

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LEADS & DIRECTORS COMMITTEE

Continuing Professional Development

TERMS OF REFERENCE

Adopted by CPD Advisory Committee: TBD (Next meeting September 2019)

Revised: ND

Next Review: TBD

FUNCTION

The Continuing Professional Development (CPD) Leads & Directors Committee (hereafter referred to as “the Committee”) is a committee for the CPD Office at the Schulich School of Medicine & Dentistry.

The primary function of the Committee is to stimulate collaboration amongst the CPD Office and a variety of clinical departments and divisions within Schulich Medicine, and to support the development of accredited / certified CPD activities that promote lifelong learning.

RESPONSIBILITIES

The Committee will:

- identify and discuss opportunities for collaboration for specific activities in the area of continuing professional development (CPD);
- explore potential operational efficiencies through collaboration with the development of CPD activities;
- act as ambassadors for the development and implementation of CPD 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;
- provide feedback on new CPD Office initiatives and resources, as required;
- recommend strategies and approaches to foster faculty and community engagement in CPD's programs, services, education research and innovation; and
- advise the CPD Office when necessary on policies and procedures.

MEMBERSHIP

- Associate Dean, CPD (Chair)
- Associate Dean, Learning with Simulation & Technology
- CPD Leads & Directors from various Schulich clinical departments and divisions
- Manager, CPD

- Program Administrator – Engagement, CPD (Committee Organizer)
- Program Administrator – Accreditation Services, CPD
- Educational Developer, CPD

Membership Terms:

- The Associate Dean CPD shall act as the Committee Chair for the duration of their tenure as the Associate Dean CPD.
- All other members may remain on the Committee for the duration of their tenure in their role within the CPD Office, or as a CPD Lead & Director within a clinical department or division.

MEMBER RIGHTS AND PRIVILEGES

- Any committee member facing a conflict of interest shall disclose it in advance to the Chair.
- Committee members may send a delegate to participate on their behalf with advance notice to the Committee Organizer or Committee 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.

MEETINGS

- The Committee will meet twice per year, in February and September, 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 within 10 business days post-meeting.