CONTINUING PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

The CPD Advisory Committee advises Faculty Board and the Associate Dean, Professional Development on the operation and direction of the Office of Professional Development and Educational Scholarship, including recommending policies and practices guiding the Office's operation related to continuing professional development in the health sciences.

Committee Responsibilities

1. Advise on the development and monitoring of an appropriate mission, vision and strategic plan for the Office

2. Ensure CPD activities, initiatives, and partnerships of the Office are consistent with its stated Mission and Vision, ~~and~~ the ~~Mission and~~ Vision of the FHS, and the Missions of the Schools of Medicine, Rehabilitation Therapy, and Nursing

3. Advise on the development of policies that:

    a. Ensure an effective organizational structure of the Office for the provision of high quality continuing education

    b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners

    c. Ensure that the Office supports and enhances the quality of care provided by health professionals through educational and scholarly initiatives that are based on inclusive approaches and sound research, pedagogical and evidence-based principles

    d. Ensure that appropriate partnerships exist between OPDES and key educational partners and stakeholders

4. Advise on the necessary requirements to ensure that Queen's University meets the accreditation standards of the Committee on Accreditation of Continuing Medical Education (CACME)

5. As appropriate, help dessiminate news of events and initiatives

6. 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 fulfill the duties of the Committee.

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

- The Committee will be chaired by the Associate Dean, Professional Development

- The Chair may invite guests necessary to the conduct of the meeting
- A member of the Office's staff 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
- Three community-based practitioners from the regulated health professions, at least one of whom will hold certification with the College of Family Physicians of Canada

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences

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.

Revised terms approved by Faculty Board Executive October 2, 2019
Revised terms approved by Faculty Board Executive February 15, 2018
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