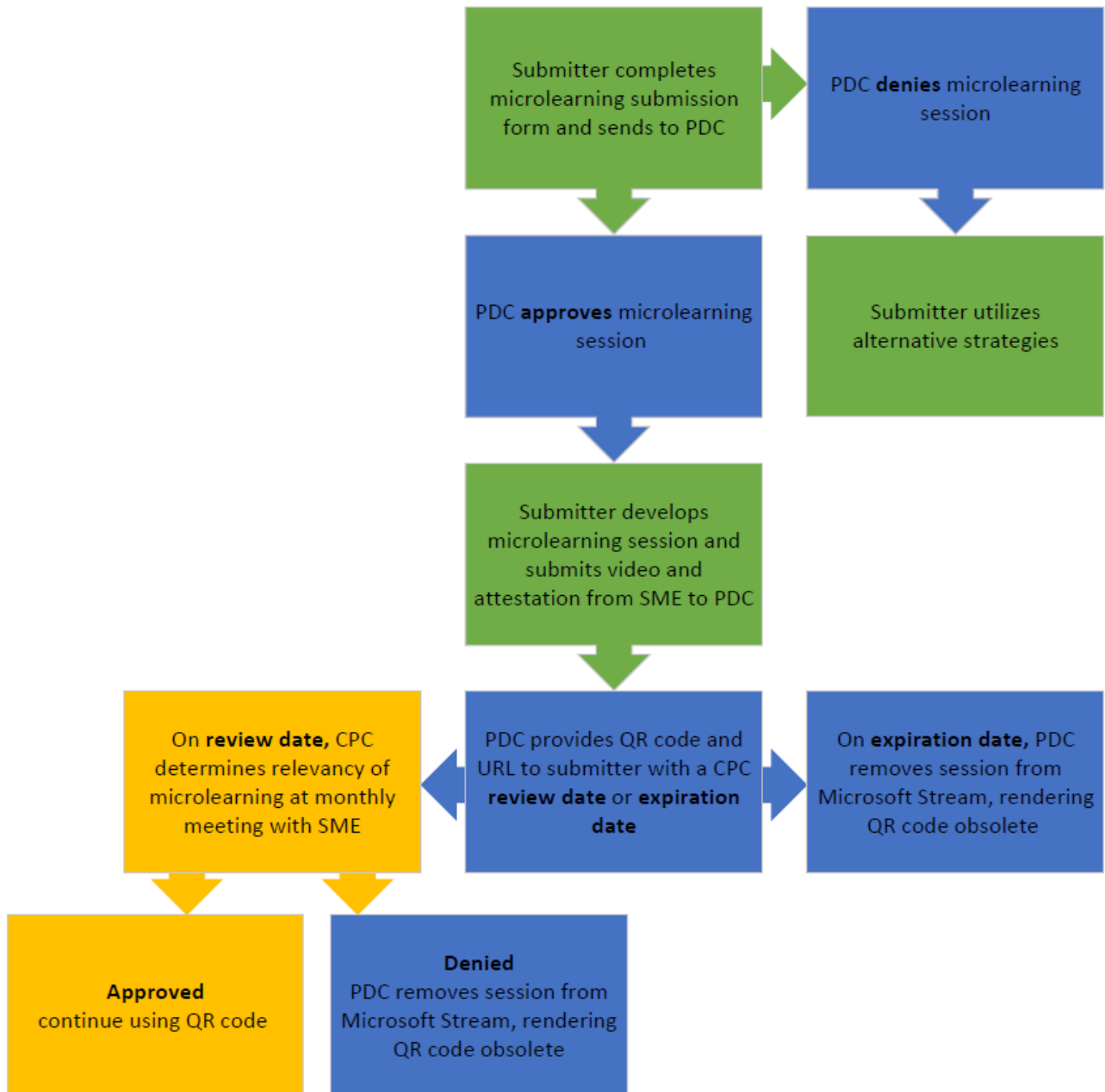


QR Code for Microlearning Submission Workflow



Legend
PDC: Professional Development Council
CPC: Clinical Practice Council
SME: Subject Matter Expert
Submitter: UC Davis Health personnel who identified a communication or educational need to be disseminated via QR code

Purpose: To provide a central, organized, and consistent evaluation of **microlearning** requests.

- **Microlearning** is a short-term focused based strategy, designed to enhance on demand learning (under 3 minutes) and improve patient care (2022, Matthews & Callicutt).

