



# OPERATIONAL PLAN: ESTABLISHING CONTINUING PROFESSIONAL DEVELOPMENT SYSTEM

ARAB COMMISSION FOR DIGITAL MEDICAL LEARNING

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# OBJECTIVES

- To provide CPD programs and activities
- To accredit:
  - I. CPD providers
  - II. CPD activities per target audience

# METHODOLOGY

We develop this operational plan to:

1. Provides guidance toward objectives as the whole operating picture is seen more clearly for all
2. Responsibility is placed more precisely, allowing track and assess the performance
3. Helps to ensure that various activities are integrated
4. Information allows us to adapt and adjust to changing environments

# PLAN CONTENTS

WBS	Task	Start Date	End Date	Responsible Person	Status	% Complete
I	Phase I: Provision of CPD Programs and Activities					
I.1	Establish Institutional Governance					
I.1.1	<i>Develop CPD mission and outcomes</i>					
I.1.2	Establish a CPD governance structure with administrative logistical support services					
I.1.3	<i>Develop policies, guidelines, and procedures that allow educational independence and maintain professional and legal standards</i>					
I.1.4	<i>Publicize the CPD programs and activities through building partnerships and effective stakeholders' engagement</i>					
I.2	Conduct CPD Need Assessment					
I.2.1	<i>Conduct situation analysis at regional and international level</i>					
I.2.2	<i>Collect data and carry out gap analysis</i>					
I.2.3	<i>Develop a comprehensive framework of CPD activities including categories of CPD learning activities and CPD credit point requirements</i>					

# PLAN CONTENTS

WBS	Task	Start Date	End Date	Responsible Person	Status	% Complete
I	Phase I: Provision of CPD Programs and Activities					
I.3	Design and Develop CPD Program/ Activities					
I.3.1	<i>Determine learning objectives</i>					
I.3.2	<i>Determine the best strategy/method to achieve the learning objectives</i>					
I.3.3	<i>Develop a framework for the delivery of the contents</i>					
I.3.4	<i>Create references and materials (instructor's guide, participant's guide, handouts, presentations, assessments, manuals)</i>					
I.3.5	<i>Design documentation tools for CPD activities</i>					
I.4	Implement and Evaluate CPD Program/ Activities					
I.4.1	<i>Develop and design evaluation tools</i>					
I.4.2	<i>Conduct the evaluation survey to evaluate the effectiveness and impact of the CPD activities</i>					
I.4.3	<i>Collect and analyze surveyed data to inform effective planning and continuous quality improvement</i>					
I.4.4	<i>Present and disseminate results and recommendations to relevant stakeholders</i>					

# PLAN CONTENTS

WBS	Task	Start Date	End Date	Responsible Person	Status	% Complete
2	Phase II: Accreditation of CPD Providers and Activities					
2.1	Establish CPD Accreditation System					
2.1.1	<i>Determine accreditation requirements for CPD providers</i>					
2.1.2	<i>Develop clear CPD accreditation process</i>					
2.1.3	<i>Develop accreditation manuals, guidelines, forms, and checklists</i>					
2.2	Promote CPD Accreditation System					
2.2.1	<i>Networking with international accreditation bodies to enhance the development, implementation, and evolution of CPD accreditation system</i>					
2.2.2	<i>Networking with regional accreditation bodies to lead and provide peer to peer support</i>					

# WFME CPD STANDARDS

- Comprehensive Standards :

<b>1.</b>	<b>Mission and Outcomes</b> .....
1.1.	MISSION.....
1.2.	PROFESSIONALISM AND PROFESSIONAL AUTONOMY .....
1.3.	OUTCOMES OF CPD .....
1.4.	PARTICIPATION IN FORMULATION OF MISSION AND OUTCOMES.....
<b>2.</b>	<b>Educational Programme</b> .....
2.1.	FRAMEWORK OF CPD ACTIVITIES .....
2.1.	SCIENTIFIC METHOD .....
2.2.	CONTENT OF CPD ACTIVITIES .....
2.3.	THE RELATION BETWEEN CPD AND SERVICE .....
<b>3.</b>	<b>Assessment and Documentation</b> .....
3.1.	ASSESSMENT METHODS .....
3.2.	DOCUMENTATION OF CPD ACTIVITIES.....
<b>4.</b>	<b>The Individual Doctor</b> .....
4.1.	MOTIVATION .....
4.2.	LEARNING STRATEGIES.....
4.3.	INFLUENCE OF INDIVIDUAL DOCTORS ON CPD .....
4.4.	WORKING CONDITIONS.....
<b>5.</b>	<b>CPD Provision</b> .....
5.1.	RECOGNITION POLICY .....
5.2.	PROVIDER OBLIGATIONS AND PROVIDER DEVELOPMENT .....
5.3.	ROLE OF MEDICAL SCHOOLS .....
<b>6.</b>	<b>Educational Resources</b> .....
6.1.	PHYSICAL FACILITIES .....
6.2.	LEARNING SETTINGS .....
6.3.	INFORMATION TECHNOLOGY .....
6.4.	INTERACTION WITH COLLEAGUES.....
6.5.	FORMALISED CPD ACTIVITIES .....
6.6.	MEDICAL RESEARCH AND SCHOLARSHIP .....
6.7.	EDUCATIONAL EXPERTISE .....
6.8.	LEARNING IN ALTERNATIVE SETTINGS .....
<b>7.</b>	<b>Evaluation of CPD Activities</b> .....
7.1.	MECHANISMS FOR PROGRAMME MONITORING AND EVALUATION ...
7.2.	FEEDBACK TO PROVIDERS .....
7.3.	INVOLVEMENT OF STAKEHOLDERS.....
<b>8.</b>	<b>Organisation</b> .....
8.1.	DOCUMENTATION AND NEEDS FOR PLANNING OF CPD .....
8.2.	ACADEMIC LEADERSHIP .....
8.3.	EDUCATIONAL BUDGET AND RESOURCE ALLOCATION .....
8.4.	ADMINISTRATION .....
<b>9.</b>	<b>Continuous Renewal</b> .....

# WAY FORWARD

- Members' approval/amendment on the proposed operational plan
- Divisions of tasks and allocation of timelines
- Other suggestions and questions