

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ADVISORY COMMITTEE

Continuing Professional Development

TERMS OF REFERENCE

Adopted by CPD Advisory Committee: October 3, 2019

Revised: N/A

Next Review: October 2022

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.

The primary function of the Committee is to advise 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 operation 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 Medicine & Dentistry;
- ensure educational and other activities from CPD are consistent with its stated mission and strategic priorities;
- recommends collaborative strategies and approaches to foster faculty and community engagement in CPD’s programs, services, education research and innovation; and
- 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.

MEMBERSHIP

- Associate Dean, CPD (Committee Chair)
- Vice Dean, Medical Education
- Vice Dean, Faculty Affairs, or designate
- Vice Dean, Dentistry, or designate
- Associate Dean, Postgraduate Medical Education, or designate
- Vice Dean, Research & Innovation, or designate

- Associate Dean, Undergraduate Medical Education, or designate
- Assistant Dean, Rural & Regional Community Engagement, or designate
- Associate Dean, Windsor, or designate
- Vice Dean, Basic Medical Sciences, or designate
- Clinical Sciences Representative
- Centre for Educational Research & Innovation (CERI) Representative
- SSMD Administrative Representative
- Manager, CPD
- Project Coordinator, CPD (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.
- 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 designate who can speak to that area for the duration of their tenure.
- 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 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.

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 Secretary in collaboration with the Chair or delegate.
- Requests for new agenda items shall be sent to the Committee Secretary or Committee Chair in advance of the meeting.
- 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.