

NORTH CAROLINA
AHEC



CPD Workflow Policy



GOAL: Cohesive, coordinated statewide CPD program that utilizes resources responsibly.

CPD that was planned from the beginning to meet a statewide need may be marketed statewide if the workflow guidelines outlined here are followed.

Regional AHEC CPD activities *may not* be marketed to learners in other regions; however, regional AHEC CPD activities that are recurring or repeated *may* be marketed to past participants of that particular program, regardless of region.



Overview of Workflow

Perform needs assessment

- Determine what kind of activity you are planning, and if it is meeting a statewide need.
- Check web services to determine if your activity is considered duplicative of another AHEC's effort to meet the same need. Check planning and open programs.

Follow the policy guidelines to define "duplicative".

If the activity is considered duplicative

Communicate with your fellow AHECs to develop a plan to collaborate, reschedule, or reimagine your event.

If the activity is not considered duplicative

Put as much information about the activity as you can into web services and tag the program as "planning"

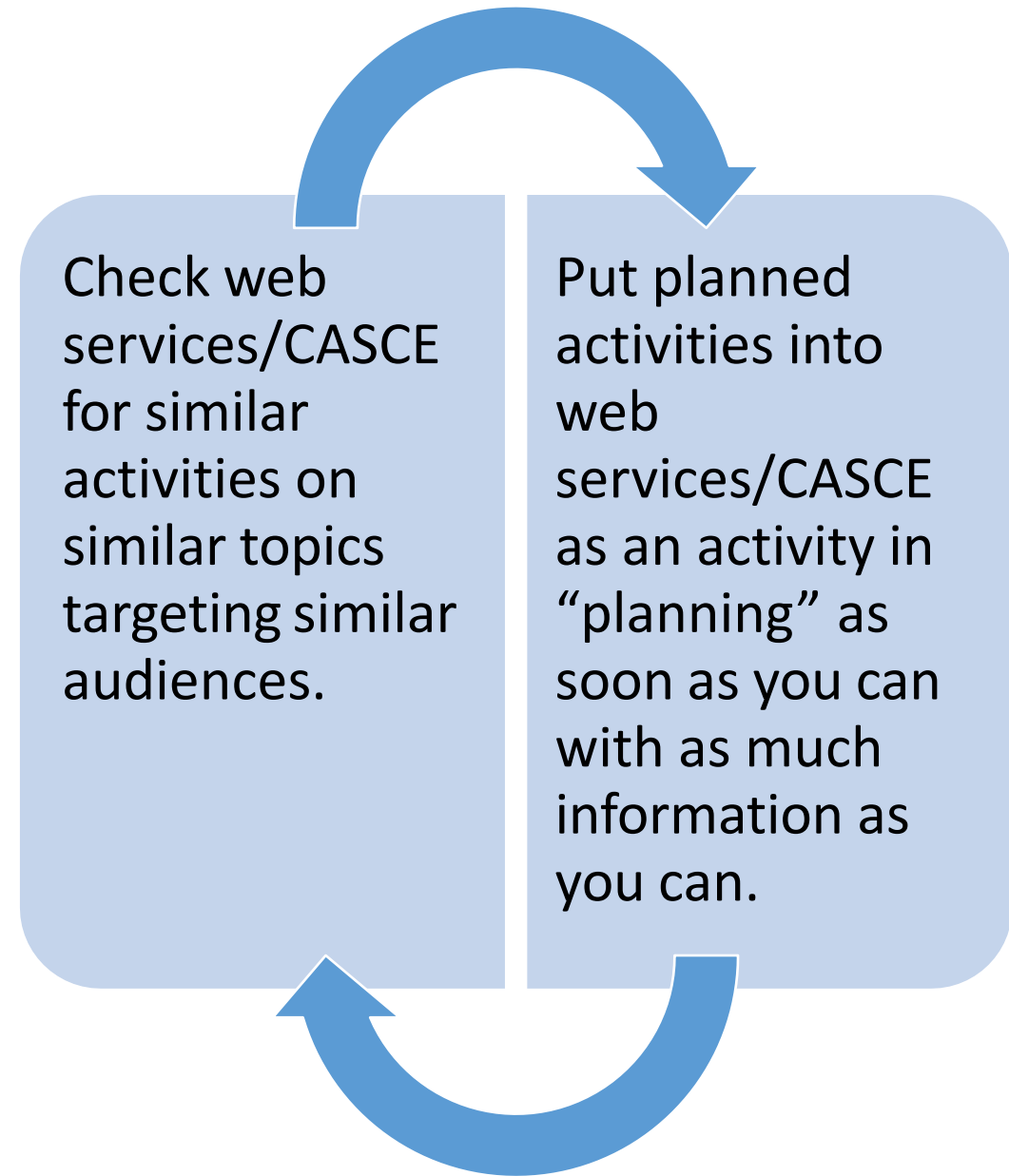
+

If the activity meets the definition of statewide CPD, then tag it "statewide"

