



**CE Pearls: ACPE Spring Education Conference
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Putting the Focus on Your Professional Development

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Disclosure

- ▶ The presenters have no relevant financial relationships to disclose.

Learning Objectives

- ▶ Discuss the competency domains and associated behaviors for continuing education professionals.
- ▶ Apply principles of CPD through active learning exercises to create a personal development plan.
- ▶ Outline strategies and resources to support continuing education professionals in their role.

Connection Point:

What competencies must be developed to become a self-directed lifelong learner?

Source: ACPE Guidance on Continuing Professional Development for Professional Degree Programs
<https://www.acpe-accredit.org/pdf/CPDGuidanceProfessionalDegreeProgramsJan2015.pdf>



Think-Pair-Share:

**What are the competencies of
CE/CPD professionals?**

ACPE CPE Policies and Procedures

Policy 1.0 CPE Administrator

The person in whom the administrative function is vested shall be **qualified** by virtue of background, education, training and/or experience.

The provider must have or provide support for the **administrator's continuing professional development**. The administrator and, where utilized, other professional staff, should maintain and enhance their professional development by seeking to improve their knowledge, skills and experience in the responsibilities noted above.

National Learning Competencies: Self-Assessment and Lifelong Learning

Continually assess individual performance and CEhp program impact and make improvements through relevant learning experiences.

- Engage in assessments and professional development to help identify and then close *one's own* knowledge, competence, and performance gaps.
- Engage in assessments and professional development to help maintain and/or improve *the performance of the CEhp program*.
- Actively participate in the profession of CEhp in order to model lifelong learning.

Alliance for CEhp's National Learning Competencies 2013: <http://www.acehp.org/d/do/201>

National Learning Competencies: Self-Assessment and Lifelong Learning

Engage in assessments and professional development to...close one's own knowledge, competence, and performance gaps.

- A. Participating in self-assessments...to identify gaps
- B. Creating an individual learning plan...
- C. Participating in professional development opportunities...
- D. Modifying one's own practice of CEhp...
- E. Seeking our opportunities for feedback...

C
P
D

ACCME Commendation Criteria

The participation of CE professionals in their own CPD supports improvements in their CE programs and advances the CE profession.

Critical Elements:

- Creates a CPD plan for all members of its CE team AND
- Learning plan is based on needs assessment of the team AND
- Learning plan includes some activities external to the provider AND
- Dedicates time and resources for the CE team to engage in the plan

ACCME = Accreditation Council for Continuing Medical Education

Competency Areas for CE Professionals

1. Adult/Organizational Learning Principles
2. Educational Interventions
3. Effectiveness/Impact of CEhp Program
4. Partnering
5. Administration/Management
6. Leadership
7. Self-Assessment and Lifelong Learning
8. Systems Thinking

Alliance for CEhp's National Learning Competencies 2013: <http://www.acehp.org/d/do/201>

Competency Areas for CE Professionals

Using Adult/Organizational Learning Principles

- *Use evidenced-based adult/organizational learning principles to improve the performance of healthcare professionals, teams, and organizations, in order to improve patient outcomes.*

Designing Educational Interventions

- *Implement and improve independent, fair, balanced, and evidence-based educational interventions that produce expected results for learners and the organizations in which they work*

Competency Areas for CE Professionals

Measuring Effectiveness/Impact of CE Program

- *Use data to evaluate the effectiveness of CE activities/interventions and the impact of the overall CE program*

Collaborating/Partnering with Stakeholders

- *Collaborate and partner with stakeholders to help meet the CE mission*

Managing/Administering the CE Program

- *Manage and administer the CE office operations to meet personnel, financial, legal, logistical, accreditation, CE credit, and/or regulatory standards*

Competency Areas for CE Professionals

Leading the CE Program

- *Provide Leadership for the CE Program*

Engaging in Self-Assessment and Lifelong Learning

- *Continually assess individual performance and CE program effectiveness and make improvements through relevant learning experiences.*

Engaging in Systems Thinking in CE

- *Approach the practice of CE from a system-thinking perspective, recognizing that a team of healthcare professionals that are part of a complex healthcare system*

