

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ADVISORY COMMITTEE TERMS OF REFERENCE

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**Approved:** *September 18, 2018*

**Approved by:** *Committee/Executive Director*

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The Continuing Professional Development (CPD) Advisory Committee is an operational committee of the ACFP.

### PURPOSE

The ACFP Continued Professional Development (CPD) Advisory Committee will be engaged and responsive to emerging trends in the development and delivery of continuing professional development opportunities for family physicians in Alberta. The Committee will provide support to the College's CPD initiatives that promote the role family physicians play in delivering the highest quality care to patients and their communities across Alberta. The committee will operate in an advisory capacity by providing recommendations to the Executive Director and ACFP Board.

### OVERALL RESPONSIBILITIES

The ACFP CPD Advisory Committee will:

1. Provide advice to ACFP staff on the design and development of a survey that will help to determine the educational needs of family physicians in Alberta, and will contribute to re-establishing the ACFP's leadership and profile in CPD.
2. Provide ACFP staff with input on the development of an online up-to-date best practice resource page.
3. Review regular updates on the CFPC's Mainpro+ certification and credit reporting platforms and provide advice on communication to advance adherence to CFPC certification requirements to ensure family physicians, and educational programming developed for family physicians, meet the CFPC's high standards for medical education and training.
4. Review CPD issues, position papers and policies as necessary, and provide feedback to the ACFP Board.
5. Read, understand, and adhere to the ACFP Volunteer Code of Conduct and the Roles and Expectations of Committee Members found in the Volunteer Information Manual.

### MEMBERSHIP

Membership will be regional representation to ensure that the CPD needs of the ACFP's membership across the province are met. Committee Members must be ACFP Members in good standing.

The CPD Advisory Committee will consist of a minimum of five (5) and a maximum of ten (10) members who will serve a 3-year term with an opportunity for renewal for a second 3-year term. The renewal for the second term is not subject to the ACFP's Nominations process. Whether the renewable term will be offered to a Committee member is determined by the Chair, Executive Director, and Staff Liaison assigned to the Committee.

### **Membership will include:**

Chair – an ACFP Board Member and ACFP Representative on CFPC National Committee on Continuing Professional Development (NCCPD)

At least one regional representative, where possible, from the following geographical regions: North, South, Central, Calgary and Edmonton.

Committee Chairs are selected by the existing Committee Members, recommended to the Governance Advisory Committee, and approved by the Board. If a Chair cannot be chosen or elected by the Committee, nominations will be sought through the regular nomination process. Operational Committee Chairs and Members are presented to the ACFP Membership for their information at the AMM and posted on the ACFP website.

In addition to the membership it should be noted that the Executive Director of the ACFP is a member of all ACFP Committees without voting privileges.

### ***Internal Linkages:***

The two Operational Committees which fall under the CPD Advisory Committee are the Family Medicine Summit (FMS) Planning Committee and the PEIP Planning Committee.

The Family Medicine Summit (FMS) is the College's annual, premier educational conference, for family physicians. The ACFP FMS Planning Committee is responsible for identifying and selecting the education programs offered at the conference. Feedback from the CPD Survey will be provided to the Chair of the FMS Planning Committee to guide topic selection for the FMS. The Chair of the FMS will be invited to participate in CPD Advisory Committee discussion.

The Practical Evidence for Informed Practice (PEIP) Committee is a standing committee which plays an integral role in the creation and delivery of an evidence-based, clinically relevant, and thought-provoking CPD event on an annual basis. The Chair of PEIP will be invited to participate in CPD Advisory Committee discussion.

Additionally, the Chair of the CPD Advisory Committee will participate as an ex officio member of the FMS Planning Committee.

In the absence of participation, reports from the Chair of the FMS and PEIP Planning Committee will be requested.

### ***External Linkages:***

Linking with others who are experts in CPD development (e.g. Universities, etc.) is important. Feedback and information will be sought from identified individuals as needed. Reports will be requested, or they will be invited to participate as guests as required.

## **MEMBER EXPECTATIONS**

The actions of each member shall serve the best interests of the Committee, the ACFP Board, and the wider membership. It is expected that each member:

- Know and support the organization's vision, mission, and belief statement

- Know the Committee’s scope of work and Terms of Reference and assist in developing future goals and strategic direction for the Committee as required
- Positively promote the work of the Committee and the ACFP through interactions with the ACFP membership and external colleagues and stakeholders
- Adhere to the ACFP Code of Conduct and Conflict of Interest Policy and declare to the Committee if at any time you think you might have a potential conflict.
- At the point of onboarding, ask as many questions as necessary of the Staff Liaison and Chair to bring yourself up-to-date with the work of the Committee and the ACFP as quickly as possible
- Help to make members, especially new people feel welcome
- Assist in recruiting new members
- Complete your three-year term of office

### Meetings and Communications

Guidelines to facilitate decision-making and communication:

- Attend at least one (1) face-to-face and at least three (3) virtual meetings as scheduled. If unable to attend, advise the Staff Liaison as soon as possible in advance of the meeting. If unable to attend, provide your feedback to the Staff Liaison or Chair on any matters to be discussed at the meeting.
- Prepare for meetings by reviewing the meeting agenda and applicable documents, including draft meeting minutes
- Contribute to the meeting discussions and participate in decisions made; encourage others to do the same
- Be kind and considerate of other members’ ideas even if you do not share the same opinion
- Engage in and be responsive to email communication, dialogue, and committee actions required between formal meetings; respond to requests within 48 hours or as otherwise directed by the sender
- Perform agreed upon tasks as decided in committee meetings in a timely fashion
- Report progress of tasks as requested
- Complete meeting or program evaluations and/or ACFP surveys as required

## REPORTING RELATIONSHIP

As an Operational Committee, the CPD Advisory Committee is accountable to the Executive Director. The Committee will make recommendations to the ACFP Staff for the implementation of existing programs and initiatives, as well as to the ACFP Board through the Executive Director for extension or development of new programs or initiatives with budget or resource implications.

## ADMINISTRATION SUPPORT

Administrative and operational support for meetings and ongoing communications will be provided by the ACFP. Two senior staff members will be assigned to the committee who will be responsible for formulating agendas; collecting and presenting information regarding the areas of discussion; passing on discussion, recommendations and input from the committee to appropriate parties; and will facilitate the work of the Committee between meetings.

Staff members should include key personnel who are either directly involved in the delivery of CPD activities and/or have direct experience with the CFPC’s certification process and ACFP’s responsibility and work to certify programs. More specific duties include:

- Gather and collate input from the Committee to progress the operational deliverables outlined by the Executive Director
- Assess, plan, and report on Committee work for submission to the Chair
- Provide feedback, advice to Chair or Committee members on deliverables
- Assist in providing evaluative feedback of Committee members to the Chair

## MEETINGS

Meetings will be called by the Chair and facilitated by the Staff Liaison. It is anticipated there will be 4-6 meeting per year with at least one being held face-to-face, as well as ongoing communication via email between meetings.