

# VIRTUAL EDUCATION COMMITTEE TERMS OF REFERENCE

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**Approved:** May 26, 2021

**Approved by:** Committee/Executive Director

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The Virtual Education Committee (VEC) 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 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 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 the Committee, it is recommended that the ACFP considers the CFPC's diversity recommendation:

“The CFPC strongly encourages CPD providers to include diversity as a factor in the selection of scientific planning committee members and of speakers, moderators, facilitators, and/or authors to represent the target audience, this includes considering balanced representation for gender, race, ethnicity, and sexual orientation/identity.”

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

The VEC will consist of a minimum of three (3) members and maximum of nine (9) members. 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

Up to nine (9) Members at Large  
Chair, CPD Advisory Committee

Committee Chairs are selected by the existing Committee Members. 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. Operational Committee Chairs and Members are presented to the ACFP Membership for their information at the AMM and posted on the ACFP website.

To give all Operational Committee Members an opportunity to lead, Committee Chair terms will be for a maximum of three consecutive years based on the July 1 to June 30 term cycle. A Committee Member's term supersedes their term as a Committee Chair. For example, if a Member is serving in their second 3-year term and they have only one year left, then their term as Chair ends when their Committee Member term ends in one year. If a Committee Member is starting a new 3-year term, for example, and they become Chair, they can choose to serve a maximum of three years, renewing annually their commitment as Chair through the Committee Staff Liaison. If a Chair decides to step down at any time, they simply advise the Committee Staff Liaison of their intent and together they work the current Committee Members to recruit for their replacement.

In addition to the membership, it should be noted that the President and the Executive Director of the ACFP are members of all ACFP Committees without voting privileges.

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

Linkage to the CPD Advisory Committee will ensure alignment with the ACFP's mandate and responsibilities in areas of CPD development and Mainpro+ certification. The Virtual Education Program will become integral to the ACFP's educational suite of programs for family physicians. To help inform guide, and determine program content, feedback from CPD surveys will be provided to the VEC.

### **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 meetings and responsive to emails in order to develop AND maintain an agile CME calendar. Guidelines to facilitate decision-making and communication:

- Attend up to six (6) virtual and one in-person meeting (if required) as scheduled each year. 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 VEC 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. For extension or development of new programs or initiatives with budget or resource implications the Liaison will prepare proposals for presentation to the ACFP CPDAC and Board of Directors through the Executive Director.