**Request a brand new course or update an existing course**

The purpose of this form is to gather preliminary information regarding your learning and development need. Upon receipt of this form, we will review your request and schedule a meeting to further discuss your needs. Please answer all questions.

**Please note:**Requests are reviewed every two weeks. Your request will be evaluated based on the strategic priorities of the organization and may not be able to be supported this year. If this request is time-sensitive, please contact Jennifer Rader at Jennifer.Rader@pennmedicine.upenn.edu.

1.Contact Email

Enter your answer

2.Contact Phone Number

Enter your answer

3.What is your deadline for this request?

Please input date (M/d/yyyy)

4.Which entities are affected?

[ ] Only LGH (Lancaster General Health)

[ ] Only PMPH (Princeton Health)

[ ] Only CCH (Chester County Hospital)

[ ] Only HUP (Hospital of the University of Pennsylvania)

[ ] Other Entities or All Entities

5.Which audience best fits this request?

[ ] Clinical

[ ] Non-Clinical

[ ] Indirect Clinical

[ ] All of the above or unknown

6.Please select the specific entities affected

[ ] CCA

[ ] CCH

[ ] CORP

[ ] CPUP

[ ] GSPP

[ ] HUP

[ ] LGH

[ ] PAH

[ ] PMAH

[ ] PMPH

[ ] PPMC

[ ]  Other 

7.Is this request for nurses?

[ ] Only Nurses

[ ] Only Non-Nurses

[ ] A Mix (Nurses and Non-Nurses)

8.Please enter the NPDS or CNES name (Nursing Education Contact)

Required for nursing requests

Enter your answer

10.Title of Training

Enter your answer

11.Project Owner Name

Enter your answer

12.Project Sponsor (Executive Sponsor)

Enter your answer

13.Department Name

Enter your answer

14.Current State of Training (select all that apply)

[ ] No training currently exists

[ ] Training is delivered via classroom

[ ] Training is delivered "as needed" by subject matter expert (SME)

[ ] eLearning course exists but needs to be revamped (explain in comments below)

[ ] External courses are available for purchase

[ ] A course is being retired/replaced by this course (explain in comments below)

15.What issue needs to be addressed by this training?

Enter your answer

16.How do you know this is an issue?

Enter your answer

17.Who is the audience impacted?

Enter your answer

18.What specific behaviors need to be changed?

Enter your answer

19.How does this tie to Penn Medicine's business goals?

*For example, regulatory requirement, patient safety, patient experience, etc.*

Enter your answer

20.What risks are posed if this training is not provided?

Enter your answer

21.What is the communication plan for this training?

Enter your answer

22.Is this activity interprofessional?

*Interprofessional education is defined as an educational activity that demonstrates an integrated planning process that includes two or more professions who are reflective of the target audience.*

[ ] Yes

[ ] No

23.Additional ID Request Comments (optional)

Enter your answer