

VIRTUAL EDUCATION SCIENTIFIC PLANNING COMMITTEE TERMS OF REFERENCE

Approved: DRAFT

Approved by: Executive Director and the Governance Advisory Committee

The Virtual Education Committee is an operational committee of the ACFP Continuing Professional Development Advisory Committee (CPDAC). Since the growth and acceptance of online learning from members, the ACFP has identified that providing alternative modalities for learning including online delivery, mentorship, and/or small group learning like journal clubs will be an added value and complement to its current continuing professional development (CPD) and continuing medical education (CME) programming.

PURPOSE

The Committee is responsible for the development and delivery of the ACFP's Virtual Education programming.

OVERALL RESPONSIBILITIES

The ACFP Virtual Education Committee (VEC) will:

- Commit to having substantial involvement in the development of CPD/CME opportunities.
- Provide timely and responsive guidance to inform decisions on how to fulfill the CME and CPD gaps for members in order to complement the ACFP's current CPD programming.
- Identify and analyze the CME/CPD needs of the target audience (family physicians) to determine educational objectives.
- Develop learning needs and identify speakers/facilitators for online CPD/CME opportunities.
- Share and inform committee members of competing CME/CPD; aim to fill gaps and not duplicate the work of other organizations.
- Ensure that the program content is relevant to family medicine and an effective selection of up-to-date educational experiences for family physicians working in a variety of settings is provided.
- Ensure that the planning, content, and conduct of the program is compliant with CFPC Mainpro+ Certification and meets acceptable ethical standards.
- The actions and negotiations of each member on behalf of the Committee must be approved by the VEC and the ACFP.

MEMBERSHIP

Membership will have provincial representation of current ACFP members to ensure that the CPD/CME needs of the ACFP's membership throughout the province are met. When assembling Committee, it is recommended that the ACFP consider the CFPC's diversity recommendation.

<insert diversity clause once approved and released>

Members must be ACFP Members in good standing and may be current member of operational committees.

The Virtual Education Planning Committee will consist of a minimum of three (3) members and maximum of nine (9) members.

Membership will include:

Chair – *criteria to be determined*

Up to nine (9) Members at Large

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 will:

- 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.
- Attend planning meetings to the best of their ability.
- Be responsive and agile to the changing demands of member education needs.
- Accept the role and responsibilities equivalent to a scientific planning committee in the context of Mainpro+ certification
- 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.

Meetings and Communications

It is essential that members be available for online meetings and responsive to emails in order to develop an agile CME calendar. Guidelines to facilitate decision-making and communication:

- Attend virtual and/or in-person meetings when possible
- Review and engage in written correspondence in support of the ACFP's Virtual Education programming

REPORTING RELATIONSHIP

As an operational committee, the Virtual Education Planning Committee is accountable to the CPDAC and the Executive Director. The Committee will make recommendations to the ACFP Staff Liaison for the implementation of existing programs and initiatives, as well as to the ACFP CPDAC through the Executive

Director for extension or development of new programs or initiatives with budget or resource implications.

MEETINGS

Meetings will be called by the Chair and facilitated by the Staff Liaison.

A significant amount of work is also done by the Planning Committee through email communication and teleconference/Web meetings (as required). If attendance to a meeting is not possible, it is advised that the committee member provide valuable input in lieu.