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.