

## **Terms of Reference**

### **Department of Medicine Education Continuing Professional Development Committee**

#### **Purpose:**

The DoM Education Continuing Professional Development (CPD) Committee's goal is to help fulfill the educational vision and mission of the Department of Medicine. The CPD Committee specifically will work on the development, implementation, and evaluation of continuing professional development opportunities and programs for faculty members.

#### **Membership:**

- Chair, Department of Medicine
- Director of Education, Department of Medicine (ex officio).
- Head/Chief, Department of Medicine (ex officio).
- Core Internal Medicine Resident.
- Six (6) representatives, Department of Medicine.
- Administrative secretary (ex officio)

#### **Chair:**

Chair is appointed by the Head/Chief Department of Medicine, chairs all meetings, or assigns a delegate to chair meetings.

#### **Voting/Quorum:**

All members may vote. In the event of a tie, the Chair will cast the deciding vote. A quorum will be 50% plus one.

#### **Frequency of Meetings:**

Ten (10) scheduled monthly meetings per year; a minimum of eight (8) meetings will be held per year.

#### **Attendance:**

Representatives are to attend at least 50% of the meetings.

#### **Reports to:**

The DoM Education Committee.

**Specific Responsibilities of the DoM Education CPD Committee will include:**

1. Overseeing the DoM weekly Grand Rounds.
2. Designing and delivering the Annual Medicine Matters Educational Program.
3. Developing and coordinating the traditional Teach-the-Teachers Workshop which will be held at least annually.
4. Have a strong relationship with Faculty of Medicine CME and Division of Medical Education to facilitate joint educational endeavors.
5. Create new educational opportunities for the DoM faculty.
6. Gather and promote information about CPD from other divisions.

**Specific subcommittees may include:**

- Grand Rounds Subcommittee.
- Medicine Matters Subcommittee.
- Teach-the-Teachers Subcommittee.
- As needed.