

18.0 CONTINUING PROFESSIONAL DEVELOPMENT/~~DIVISION OF~~ AND MEDICAL EDUCATION ADVISORY COMMITTEE

18.1 ROLE

The ability of Dalhousie Continuing Professional Development ~~and /Division of~~ 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~~ **health related** ~~care~~ **faculties**. The need for a formal mechanism to facilitate these relationships has been indicated clearly to CPD/DME in its survey reviews, and during its strategic planning process.

18.2 MEMBERSHIP

a) Elected Voting Members

- i) One member (~~education or fac dev rep, preferable~~) from ~~each of~~ several clinical departments (Medicine, Emergency Medicine, Surgery, Family Medicine, ~~Pediatrics, Obstetrics & Gynecology, Urology, Psychiatry, Ophthalmology, and others~~ Pathology). ~~The terms of these members will be at the discretion of their respective departments, but the initial appointment will normally be for at least two years;~~
- ii) One representative from each of the following:
 - Undergraduate Medical Education
 - Postgraduate Medical Education
 - ~~Student Affairs~~
 - ~~Resident Affairs~~
 - ~~Dalhousie Faculty of Medicine Research/ Basic Science/ Medical Sciences~~
 - ~~Dalhousie Faculty of Medicine Basic Sciences~~
 - ~~Dalhousie Medicine New Brunswick~~
 - ~~Library Sciences~~
 - ~~Library Dalhousie Faculty of Medicine basic science department; and~~
- iii) ~~One representative from each of the following:~~
 - ~~CPDME Faculty Development~~
 - ~~CPDME Continuing Professional Development and Medical Education Research Unit~~
 - ~~Global Health/Social Accountability/~~
 - ~~Bioethics~~
 - ~~Humanities Director: (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, Continuing Professional Development/~~Division of~~ and Medical Education;
- ~~ii) Managing Director, Continuing Professional Development/Division of Medical Education~~
- ii) ~~Assistant Dean, Wellness;~~

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- iii) ~~Two representatives from each of the following:~~
 - ~~Faculty Development (Director and one additional member)~~
 - ~~CPD/DME Research (Director and one additional member)~~
 - iii) Global Health/Social Accountability/Bioethics Managing Director, Continuing Professional Development and Medical Education

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c) Ex-Officio Non-Voting

- i) ~~Dean, Faculty of Medicine;~~
- ii) ~~Dalhousie Health Sciences Librarian;~~
- ii) Representative of the General Public (Mini Medical School Participant);
- iii) Member of Faculty of Health
- iv) ~~Representative of Doctors Nova Scotia, PEI, NB;~~
- v) ~~Representative of the New Brunswick Medical Society;~~
- vi) ~~Representative of the Prince Edward Island Medical Society; and~~
- v) Representative of the Nova Scotia College of Physicians and Surgeons;
- vi) Medical Students: DMNS & DMNB;
- vii) Resident; and Member of Faculty of Health
- vii) Member of Faculty of Health

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- d) **Chair:** The Associate Dean Continuing Professional Development/~~Division of and~~ Medical Education 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 CPD/DME curriculum. Such matters might ~~include but are not limited to~~ include:

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

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18.4 MEETINGS

- a) Regular Meetings: The Committee will meet five times/year (or more frequently as required), ideally every other month from September – May.
- b) Attendance: Members should identify an alternate faculty/staff member from their unit to attend meetings if 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 SharePoint Site through Dalhousie IT. These will be maintained for 7 years and then destroyed.
- 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 Advisory Committee: Subject to the approval of FoM Dean's Office, 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% plus 1. Decisions will normally be made by consensus and without a formal vote. If a decision cannot reasonably 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.

48.418.5 REPORTING

1. The Continuing Professional Development Committee shall report annually to the Education Council and Faculty Council.
2. The CPDME Operations and Planning Committee and the CPDME Directors and Assistant Deans Committee are sub-committee of the CPDME-AC and as such will report to it.

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