

CPD POLICY 1.2

GOVERNANCE

Approved by: CPD Office

Date of Original Approval: July 30, 2019

Date of Last Approval: December 21, 2022

Date of Next Scheduled Review: December 2025

I. PURPOSE

Accredited Continuing Professional Development provider organizations must operate through a transparent, accountable and responsive framework accountable to the profession and to the public they serve.

II. DEFINITIONS

Accredited Continuing Professional Development provider organizations include the University Offices of Continuing Medical Education (or equivalent) within each Faculty of Medicine, national specialty societies and other national or provincial physician organizations. The national accreditation system for CPD provider organizations in Canada, which is governed by the Association of Faculties of Medicine of Canada's "Committee on Accreditation of Continuing Medical Education (CACME)" requires periodic self-reflection and external peer review. The frequency of this review is every 8 years with the Internal Quality Review (IQR), continuous quality improvement exercise, and Activity Audit occurring mid-cycle. For more details, visit <https://cacme-caemc.ca/>

CPD - Continuing Professional Development at the Schulich School of Medicine & Dentistry, Western University

III. STATEMENT

CPD is integrated within the Education unit of the Schulich School of Medicine & Dentistry. CPD is led academically by the Associate Dean, CPD and Faculty Development who reports to the Vice Dean, Clinical Faculty Affairs. Administratively, the unit is led by the Manager CPD, who reports to the Acting Executive Director, Medical Education and Accreditation.

CPD is advised by the CPD Advisory Committee and is accountable for the following committees:

- CME Oversight Committee,
- Faculty Development Oversight Committee,
- CPD Innovation & Research Grant Adjudication Committee and,
- Faculty Development Mini-Fellowships Committee.

The terms of reference for these committees are included in the Appendix to this policy.

A number of policies, procedures and frameworks govern the operations of CPD including:

- [CPD Policies](#)
- [CACME Accreditation Standards dated July 1, 2018](#)
- [Policy on Interactions between Schulich School of Medicine & Dentistry and Pharmaceutical, Biotech, Medical Device, Medical/Dental Supply, and Research Equipment Supplies Industry \(“Industry”\) \(May 5, 2022\)](#)
- [National Standard for Support of Accredited CPD Activities](#)
- [Mainpro+® \(Maintenance of Proficiency\) framework of the College of Family Physicians of Canada](#)
- [MOC \(Maintenance of Certification\) framework of the Royal College of Physicians and Surgeons of Canada](#)
- [Canadian Medical Association Guidelines for physicians in interactions with industry \(2021\)](#)
- [Western University's Policies and Procedures](#)
- [Schulich School of Medicine & Dentistry, CPD Activity Planning Guide](#)
- [CPD Strategic Plan](#)

iv. **APPENDICES**

- Appendix A** - [CPD Advisory Committee Terms of Reference](#)
Appendix B - [CME Oversight Committee Terms of Reference](#)
Appendix C - [CPD Innovation and Research Grant Committee](#)
Appendix D - [Faculty Development Mini-Fellowship Committee](#)