FOR THIS OPPORTUNITY?</b></p>                                                                                                                                                                                                               |          |

## New Education Initial Intake & Scoping

| Question                                                                                                                                                                      | Response |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p><b>CURRENT SITUATION?</b><br/> <i>What are pathologists currently doing today to address this need?</i></p> <p><i>What are their alternatives?</i></p>                     |          |
| <p><b>WHO ARE THE STAKEHOLDERS?</b><br/> <i>Who else should be engaged in this discussion?</i></p>                                                                            |          |
| <p><b>HOW DO WE KNOW THIS IS A PROBLEM IN PRACTICE?</b><br/> <i>Provide the background/assumptions as to why this important and what evidence you have to support it.</i></p> |          |
| <p><b>WHAT DON'T WE KNOW ABOUT THIS OPPORTUNITY?</b><br/> <i>Who else should we talk to? Is there any crossover with other business areas?</i></p>                            |          |
| <p><b>CONSTRAINTS?</b><br/> <i>Content stability? Availability of SMEs? Specific hardware/equipment?</i></p>                                                                  |          |

# New Education Initial Intake & Scoping

## Scoping – Part 2

(THIS SECTION TO BE COMPLETED BY THE LEARNING STAFF TEAM)

| Question                                                                                                                                                                                                                                                                                                                                                                                                                                        | Response |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p><b>HOW DOES THIS OPPORTUNITY FIT WITHIN THE EDUCATION PORTFOLIO?</b><br/><i>How does the problem/potential solution align with the education portfolio strategy? Does this align with other approved strategies or initiatives?</i></p>                                                                                                                                                                                                      |          |
| <p><b>WHAT ALTERNATIVE SOLUTION(S) TO THIS OPPORTUNITY MIGHT BE SUGGESTED TO THE PROPOSER?</b></p>                                                                                                                                                                                                                                                                                                                                              |          |
| <p><b>WHAT, IF ANY, TECHNOLOGY/ SOFTWARE/LMS IMPLICATIONS MAY BE TIED TO THIS IDEA?</b><br/><i>Does the solution rely on existing technology, or will we potentially need new technology, software to support development and/or delivery? If we can use existing technology, are we using it the same way or will we likely need to explore new functionality not previously used? If new technology/software is needed, what is that?</i></p> |          |
| <p><b>RECOMMENDATION</b><br/><i>Proceed with New Education Proposal development, conduct market research, or decline request?</i></p>                                                                                                                                                                                                                                                                                                           |          |