Prior to creating your Microlearning content, please review the guidelines below:

- Complete and submit this microlearning request form to the Professional Development Council (PDC) for consideration.
- Using the criteria listed below, the PDC will review the proposal and provide a written decision:
 - PDC – Approves as is – Submitter to create microlearning
 - PDC – Denies – Return to requestor with recommendation(s) from PDC
- Normal response time will be 2 weeks after the next scheduled monthly PDC meeting.
- Urgent requests may be submitted to the PDC chairs, who will consider an e-vote of key committee members for expedited review and processing.
- After the microlearning proposal is approved by PDC, the submitter will create the microlearning content.
 - Submitters may be directed to work with a subject matter expert for educational consultation and support.
- Microlearning content will be sent back to the PDC to be uploaded to Microsoft Stream. A QR code and URL can be generated.

Exclusions: The guidelines above do not apply to the following circumstance(s):

- Microlearning created for non-mandatory educational training – such as AHA courses, blended learning courses, designated self-study programs.
- Content that exists in another accessible form (e.g., Elsevier Clinical Key for Nursing or Clinical Skills).

Answer all parts of question 1 to determine if proposed education is appropriate for microlearning. If you answer **Yes to 1B and 1C**, complete the form on the next page and submit to:

HS-ProfessionalDev@ou.ad3.ucdavis.edu

Title of Micro-Learning:	
1. Topic Appropriate for Microlearning?	
A. Is there a knowledge, skill/practice deficit?	<input type="checkbox"/> No – Stop completing this form. Consider alternative strategies. <input type="checkbox"/> Yes – Include data below and proceed to C.
If YES, include learning goal and data to support the issue:	
B. Is this mandatory training?	<input type="checkbox"/> Yes – Stop completing this form. Consider alternative strategies, such as an eLearning module <input type="checkbox"/> No – Proceed to B.
C. Does education already exist? (ex. Ellucid, Elsevier, Microlearning, etc.)	<input type="checkbox"/> Yes – Stop completing this form. <input type="checkbox"/> No – Proceed to D.
D. Can the information be effectively presented in under 3 minutes?	<input type="checkbox"/> No – Stop completing this form. Consider alternative teaching strategies. <input type="checkbox"/> Yes – Proceed to E.
E. Is this a high-risk problem or safety issue?	<input type="checkbox"/> Yes – Proceed with form. Include/Escalate issue to department leadership and/or Quality & Safety Council. <input type="checkbox"/> No – Proceed with form.

General Microlearning Information		
Title of Microlearning:		
List key point(s) of the Microlearning content:		
Description (1-2 sentences that will appear in the video description box):		
Policy Reference:		
Estimated time it will take for learner to complete microlearning (Should be 3 minutes or less):		minutes
Target Audience: Check appropriate work areas from list below:		
RNs: <input type="checkbox"/> Ambulatory <input type="checkbox"/> Children’s Hospital <input type="checkbox"/> ED <input type="checkbox"/> ICU <input type="checkbox"/> Inpatient <input type="checkbox"/> OR <input type="checkbox"/> Pre-op/PACU Non-RNs: <input type="checkbox"/> LVN <input type="checkbox"/> MA		
A. Is this a change in routine or frequent practice?		<input type="checkbox"/> Change in routine <input type="checkbox"/> Change in frequent practice <input type="checkbox"/> None of the above
Submitter’s Contact Information		
Name:	Job title:	Department:
Phone:	E-mail Address:	
Committee or council involved:		
Sections below to completed by System-Wide Councils		
For Professional Development Council ONLY:		
Date Received:		Date Reviewed:
<input type="checkbox"/> PDC – Approves as is – Submitter to create Microlearning		
Date of Approval:		
Recommended Subject Matter Expert(s):		
Name:		Email:
Date submitted to CPC:		
Date for CPC review / Expiration:		
<input type="checkbox"/> PDC – Denies – Returned with recommendation(s)		
Date Returned:		Recommendation(s):
For Clinical Practice Council ONLY:		
Date Reviewed by CPC:		
<input type="checkbox"/> CPC – Approves		
Date of Approval:		Reasoning:
<input type="checkbox"/> CPC – Denies		
Date Returned:		Reasoning:
Date submitted to PDC:		

Reference

Matthews, N. & Callicutt, D. (2022). Making it easy: Team member microlearning with QR codes. *American Organization for Nursing Leadership*. <https://www.aonl.org/news/voice/making-it-easy>