

18.0 CONTINUING PROFESSIONAL DEVELOPMENT AND MEDICAL EDUCATION ADVISORY COMMITTEE (CPDME-AC)

18.1 ROLE

The ability of the Dalhousie Continuing Professional Development and Medical Education Research Unit to contribute to the mission of the Faculty of Medicine depends greatly on good relationships and clear communication with other faculty members, departments, divisions, and other health-related faculties. The need for a formal mechanism to facilitate these relationships has been indicated clearly to CPDME in its survey reviews, and during its strategic planning process.

The Continuing Professional Development Medical Education Advisory Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

18.2 MEMBERSHIP

a) Elected Voting Members

- i) Up to six members from clinical departments, inclusive of all of our medical campuses. One member (education or faculty development representative, preferably) from each of several clinical departments (Medicine, Emergency Medicine, Surgery, Family Medicine, Pediatrics, Obstetrics & Gynecology, Urology, Psychiatry, Ophthalmology & Visual Sciences, and Pathology).
- ii) One representative from each of the following:
 - Undergraduate Medical Education
 - Postgraduate Medical Education
 - Student Affairs
 - Resident Affairs
 - Medical Sciences
 - Basic Sciences
 - Dalhousie Medicine New Brunswick
 - Library Sciences
- iii) One representative from each of the following:
 - CPDME Faculty Development
 - CPDME Research Unit
 - Global Health / Social Accountability
 - Bioethics
 - Humanities (DMNS or DMNB)

The initial appointment will be for two years, with renewal for an additional two-year term.

Some individuals may represent more than one position, if appropriate.

b) Ex Officio Voting Members

- i) Associate Dean, CPDME
- ii) ~~Assistant Dean, Faculty Wellness~~
- iii) Managing Director, CPDME

c) Ex Officio Non-Voting Members

- i) Dean, Faculty of Medicine
- ii) Representative of the general public (Mini Medical School participant)
- iii) Representative of the Faculty of Health
- iv) Representatives of Medical Societies of NS, PEI, NB
- v) Representatives of NS, NB and PEI College of Physicians and Surgeons
- vi) Medical Students (2) (distributed campuses)
- vii) Resident (2) (distributed campuses)

d) Chair: The Associate Dean CPDME shall be the Chair.

18.3 RESPONSIBILITIES

To discuss, advise upon, and recommend on matters which affect members of faculty's functions as educators in the CPDME curriculum. Such matters might include but are not limited to:

- a) CPDME research considering the merits of possible research directions, enhancement of involvement of members of faculty in CPDME research, interest in Medical Education Research Scholarship and the role to be played by such research in the educational continuum;
- b) The CPDME curriculum, including individual programs, and long-term planning to ensure that a balanced and broad curriculum is available to Maritime health care providers;
- c) Sharing innovations and approaches to effective CPDME between the CPDME office and faculty members, teams, communities, and other health professionals;
- d) Faculty commitment to CPDME teaching and opportunities for faculty enhancement through faculty development, including but not limited to: leadership education, wellness education, cultural competency, mentorship, and scholarly activity;
- e) Role of CPDME teaching and collection of data related to teaching assessment and evaluation, in the consideration of academic promotion and tenure for faculty;
- f) Matters of mutual concern including honoraria, travel costs, relationships with industry and other grantors, co-sponsorship of programs and CPDME accreditation/certification for programs;
- g) Physician voting members, at the discretion of the committee, are eligible to review programs for accreditation purposes on behalf of Dalhousie CPDME;
- h) Reviewing and participating in CPDME processes related to CACME accreditation and mid-term accreditation review and feedback.

18.4 MEETINGS

- a) Regular meetings: the committee will meet five times per year (or more frequently as required),

- ideally every other month from September to May
- b) Attendance: members should identify an alternate faculty/staff member from their unit to attend meetings of the member cannot attend. Members will attend at least 50% of the meetings over the course of an academic year.
 - c) Conflict of interest: members will be excused from sections of meetings when discussion or decisions have any perceived conflict of interest.
 - d) Minutes: meeting minutes shall be prepared under the direction of the Chair and kept by the CPDME Office on a secure Dalhousie Sharepoint Site. These will be maintained for 7 years then deleted.
 - e) Visitors: the Chair or other members via the Chair may request the presence of faculty/guests that are non-members to discuss/address specific issues from time to time.
 - f) Delegation by CPDME-AC: subject to the approval of the Faculty Council, the CPDME-AC may determine its own sub-committees and working groups to assist in the advisement of curriculum.
 - g) Quorum for meetings will be 50% + 1. Decisions will normally be made by consensus and without a formal vote. If a decision cannot reasonable be reached by consensus, decisions will be made by majority vote of the members present.
 - h) The CPDME Office will provide reasonable administrative support for the committee.
 - i) The principal work of the committee will be done through its various working groups which will report back to the committee as a whole at its regular meetings.
 - j) Working groups may include faculty/staff/students who are not members of the CPDME-AC.

18.5 REPORTING

The CPDME-AC shall report annually to the Education Council and Faculty Council.

1. The CPDME-AC shall report annually to Education Council and Faculty Council.
2. The CPDME Operations and Planning Committee and the CPDME Directors Committee are sub-committees of the CPDME-AC and as such will report to it.