

Strengthening Collaboration and Role Clarity in Continuing Medication Education Planning Process

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Background

Effective program planning is essential for the success of Continuing Medical Education (CME) initiatives. The planning process involves multiple stakeholders, including course directors and planning team members, whose engagement and collaboration directly influence program outcomes. Prior challenges in CME planning have included unclear roles, inconsistent documentation, and limited availability of key personnel³.

Methods

This qualitative study employed a structured questionnaire and reflective prompts to gather data from key activity coordinators and planning team members. The research explored themes central to program implementation and experience, such as team collaboration, leadership clarity, timing of involvement, role-related challenges, and participant satisfaction. These insights were used to assess and enhance the effectiveness of the program's design and delivery.

Objectives:

- 1) Evaluate how course director involvement affects team collaboration
- 2) Develop approaches to address common barriers in CME planning, including course director availability, turnover, and documentation challenges.

Aspect	Findings
Communication Satisfaction	66.7% very satisfied, 33.3% satisfied
Meeting Frequency	Monthly or biweekly, increasing near event
Course Director Involvement	91.7% Involved from the beginning
Objective Clarity	75% very clear, 25% somewhat clear
Challenges	Role ambiguity, documentation gaps, and turnover
Suggestions	Clear role, structured timelines, training

Discussion

Findings emphasize the importance of early and consistent involvement of the course director in CME planning¹. Clear leadership and open communication fostered a collaborative environment, improving planning efficiency and program quality. However, gaps in role clarity and documentation processes suggest a need for more structured planning frameworks.

Conclusion

The study concludes that fostering open communication, clarifying roles, and ensuring timely leadership engagement are essential for effective program planning. Recommendations include implementing structured planning timelines, enhancing role support, and promoting continuous feedback to improve future collaborative efforts^{1,2,3}.

References

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