

CONTINUING MEDICAL EDUCATION OVERSIGHT COMMITTEE

Continuing Professional Development

TERMS OF REFERENCE

Adopted by CPD Advisory Committee: December 21, 2022

Revised:

Next Review:

FUNCTION

The Continuing Medical Education Oversight Committee (hereafter referred to as “the Committee”) is a committee for the CPD Office at the Schulich School of Medicine & Dentistry.

At the Schulich School of Medicine & Dentistry, Continuing Medical Education (CME) refers to the spectrum of accredited educational activities offered to assist physicians to develop and improve their clinical knowledge, skills, and attitudes.

The primary functions of the Committee are to monitor the landscape of regional CME, identify cross-discipline CME needs, and to stimulate collaboration amongst the CPD Office, Clinical Departments and Divisions and other providers of CME within the Schulich School of Medicine & Dentistry.

RESPONSIBILITIES

The Committee will:

- identify and discuss opportunities for specific activities in the area of continuing medical education (CME);
- explore potential operational efficiencies through collaboration on the identification and development of CME activities that span disciplines;
- act as ambassadors for the development, implementation and promotion of CME activities that meet educational, administrative, and ethical standards required for accreditation/certification;
- provide a forum to share best practices and discuss emerging trends and opportunities (national, provincial and regional);
- report to the CPD Advisory Committee

MEMBERSHIP

- Associate Dean, CPD and FD (Chair)
- One CME representative from each Schulich Clinical Department
- One Windsor Representative
- One Distributed Education representative
- Manager, CPD (non-voting)
- Program Administrator – CPD (Non-voting; Committee Organizer)
- Program Administrator – Accreditation Services, CPD (non-voting)
- Educational Developer, CPD (non-voting)

MEMBERSHIP TERMS:

- The Associate Dean CPD and FD shall act as the Committee Chair for the duration of their tenure as the Associate Dean CPD and FD.
- All CPD staff committee members remain on the Committee for the duration of their employment within the CPD Office
- Other representatives serve for a three-year term, renewable once.

MEMBER RIGHTS AND PRIVILEGES

- Any committee member facing a conflict of interest shall disclose it in advance to the Chair.
- All members of the Committee are entitled to participate fully in the meeting processes, and to speak on all actions.
- The Chair shall delegate authority to another committee member if unable to attend or in addressing a topic where there is a potential for conflict of interest.
- Quorum shall be greater than 50% of the committee in attendance
- Where a vote is necessary and the vote results in a tie, the Associate Dean, CPD and FD shall cast the tie-breaking vote

MEETINGS

- The Committee will meet twice per year, with additional meetings at the call of the Chair or delegate.
- An Outlook calendar appointment will be sent to each committee member by the Committee Organizer in advance of the meeting.

AGENDA AND MINUTES

- An agenda will be emailed to each committee member at least one week prior to the date of the meeting.
- The agenda will be prepared by the Committee Organizer in collaboration with the Chair or delegate.
- Requests for new agenda items may be sent to the Committee Organizer or Committee Chair in advance of the meeting.
- All minutes will be recorded and securely stored electronically by the Committee Organizer.
- Minutes will be sent by the Committee Organizer, or CPD Administrative Assistant, to each committee member by email, normally within 10 business days post-meeting.