

❖ 1. Who is part of my CME team?

~~Accreditation~~

CME staff
Site administrators
Activity coordinator
Faculty/educational planner
Dean
Practice champions
Tech team
Training team
CME committees
Marketing
Advisor
Sim center
Legal
Data/QI department
Medical director
RSS liaisons
Communication department
Website team
Other CE offices (Nursing, Pharm)
Finance
Presenters/Speakers
Reg team
Faculty Affairs
Faculty

1

Pineapple
External Joint Sponsors
CME Coordinators
CME Director
Advisory Committee
CME Medical Director
CME Meeting Planner (logistics)/Marketing
Media Specialist
Physician Reviewers
Content Experts
Departmental RSS Liaisons
Change Leader/Practice Champion
Interprofessional Continuing Education Committee
Practice Plan QI Liaison
Regulatory

Legal Department

1

Banana Peppers

Our CME office

CME Director

Grants Specialist

CME Committee (Senior hospital-wide)

Administrative Assistant

VPMA (member of committee)

Community Representatives/Speakers-Planners

CME Coordinator (clerical)

Physician/Faculty

-Exhibitors

Marketing

CME Content reviewers

Dean

Compliance Coordinator

Legal

Medical Public Affairs

Library

Community Health Organizations

Telehealth

Quality

Clinical Advisory Committee

RSS Coordinators

IS/IT

Trainees

Finance/Accounting Team

Commercial Supporters

Venue staff

Patient Planners

❖ 2 How can I identify the professional development needs of the team?

Needs assessment

Performance evaluations

Focus groups

Per-application

Regular meetings

SWOT analysis results

New requirements

New best practices

Orientation and training of new staff

Surveys

Department request
Sentinel event
Peer advice/collaboration mentoring
Staff request

2
Survey
ID future state/current/gap
Accreditation/credit changes
Team meeting (discussion)
Process mapping
Team member changes
Review data in customer feedback
Strategic Priorities- for system alignment
Literature
SWOT analysis
Review/discuss with peer institutions
Problems

2
Focus groups
ASK
OSMA
Extend survey/consultant
Non-compliance issues that arise
Update on changes
Identify who your team is/what they know
Past evaluative feedback
CDC data
Community Health Data
Questions asked of us
Accreditation regulations
Midwest Conference
ACCME
QI
Expert opinion
Research
Institutional priorities

- ❖ 3. What approaches can I take to map out a continuous professional development (CPD) plan for all members of the team?

Org chart breakdown/tracker
Consistent valuations with focus on growth and development

Pick a champion to lead it
Advice from peers
Process map
Best practices
Regular check ins to gauge progress
1:1
SOAR analysis
Provide timelines
Incorporate into standing meetings
Incorporate into performance evaluations
Checklist
Booking resources (i.e. room)
Add to documentation
Strategic Planning
Allow time
Encouraging to take risks!
Budget

3
Yearly evaluation/review
Set professional/career goals
Attend seminars- ACCME/OSMA
Skills assessment
Find areas of training overlap among key stakeholders
Determine outcomes/goals
 -Plan accordingly
 -How will you measure success?
Make a calendar
Attend conferences regularly

3
Set a goal
Track hours per month
Make it a strategic priority
Expectation that team members participate
Scan of team competencies and identified gaps
Ask regularly as part of one-on-one meetings
Follow policies and procedures
Match agenda to needs assessment
Invite community members to participate
2020 upcoming conference meeting
Communicate meetings with all members regularly
CME retreats
Network regularly with other CME teams/providers

Myers-Briggs/DISC/etc.

- ❖ 4. What strategies can I take to ensure that there are time and resources for the team to engage in the plan, including engagement beyond our organization?

Leadership buy in
Write CPD into MURs
Planning ahead
Incorporate into existing touch points
Cohort learning
Create shared C34 folder
Shared ownership
Picked the criteria for commendation
Funding

4
Lunch and Learns
Build it into the budget
Add CPO to regular team meetings
Rotate team member travel to conferences
Stretch assignments
Collaboration with others
Reporting out/sharing

4
Advocate with budget folks
Budget item!
Education to administration about how CME works and its difficulty
Discuss PD and update at quarterly meeting
Scan for internal educational opportunities and webinars
Schedule annual dates