



## Planning Worksheet

This worksheet is designed to assist continuing medical education (CME) planners in ensuring a given CME activity follows the cultural and linguistic competency (CLC) and implicit bias (IB) standards required by law and developed by the California Medical Association (CMA) (available at [cmadocs.org/cme-standards](http://cmadocs.org/cme-standards)).

Please note that this form is not required to be submitted to CMA; it is intended as a planning tool only.

**Name of CME Activity:** \_\_\_\_\_

**Date of CME Activity:** \_\_\_\_\_

**Select the statement which is most applicable:**

- This activity will contain curriculum that includes the understanding of CLC and IB.
- This activity will not contain curriculum that includes the understanding of CLC and IB. I certify that the topic of this activity is research focused and/or does not contain a direct patient care component.

**Standard 1: Website** The text of (or direct links to) AB 1195 and AB 241 were posted to the provider's organization website.

- Yes
- No
- It was not feasible to include this information on the website. Information was provided using an alternative method. Please specify: \_\_\_\_\_

**Standard 2: Definition** All individuals in control of content were provided with the definition of CLC and IB<sup>1</sup>

- Yes
- No

**Standard 3: Resources** All individuals in control of content were directed to or provided with CLC and IB educational resources.

- Yes

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<sup>1</sup> As defined by CMA at [cmadocs.org/cme-standards](http://cmadocs.org/cme-standards)



No

Please specify: \_\_\_\_\_

\_\_\_\_\_

**Standards 4 and 5: Patient Populations and Disparities**

What are the commonalities of your organization's patient population?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What CLC factors were communicated to planners, faculty and speakers relevant to this population?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some disparities that may influence the health outcomes of these patients if not properly mitigated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Standard 6: Diversity** Individuals in control of content represent a diverse<sup>2</sup> perspective on the proposed topic.

Yes

No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> The following definition has been adapted from the National Institute of Health – Diversity: Having many different forms, types or ideas; showing variety. Demographic diversity can mean a group comprised of people of different genders, races/ethnicities, cultures, religions, physical abilities, sexual orientations or preferences, ages, etc.



**Standard 7: Incorporate** What are some of the CLC and IB educational resources included, referenced or introduced during this activity?

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