



Canadian Critical Care Society
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE
Terms of Reference

Purpose:

The Continuing Professional Development (CPD) Committee provides oversight for the Society's professional activities and products related to continuing professional development.

Functions:

- Identify and prioritize critical care topics that need to be addressed by CPD activities.
- Design, implement, and evaluate CPD strategies/activities that advance critical care in Canada.
- Develop and advise on methods to evaluate the effect of CPD strategies/activities on important educational processes and outcome measures related to critical care.
- Identify funding opportunities for CPD research.
- Support/endorse joint critical care CPD programs with other organizations or programs according to predefined criteria.
- Uphold the Standards of an Accredited Provider under the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada.
- Participate in applying to and maintaining the CCCS's status as a Royal College CPD Accredited Provider.
- Assess Maintenance of Certification applications, applicable to adult and pediatric critical care

Accountability:

- Copies of all correspondence and minutes from this committee to the Board.
- Before dissemination to the general membership, all documents from this committee are to be reviewed by the CCCS Executive.

Membership:

- Members are to be recruited by an open letter to the membership of the CCCS and CCCTG.
- Membership shall only include CCCS members.

- Membership should be balanced by geographic region whenever possible, and at least one committee member should be in community practice.
- Size of the committee, including the CPD Chair, is to be limited to 5-8 individuals.
- CPD Chair to be chosen by the CCCS Executive.
- Term of membership and chair: 3 years, staggered.

Voting:

In general, consensus will be sought. If required, voting may occur. The majority will carry the vote. In case of a tie, the Chair will break the tie.

Communication:

Communication between committee members will occur electronically, by teleconference or in person on a quarterly basis, to review ongoing projects. Minutes of the meetings will be provided by the CPD Chair and reviewed by the CCCS Board of Directors. Quorum will be 50%.