

## **CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ADVISORY COMMITTEE**

Continuing Professional Development

### **TERMS OF REFERENCE**

Adopted by CPD Advisory Committee: October 3, 2019

Revised: December 2022

Next Review: December 2025

### **FUNCTION**

The Continuing Professional Development (CPD) Advisory Committee (hereafter referred to as “the Committee”) is an advisory committee for the CPD unit at the Schulich School of Medicine & Dentistry.

CPD at Schulich is defined as those activities that are geared towards helping physicians, dentists, and Schulich faculty to continually develop their clinical and academic abilities throughout their professional careers. CPD encompasses both concepts of Faculty Development and Continuing Medical Education.

The primary function of the Committee is to advise Schulich CPD on matters, policies, and administration related to continuing professional development occurring within Schulich Medicine & Dentistry and the community.

### **RESPONSIBILITIES**

The Committee will:

- review and advise on CPD’s mission, strategic priorities, and operational plan on an annual basis (winter term), ensuring they are appropriate for the Office’s mandate and aligned with the mission, vision and strategic priorities of Schulich School of Medicine & Dentistry;
- ensure educational and other activities from CPD are consistent with its mission and strategic priorities;
- recommend collaborative strategies and approaches to foster faculty and community engagement in CPD’s programs, services, education research and innovation;
- advise CPD when necessary on requirements to meet the standards for accreditation for the Committee on the Accreditation of Continuing Medical Education (CACME) and CPD policies and procedures; and
- consider and advise on the activity and recommendations from the CME Oversight Committee and the Faculty Development Oversight Committee.

## **MEMBERSHIP**

- Associate Dean, CPD (Committee Chair)
- Vice Dean, Clinical Faculty Affairs, or designate
- Vice Dean, Undergraduate Medical Education, or designate
- Vice Dean, Dentistry, or designate
- Vice Dean, Basic Medical Sciences, or designate
- Vice Dean, Research & Innovation, or designate
- Associate Dean, Equity, Diversity, Inclusion and Decolonization (EDID), or designate
- Associate Dean, Postgraduate Medical Education, or designate
- Associate Dean, Windsor, or designate
- Assistant Dean, Distributed Education, or designate
- Centre for Education Research & Innovation (CERI) Representative
- Clinical Sciences Representative
- SSMD Administrative Representative
- Manager, CPD (Non-voting)
- Project Coordinator, CPD (Non-voting, Committee Secretary)

### **Membership Terms:**

- The Associate Dean CPD shall act as the Committee Chair for the duration of their tenure as the Associate Dean CPD.
- The Manager CPD will be a permanent member of the Committee.
- Non-decanal voting members shall be appointed for a three-year term (renewable).
- Decanal members shall participate for the duration of their tenure or appoint a delegate as necessary.
- Each member may be eligible to serve additional terms at the discretion of the Associate Dean CPD.

## **MEMBER RIGHTS AND PRIVILEGES**

- Any committee member facing a conflict of interest shall disclose in advance to the Chair.
- Committee members may send a delegate to a meeting on their behalf with advance notice to the Committee Secretary or Committee Chair.
- All members of the Committee are entitled to participate fully in the meeting processes, and to speak and on all actions.
- The Chair shall delegate authority to another committee member if unable to attend.

## **MEETINGS**

- The Committee will meet twice per year, in Spring and Fall, 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 Secretary in advance of the meeting.
- Quorum will be met when greater than 50% of voting members are present.
- Where there is a tie in a vote, the Chair will cast the deciding vote.

## **AGENDA AND MINUTES**

- An agenda, prepared by the Committee Secretary in collaboration with the Chair or delegate, will be emailed to each committee member at least one week prior to the date of the meeting.
- Requests for new agenda items shall be sent to the Committee Secretary or Committee Chair in advance of the meeting.
- Virtual meetings will be recorded for the purpose of drafting minutes.
- All minutes will be securely stored electronically by the Committee Secretary.
- Minutes will be sent by the Committee Secretary to each committee member by email within 10 business days post-meeting.