

Welcome to MHPE 494



Developing Continuing Education Programs in the Health Professions

This email message will provide you with some basics for getting started in the course. I will provide this information to you in the form of questions that you might be likely to be asking.

1. When will the course begin?

The course will begin “sometime” during the week of January 10.

I do not know the specific day that the course web pages will be ready, so I am not going to provide you with the URL address at this time. You will receive some email messages from me detailing all that information.

2. What will be expected of me in this course?

Course expectations will be significant, but not onerous. The course is organized in units. These units are

- A. Professional (Adult) Learning
- B. Needs Assessment and Planning
- C. Program Development
- D. Evaluation and Outcomes Assessment
- E. Special Topics (Issues) in Continuing Professional Healthcare Education

Since there are about 14 weeks in the course, you can estimate about three weeks on each of the units. This will not work out specifically in this manner, but as a rule of thumb it can serve to alleviate anxieties about the intensity of the topics.

In reality, we will infuse the special topics (issues) throughout the course. I will bring issues to the forefront when I think they are relevant (e.g., John Parboosingh's work on learning portfolios and the PC Diary[®] for the Royal College of Physicians in Canada).

3. *How much work will I have to do online?*

This is not a core block, it is an elective. As such it will not have the intensity which accompanies those courses. On the other hand this course carries three credits. Since this is an online course, we do not have the same restrictions that accompany face-to-face (FTF) classes: there is no start or stop time; there is no specific day that we all have to meet. Mostly the work you do will be on your own and done in concert with your fellow students who are posting to our discussion area.

There will be several times when we will be having *virtual interviews* with outstanding continuing education practitioners or theorists. Because these are live interviews, we will have to agree on a day and time when each of us can meet (virtually – never in person) to conduct the interview. These interviews will use a “live chat” format and will be accomplished by joining in through our course discussion area. More about the technicalities of that later. It is very simple. Other than the times we meet together, virtually, as a class there will be no actual class meeting times. This does not mean that you cannot schedule an online live chat with colleagues when you are working on a class project or if you wish to speak (online or by phone) with them or me. That can always be done!

In a nutshell, it is difficult to estimate how much time you will have to spend on this course, but use the same rule of thumb that you would with a FTF class and then add another hour because online is never as efficient and quick as FTF. Thus for a FTF three hour class, you can assume those three hours online. Readings and the extra hour should bring you to about 10 hours a week, perhaps less.

4. *How much reading will there be? What about books? Are there handouts?*

You will have significant reading, but it should not be onerous. Almost all readings are from journal articles. In addition to the required reading you will be expected to do reading on your own using the search OCLC, OVID and Medline or Pubmed and by searching the WWW. OCLC, OVID, Medline etc are available to you on the UIC Library Page and you can access these materials as long as you have a valid netid. (i.e., the first part of your UIC email address. For example my UIC email address is mgelula@uic.edu and my netid is mgelula. You will be asked to supply a password. This will be the password you chose when you obtained your netid.)

5. *Do I have the software to handle all of this? What if I need help?*

All of the required reading will be available to you online through the course web page. You will need the Adobe Acrobat Reader to access these readings. If you do not have it installed you can download it using the UIC NSKIT or through the link on the MHPE Technical Support Web Page <http://www.uic.edu/com/mcme/mhpeweb/CourseSoft.html>

Additionally, I will be providing some material as PowerPoint slide presentations. In most cases I will provide these presentations to you in two formats: as a PowerPoint presentation and as a “handout” available in Adobe Acrobat form. If you do not have Microsoft PowerPoint you can download the PowerPoint Viewer at the following site:

<http://officeupdate.microsoft.com/downloadDetails/ppview97.htm>

If you have problems with this process, contact the MHPE Online support staff. at dme-online@uic.edu . You can also call the DME support line at 1-877-DME-ONLN (1-877-363-6656).

Finally, there is help and technical support available online at <http://www.uic.edu/com/mcme/mhpeweb/Help.html> .

5. *What are our assignments?*

This information will also be found on the course web page when it is available to you.

1. There will be one individual project. Each student will present a CPHE program that they designed. Clearly it will be impossible to test the design, but the plan should be as well developed as possible, providing a complete plan for needs assessment, curriculum, traditional instruction or other teaching methods, and a plan for the program's evaluation. You should also be able to describe a feasible outcome study that could be conducted to determine the extent to which the program is effective.

A copy of the project should be provided to the class discussion board so that every student can have a copy of every project. If you wish to design a PowerPoint Presentation to accompany the project, you can provide that as well. Projects cannot be described in the same way as a paper since they are programs and therefore involve instructional design elements, curriculum, evaluation and outcome issues. But you might think in terms of 10-12 pages excluding references.

The final project is due at the end of the course. Exact date will be communicated.

2. Two groups will be formed in the class for three different short project assignments. These groups will vary. You will be assigned groups the first time and then will select your own groups after that.

The three brief group assignments will include:

- Each group will create and present to the class
- an outline description of traditional CPHE program (Due: Jan 24, 2000)
 - an outline description of a non-traditional CPHE program (Due: Feb 28, 2000)
 - an outline description of a CPHE outcome study (Due: March 27, 2000)
3. Individual first assignment. Each of you should post to the “Introductions” section of the course discussion area a personal introduction. This introduction should include professional and personal information about yourself. Be sure to tell us where you are located. Not everyone is in Chicago! Please include interests in your profession, why you are in the MHPE program, when you anticipate graduating, or if you are not in the program, what graduate program you are in. Please tell us why you are taking this course and your broad goals for having taken this course.

Include a picture of yourself [I have one of myself on available through the course web page](use .jpg format for best results, and to assure that we all can access the picture) as an attachment to your posting. If you do not know how to do this, read the help information on the discussion board. If you do not have a picture of yourself in electronic form, have one scanned and saved in .jpg format.

Finally!

Please note: this course is not a course in Continuing **Medical** Education. While most of the readings we will be using comes from the CME literature, that is only because there is less material available describing continuing health professions education from the perspective of other professions. This course is intended to consider the significant continuing education needs of all health professionals. Programs you design can be aimed at nurses, pharmacists, physical therapists, physicians, dentists, or other health professionals.

I hope this memo has been useful to you. Please do not hesitate to contact me at any time during the course.

Good luck and have fun.

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312-996-2696 (office)

847-791-6762 (Cell, use this as a pager in emergency)

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Here is a list of currently registered students.

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