Proposed Education Evaluation Criteria

**Inclusion Criteria Part A:**
If ALL of the following criteria are not met, the proposed education must be excluded from use/evaluation.

1. Date Created/Last Reviewed in the last 5 years:
   - YES; Date:_________________________
   - NO or DATE NOT AVAILABLE

2. Education created by or adapted from one or more of the following sources:
   - AAFP – American Academy of Family Physicians
   - ACP – American College of Physicians
   - AANP – American Association of Nurse Practitioners
   - AAP – American Academy of Pediatrics
   - AAPA – American Academy of Physician Assistants
   - Peer-reviewed specialty journal/society guidelines in the U.S.
   - Peer-reviewed resources from government organizations (Ex. CDC)
   - Peer-reviewed data bases (Ex. Epocrates, UpToDate, Essential Evidence)
   - Other validated source as approved by committee:___________________

3. Language reflects cultural humility and is appropriate related to disability/ability, race/ethnicity, and gender.
   - YES
   - NO; Examples found:__________________________________________

4. The submitting and reviewing party has no disclosed conflicts of interest related to the use of the information and recommendations provided in the education submitted.
   - YES
   - NO

**Inclusion Criteria Part B:**
If the proposed education does not meet the following criteria, it may be edited and resubmitted for review.

1. Visual and Organization Features
   - Maximum of 3 pages printed
   - Subtitles/headings guide reader through the document appropriately
   - Margins standardized and printable
   - Font and font size standard throughout document and easy to read
   - Information formatted in bullets or short sentences (No more than 7 items in a list)
   - Appropriate, high quality images that add rather than distract from the content

2. Language
   - Education available in Spanish and English OR is easily translated into other languages
   - Patient-centered language (Ex. “patient with diabetes” vs. “diabetic”)
   - Language is clear, direct, and not repetitive unless appropriate to emphasize content
   - Language surrounding a disease process is consistent and in lay terms (Ex. Using only “high blood pressure” vs. using “hypertension” interchangeably)
   - Positive, action-focused language (Ex. “Wear a bike helmet” vs. “do not ride without a helmet”)
   - Limited or clearly explained abbreviations and acronyms
   - Use of only relevant numbers/percentages/figures

3. Facility-Specific Features
   - Over the counter, nonpharmacologic, and prescription treatment options discussed are cost-effective and accessible to the facility’s population
   - Reads at a 5th grade reading level in at least English and Spanish (Flesch Reading Ease Readability Scores 80-100)
The submitted education was reviewed and has been:

- ACCEPTED
- DECLINED
- RETURNED FOR FURTHER EDITING

Reviewer comments and/or recommendations: