

Organising continuing education courses – practical guidelines and best practices

Authors:

Tuulevi Ovaska, Finland; Tiina Heino, Finland; Ann Liljegren, Sweden.

Presenting Author:

Tuulevi Ovaska, Finland

Background

There are no practical guidelines for organising EAHIL continuing education courses, just the financial principles are mentioned in the general guidelines, though usually CE courses

are given one or two days before an EAHIL conference or a workshop. Organising continuing education for health information professionals requires careful planning and deep commitment: the participants work in various positions and tasks and have diverse educational needs, interests, and expectations, and they come from all over Europe and even from other

countries. As the organisers usually are new to the task, they –as well as the participants and teachers - would greatly benefit from practical guidelines.

Methods

The poster is a case report of the organisation of eleven continuing education courses in connection to the 11th European Conference of Medical and Health Libraries in Helsinki in June

2008. It describes a case of national and international cooperation using flexible working methods.

Aims

We aim to give examples of possible challenges and how to overcome them, to introduce best practices, and to conclude in proposing practical guidelines, in order to make the organisation

of future EAHIL continuing education courses easier and more uniform.

Results

As a result of the process a detailed draft for practical guidelines on organising EAHIL continuing education courses is to be presented to the EAHIL Board. The poster summarises the process and the contents of the guidelines.