REFLECT: Exercise

For the 8 competency areas, assess yourself as follows: (*select the best option*)

- A. I am confident of my knowledge and skills in this area and have no current learning needs or interests
- B. I am confident in this area but I am interested in advancing my knowledge and skills
- C. I would like to be more confident in this area and would benefit from further education and/or training

REFLECT: Exercise

You may also want to consider:

- Work-related situations in which you have felt confident or competent
What knowledge/skill(s)/attribute(s) contributed to the successes above?
- Work-related situations in which you would like to feel more comfortable or confident
What knowledge/skill(s) would you like to develop or improve to better manage similar situations in the future?

PLAN: Exercise

For one competency area marked (B) or (C), how would you like to improve/advance your skills or abilities? What is your goal?

Write one SMART learning objective for the goal you have identified.

Share with your neighbor and give feedback. What adjustments, if any, would make it more “SMART”?

Developing SMART Objectives

- **Specific**
Be precise about desired achievement
- **Measurable**
Quantify objectives
- **Achievable**
Ensure realistic expectations/feasible
- **Relevant**
Align with practice and/or organizational goals
- **Timed**
State when objective will be achieved

Example of learning objective

- **Vague:** I want to learn more about independence in accredited continuing education activities.
- **SMART:** By the end of December of this year, I will be able to identify practices that can be used to establish independence and equitable balance in CE activities.

SMARTER learning objective

By the end of December of this year, I will be able to identify practices that can be used to establish independence and equitable balance **in order to develop learning opportunities for faculty related to their role and responsibilities in ensuring educational content is valid and free from bias.**

PLAN: Exercise

- ▶ Outline activities/resources that you might use to accomplish your goal.

- ▶ Exchange your plan for feedback and discussion.
 - Consider how well those activities/resources will accomplish the goal.
 - What other activities/resources exist?

CPD Activities for CE Professionals - What Exists?

- ▶ Professional Membership
 - ACEhp
 - SACME
 - Pharmacy Association CE/CPD Sections/SIGs
- ▶ CE/CPD Certification
 - Certified Healthcare CPD Professional (CHCP)
- ▶ Advanced training
 - Certificate courses/programs
 - Graduate programs, e.g., health professions education, MBA, project management, EdD

Moving Forward...

- ▶ Monitor progress toward achievement of your goals/objectives
- ▶ Consider creating a commitment to change statement
- ▶ Utilize peer support, e.g. CPD buddy
- ▶ Establish a learning community
- ▶ Create repository of learning activities to map to competency areas

Letter to Future Self

Dear _____,

Today in the "Putting the Focus on Your Professional Development Session" you reflected on and identified an area for development as a CPE professional:

Insert area for professional development below:

Also, you created a SMART Goal as part of your personal planning and learning.

Write SMART goal below:

Congratulations on your progress with this goal since attending the ACPE conference! Did you complete the goal, or partially-complete it? Reflect on the process, what you learned, and how to capture successes from your journey and use them to create new plans for your growth and development as a professional.

Lastly, don't forget to connect with others you met, or reach out to ACPE, if you have questions or resource needs.

References and Resources

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Accreditation Council for Pharmacy Education (2015). *Guidance on Continuing Professional Development (CPD) for the Profession of Pharmacy*. Retrieved from <https://www.acpe-accredit.org/pdf/CPDGuidance%20ProfessionPharmacyJan2015.pdf>

Alliance for Continuing Education in the Health Professions. CEhp National Learning Competencies. Washington, DC: ACEhp; 2014. Available at: <http://www.acehp.org/d/do/201>

ACPE CPD Tools and Resources: <https://www.acpe-accredit.org/continuing-professional-development/>

Artino Jr AR, Cervero RM, DeZee KJ, Holmboe E, Durning SJ. Graduate Programs in Health Professions Education: Preparing Academic Leaders for Future Challenges. *J Grad Med Educ* 2018; 10(2): 119-122.

Thank You!
Questions/Comments?

