**Scientific Planning Committee (SPC) Terms of Reference**

**Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CPD Provider/Physician Organization**

**Primary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-developer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Document Purpose/Use**

* Provide information about the purpose, scope, roles and responsibilities of the SPC members

**Planning Committee**

* Purpose is to plan scientific content and programming and guide in its delivery
* Accountable to the Primary CPD Provider/Physician Organization
* The SPC is responsible to adhere to the National Standard for Support of Accredited CPD Activities, Canadian Medical Association Policy: Guidelines for Physicians in Interactions with Industry, and accreditation standards of College of Family Physicians and Royal College of Physicians and Surgeons of Canada, as applicable.
* The SPC may consider data or advice from all sources, but must ensure that decision-making related to the following CPD program elements is under its exclusive control:

1. Identification of the educational needs of the intended target audience;
2. Development of learning objectives;
3. Selection of educational methods;
4. Selection of speakers, moderators, facilitators and authors;
5. Development and delivery of content; and
6. Evaluation of outcomes.

**Membership**

* Course Chair(s)
* Representative members of the target audience
* Education Consultant, or delegate, from CME&PD or primary physician organization

For further consideration of your SPC composition:

* First five years of practice
* Postgraduate resident
* CME&PD promotes selection of scientific planning committee members, speakers, moderators, facilitators, authors and staff who reflect a diversity group of individuals with regard to sex, gender, gender identity, sexual orientation, race, ethnocultural, religion, socio-economic and geographic backgrounds. *For the full CME Equity Diversity Inclusion statement, please see (insert link)*
* CME&PD promotes the inclusion of the patient voice. Involvement may include: data sources as part of needs assessment, ad hoc advisors or reviewers for the program, SPC members, co-presenters or facilitators

**Term of Membership** (*Other terms may be applicable depending on the project)*

* Terms are one year and renewable
* CPD Provider/Physician Organization, in conjunction with Chair(s) review composition annually to ensure optimal representation and coverage of responsibilities

**General expectations of Scientific Planning Committee**

* Committee to determine the number of meetings required, frequency, and location.
* This group will meet virtually and/or in person, with updates provided as needed via electronic communication.
* The meeting agenda should reflect the timeline for different steps in the course planning process.
* Minutes are taken and summary notes created and added for substantive information email correspondence related to planning decision making

**Roles and Responsibilities**

* Attend and play an active part in committee meetings. Members not active during the planning cycle may be excused from the committee at the discretion of the Chair(s) and/or Primary CPD/Physician Organization.
* Contribute beyond attending regular scheduled SPC meeting times, e.g. review background information in advance of attending meetings, check on availability of speaker or supporting speakers, promoting course within their network.
* Complete a Conflict of Interest Disclosure Form **(insert link to online coi form)**
* Attend and provide support to the course as determined by the committee, e.g., act as session chair/moderator, introduce speakers and facilitate Q&A.
* **NOTE: While SPC retains decision-making of CPD program elements; CME&PD Education Consultant is responsible in providing direct support and coordination for the following:**
* Define target audience(s) of the course.
* Share knowledge of relevant needs assessments sources such as surveys of potential participants, focus groups, clinical audits, national, health or utilization data and clinical practice guidelines
* Review needs assessment materials and past course evaluation summaries, when available.
* Develop learner-centered learning objectives for the overall course and each component of the course (e.g., plenary sessions, workshops, simulation), based on identified educational needs such as knowledge to be gained, skills to be acquired, attitudes that might be changed and practice outcomes to be achieved.
* Determine learning activities (e.g., small group learning, case based discussion, e-learning).
* Recommend topics, recommend and invite speakers, and refine learning objectives with speakers.
* Manage any conflicts of interest declared by speakers, moderators, facilitators, and committee members.
* Recommend and invite potential sponsors and exhibitors for the course.
* Identify and recommend potential grant funding opportunities.
* Identify target groups for marketing and support marketing by disseminating course information to colleagues and organizations.
* Review the evaluation strategy and final evaluation summary.

**Reward and Recognition** *(only applicable to SPC members of CME&PD-owned courses, remove if not applicable)*

* SPC members will be acknowledged in CPD event website and/or brochure and day-of communications
* SPC members will receive complimentary registration to the event in which they supported planning, in addition to any other CME&PD-owned event (cannot exceed $1500) each calendar year they are an active member.
* Chair(s) will receive complimentary registration to the event in which they supported planning, in addition to any other CME&PD-owned event (cannot exceed $2500) each calendar year they are an active member.

**Confidentiality**

* Matters requiring confidentiality will be clearly stated and agreed by SPC as required.