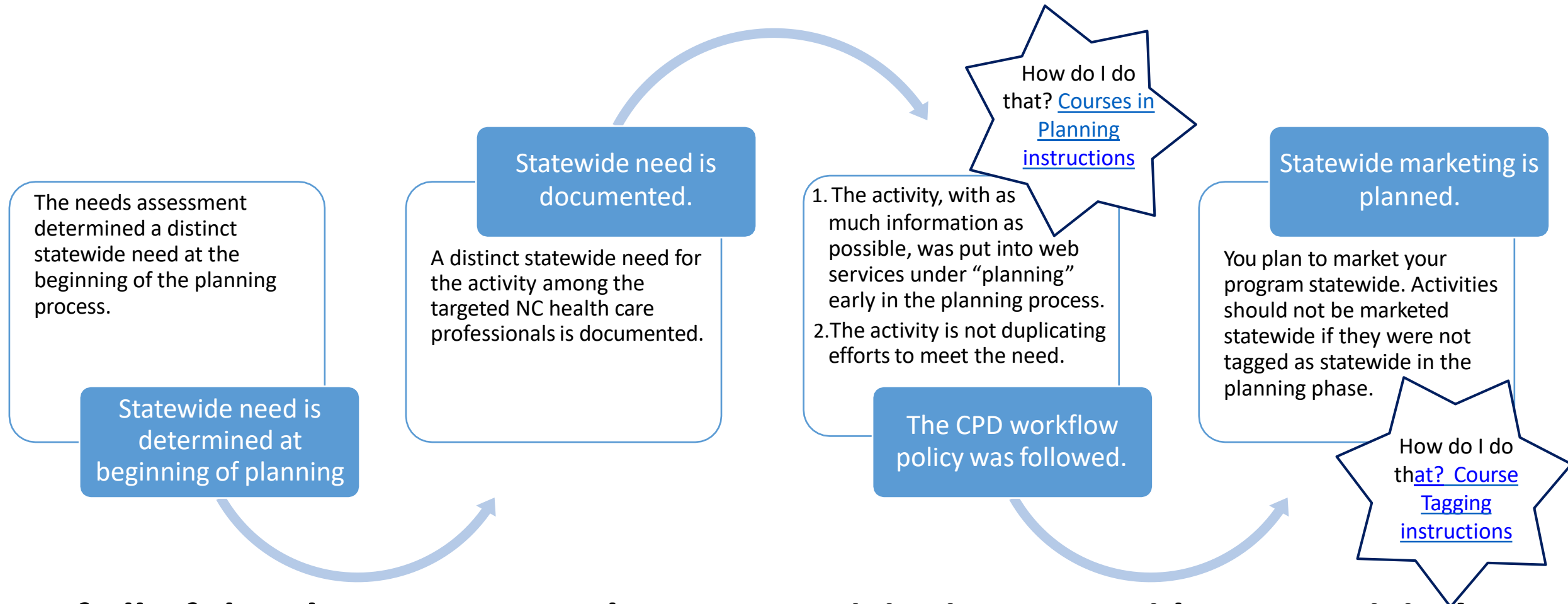
Proceed with program planning per regional AHEC policy

Needs Assessment: *The first step in any CPD planning*

Part of the needs assessment is making sure the need is not already being met.



How do I determine if my activity is a statewide activity?



If all of the above are true, then your activity is a statewide CPD activity!

