## **Content Review Checklist for SME – Subject Matter Experts**

All accredited activities will be reviewed within an average of 10 weeks by the CPD Committee and Office. Once the activity has been ranked it will be scheduled for a content review, see details below. Tick all that apply.

**ACTIVITY TITLE:**

**Needs Assessment**

* Needs Assessments reviewed to ensure that learning objectives aligned with the learning needs

**Feedback from previous accreditation (if it applies)**

* Feedback reviewed from instructors for all offerings
* Feedback reviewed from participants

**Activity Program/Content Outline**

* Activity Title provided
* Activity Description provided
* Major Topics available
* Contains specific and measurable learning outcomes
* Learning outcomes support Major Topics
* Class size appropriate for the activity
* 1. Partial credit awarded **OR**
* 2. **Completion credit awarded**
* Learning resources/pre-reading available
* Learning Hours appropriate
* Reflection available
* Commencement date

**Activity Materials**

* Content aligns with learning objectives
* Content is appropriate for time allocated for an activity
* Learning objectives and materials offer a balanced view of the topic
* Learning materials use generic names, (or both generic and trade names together), and avoid exclusivity and branding.
* Learning objectives are covered by the activity material
* Learning follows the same order as the Major Topics
* Curriculum content is based on latest research
* Curriculum is developed using a variety of up-to-date resources
* Content and skills are based on current industry standards
* References are less than 5 years’ old
* PowerPoint or slide shows follow best-practice guidelines
	+ Visual theme
	+ Easy to read font
	+ Keep it simple: 1 concept per slide
	+ Limit content
		- 5 – 7 words per bullet point
		- 5 – 7 lines per slide
		- No more than 5 heavy slides in a row
	+ Limit transitions and animations
	+ Use of high-quality graphics
	+ Sources of images provided

**Evaluations/Assessments**

* Measures gains in knowledge, attitude, competence or performance.

	+ Includes Pre-reading materials
	+ Includes Assessment (e.g. debriefing, quiz)
	+ Measures specific achievement of learning outcomes
	+ Includes reflective learning and self-assessment
* This activity has been reviewed and is ready for application for DHP.