Certified Healthcare CPD Professional Exam Final Content Outline

I. Adult and Interprofessional Learning Principles (15%, 22 items)
  A. Apply currently accepted theory and evidence regarding how healthcare professionals learn, including:
   1. Self-directed learning
   2. Formal learning
   3. Informal/incidental learning
   4. Application of adult learning principles (eg, andragogy versus pedagogy)
   5. Psychosocial factors and stage of practice (eg, age, gender, years in practice)
  B. Apply evidence to promote improved practice for individual healthcare professionals, including:
   1. Stages healthcare professionals go through to change
   2. Clinicians' learning preferences
   3. Nature of instructional interventions that facilitate change (such as improvements in knowledge, competence, and performance) for individuals
  C. Apply evidence to promote improved practice for healthcare teams, including:
   1. Stages that healthcare teams go through to change
   2. Learning preferences of team members; differences among team members in learning styles
   3. Nature of instructional interventions that facilitate change (such as improvements in knowledge, competence, and performance) for teams
  D. Apply organizational learning principles that facilitate learning and change in CEhp

II. Educational Activity Planning, Development, Implementation, and Evaluation (33%, 50 items)
  A. Perform and analyze results of gap analyses and assessment of underlying educational needs
   1. Conduct gap analyses
   2. Perform needs assessment using multiple sources (eg, expert interviews, practice data, quality metrics, literature evaluation
   3. Evaluate the results of the assessments to guide educational planning
  B. Identify target audience(s) and their professional competencies that are relevant to the needed education
  C. Create learning objectives that reflect desired learner change using models including:
   1. Bloom's Taxonomy of learning domains
   2. SMART format (specific, measurable, achievable, relevant, and time-bound)
  D. Design and/or supervise the development of educational activities including:
   1. Identify appropriate instructional formats:
    a. Live activities
    b. Enduring materials
    c. Journal-based activities
    d. Test item writing
    e. Manuscript review activities
    f. Practice/performance improvement activities
    g. Internet point of care activities
   2. Identifies the instructional content scope, sequence, and required resources

3. Evaluate funding options (eg, educational funding, grant funding, facilities-based funding, learner-based fees)
4. Identify subject matter experts/faculty including:
    a. Evaluation of credentials/expertise
    b. Identification and resolution of conflicts of interest
    c. Determination of honoraria and anticipated expenses
E. Oversee, assist with, and/or supervise educational content development
F. Design, implement, and analyze the results of the educational activities including:
    1. Identifying levels of outcomes (eg, Moore's levels of outcomes) and stages of learning to be measured
    2. Determining the methods for the assessment (eg, quantitative, qualitative, mixed methods)
    3. Performing the assessment
    4. Analyzing and reporting on the results

III. Program Leadership, Administration, and Management (33%, 50 items)
A. Use project management strategies and methods to plan and implement educational activities
B. Understand the principles of organizational leadership including:
    1. Following program management principles including:
        a. Creating and following a mission/vision statement
        b. Planning educational activities and curricula
    2. Assess projects using continuous assessment and improvement protocols
    3. Manage changes to processes, requirements, etc,
    4. Operate within relevant codes of ethics and industry best practices
C. Understand and apply systems thinking to healthcare educational interventions, including an understanding of:
    1. Learners in the context of healthcare systems
    2. Barriers to optimal care
    3. The role of the interdisciplinary team
    4. Identification of organizational needs and goals
    5. The role the CPD can play in healthcare systems
D. Administer and manage the CPD program including:
    1. Managing resources including:
        a. Finances
        b. Personnel
        c. Faculty
        d. Materials
    2. Managing relationships with stakeholders, both internal and external
    3. Ensuring transparency in the administration and assessment of educational activities
    4. Managing records
    5. Sharing data appropriately; planning for publication and presentation of data
    6. Complying with legal requirements including:
        a. Contractual obligations
        b. Letters of Agreement

     c. Regulations (eg, federal and state)

     d. Compliance reporting

7. Participate in professional development (eg, self-assessment and life-long learning)
8. Comply with the requirements of accreditation agencies (eg, ANCC, ACPE, ACCME)

     a. Criteria

     b. Policies and procedures

     c. Standards for Commercial Support^{sm}

9. Use credit designation metrics and statements appropriately

IV. Knowledge of the CME/CPD Environment (19%, 28 items)

A. Support maintenance of licensure requirements by physicians, pharmacists, nurses, physician assistants, and other healthcare professionals
B. Support maintenance of certification requirements for healthcare professionals
C. Understand the roles and responsibilities of regulatory and other agency guidelines, rules, and laws (eg, FDA, Office of the Inspector General, JCAHO, HIPAA)
D. Follow accreditation standards
E. Operate in a patient-centered framework to improve patient care
F. Differentiate between promotional and non-promotional activities
G. Understand the role of the Accreditation Council for Graduate Medical Education and the American Board of Medical Specialties
H. Understand quality improvement, and practice and performance improvement initiatives
I. Monitor CPD activities and report on areas of non-compliance
J. Implement a process to monitor for and address data inaccuracies in CPD activities
K. Understand external factors affecting the CPD environment (eg, the media, the government)
L. Abide by all laws related to CPD activities (eg, fraud, abuse, anti-kickback, Stark law)
M. Abide by Open Payment rules (Physician Payment Sunshine Act) and reporting requirements