

# AHME Institute Program Development Process

## Reference Document for Area C2-C7

Staff compiles data from current year program relevant to deciding topics for next year (as defined in Essential Area 2 of self study)

- Evaluations from Institute and other AHME activities
- Overall evaluations
- Content categories from previous meetings
- AHME Roundtable discussion
- AHME Message Board
- Plenary/Workshop Session Application
- Historical records of educational sessions

ALPD Members gather information from sources relevant to deciding topics for next year (as defined in Essential Area 2 of self study)

- Surveys conducted by AHME councils
- Changes in laws or regulations
- Changes in accreditation standards/competencies
- Expert opinion
- Topics from other medical education organizations
- Literature reviews
- Government-level discussions
- Common ACGME & ACCME citations

ALPD attends Summer Planning Meeting to develop the program template for the following year through these steps:

- Discuss analysis of needs data
- Identify practice gaps
- Develop session topics
- Connect topic with appropriate format
- Identify session speaker(s)
- Create preliminary objectives
- Assign a coordinator to each individual session

Session Coordinators interface with the speaker(s) in the following roles:

- Extend an invitation to speak
- Guide the speaker in creating objectives & presentation content
- Provide direction on the format of the session
- Serve as liaison between the speaker and ALPD
- Provide confirmed speaker information to the Director of Meeting Services via the "Topic Development Worksheet"

Monthly ALPD conference calls are conducted to allow for:

- Further topic development
- Discussion of speakers and objectives
- Documentation of decisions/actions for the AHME

Director of Meeting Services prepares program brochure draft and communicates with ALPD to create the final marketing version.