

Terms of Reference

The CPD Advisory Committee advises Faculty Board on matters related to the operation and direction of the Office of Professional Development and Education Scholarship, including recommending policies and practices guiding the Office's operation.

Committee Responsibilities

1. Advise on the development and monitoring of an appropriate mission, vision and strategic plan for the Office
2. Ensure educational and other activities of the Office are consistent with its stated Mission and Vision, and the Mission and Vision of the Faculty of Health Sciences.
3. Recommend to Faculty Board the approval of policies that, at a minimum:
 - Ensure an effective organizational structure of the Office commensurate with its role in the Faculty of Health Sciences
 - Ensure sound and ethical fiscal and other arrangements exist between the Office and industry, private and other partners
4. Ensure that the Office supports and enhances the quality of care provided by health professionals through educational and scholarly activities that are based on sound research, pedagogic and evidence-based principles.
5. Ensure that appropriate partnerships exist between the Office, key stakeholders within the Faculty of Health Sciences, and external bodies, including:
 - Health professionals
 - Regulatory Agencies
 - Funding Agencies
 - The College of Family Physicians of Canada
 - The Royal College of Physicians and Surgeons of Canada
 - The Canadian Nurses Association
 - Physiotherapy Education Accreditation Canada
 - The Canadian Physiotherapy Association
 - The Canadian Association of Occupational Therapists
 - Other relevant regulatory bodies for Registered Health Professionals
6. Advise on the necessary requirements to ensure that Queen's University meets the accreditation standards of the Committee on the Accreditation of Canadian Medical Schools for Offices of Continuing Education.
7. Report to Faculty Board at least annually.

Membership

Membership of the Continuing Professional Development Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively discharge the duties of the Committee.

Members will ordinarily serve for a 3 year term, staggered for continuity, and renewable once

The Committee will be chaired by the Associate Dean

The Chair may invite guests necessary to the conduct of the meeting.

The Office Manager will act as secretary to the Committee

Appointed by Faculty Board:

- Three faculty representatives from Clinical departments in the School of Medicine
- One faculty member from the School of Nursing
- One faculty member from the School of Rehabilitation Therapy
- One faculty member at large with an interest in Global Health
- Three community-based healthcare practitioners from the regulated health professions, at least one of whom will hold certification with the College of Family Physicians of Canada
- One Medical Education Scholar

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences
- Director, Faculty Development
- Director, Health Sciences Education
- Director, Global Health

Appointed by the Associate Dean:

- One Patient Representative

Meetings

The Continuing Professional Development Advisory Committee will normally meet no more than 4 times per year and no less than 2 times per year.

Decision Making

The Committee will make recommendations to Faculty Board on the basis of consensus. Where consensus cannot be achieved, matters will be referred to Faculty Board for resolution.

Revised terms approved by Faculty Board Executive May 22, 2015

Membership revised, changed four clinical faculty representatives from clinical departments to three – SOMAC, May 20, 2014 and Faculty Board Executive June 3, 2014

Membership revised (added a Patient representative (non-voting) – Faculty Board February 7, 2013

Revision approved by Faculty Board Executive – June 13, 2012

Revised May 15, 2012 - SOMAC

Associate Dean Medical Education title changed to Vice-Dean Medicine Education as of 1 January 2009

CME changed to CPD and Nursing and Rehab Faculty added to Membership October 5, 2006

Membership change – May 6, 2004 Faculty Board

New Terms of Reference – October 2000