

CONTENTS

Foreword	v
Preface	vii
Acknowledgements	x
Introduction	1
Part I Developing a system of continuing education	7
Chapter 1 Definition, content and methods	9
Chapter 2 A system	18
Chapter 3 Assessing needs	26
Chapter 4 How to write a policy statement	39
Chapter 5 Some activities of a system	48
Chapter 6 Programme design	55
Chapter 7 Organizational structures	63
Chapter 8 Implementation	72

Chapter 9 Evaluation	80
Annex 1 Continuing education in Cuba	89
Annex 2 Establishment of the National Centre for Further Training in the Health Professions, Cuba	95
Annex 3 Annual performance assessment	99
Annex 4 Use of questionnaires	103
Annex 5 An approach to task and competence analysis	111
Annex 6 A check-list for preparing a policy statement	113
Part II Running a workshop	117
Timetable and commentary	119
Exercises	127
Part III Workshop leaders' guide	151