*



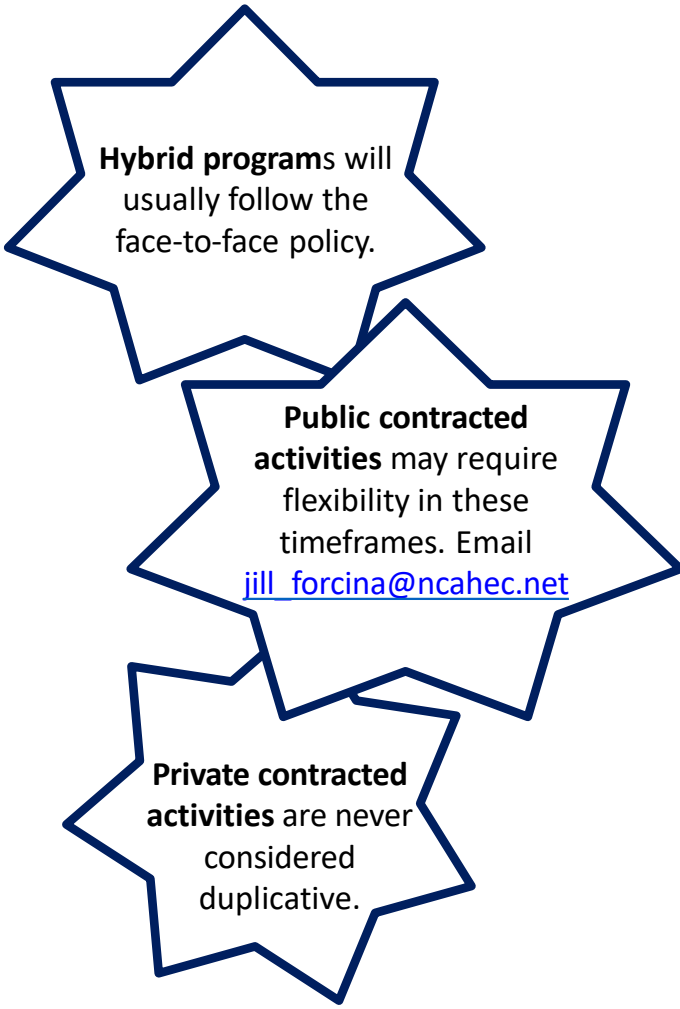
How do I determine if my activity is considered duplicative?

Your activity is duplicating efforts to meet the need if ...

- **For regional and statewide virtual activities:** any other regional* or statewide virtual activity with a similar topic targeting a similar audience is planned *within a one-month timeframe* .

*Remember the VCC will be marketed statewide.

- **For statewide face-to-face activities:** any other statewide face-to-face activity with a similar topic targeting a similar audience is planned *within a one-month timeframe* .
- **For regional face-to-face activities:** any other geographically close regional face-to-face activity with a similar topic targeting a similar audience is planned *within a one-month timeframe* .

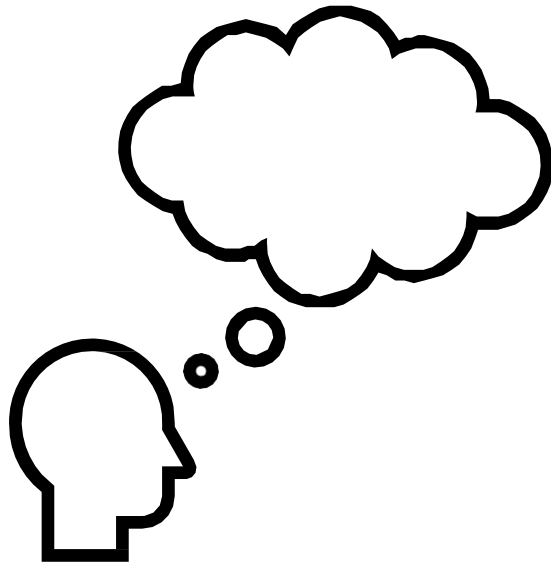


Hybrid programs will usually follow the face-to-face policy.

Public contracted activities may require flexibility in these timeframes. Email jill_forcina@ncahec.net

Private contracted activities are never considered duplicative.

My activity is duplicating the efforts of another AHEC to meet the need. What should I do?



Your next step: Reach out to the other region(s)!

- Get more information on the other activity – maybe the activities are actually covering different niches? Work with the other AHEC(s) to make this decision.
- Consider the opportunity for collaboration using a joint AHEC model.
- Reschedule the event outside the timeframe.
- Reimagine the event to meet a distinct need.
- In the case of regional face-to-face activities that are too close in proximity, move the activity to a location farther away.

FOLLOW US



facebook.com/ncahec



twitter.com/ncahec

ncahec.net