

**UNIVERSITY OF CALGARY  
CUMMING SCHOOL OF MEDICINE**

**CONTINUING MEDICAL EDUCATION and PROFESSIONAL DEVELOPMENT COMMITTEE**

**Vision for CME & PD**

Inspiring excellence in continuing professional education, practice and research.

**Mission for CME & PD**

To provide and coordinate integrated academic-focused educational and assessment activities and resources that promote lifelong learning for health care professionals for excellence in clinical practice focused on improving health outcomes. (approved by SEC May 14, 2018)

**Objectives of CME & PD Office**

- To provide and support the development and delivery of evidence based educational and assessment activities, using diverse formats and technologies, to improve care provided by physicians and their professional colleagues.
- To collaborate with academic, professional and health care partners in providing continuous professional learning and assessment.
- To be provincial, national and international leaders in physician and health care team learning, assessment and research.

**CME & PD Committee Membership**

- Associate Dean, Continuing Medical Education and Professional Development, University of Calgary (Chair)
- Representative chairs (or delegate) of selected CME & PD Planning Committees (e.g., Family Practice Review and Update, Calgary Therapeutics, Emergency Medicine for Rural Hospitals, Wednesday Evening Program and Rural Videoconference Program)\*
- Representatives (or delegate) of University Clinical Departments\*\*
- Chair, Calgary Zone Medical Advisory Committee, or delegate (non-voting)
- Two members at large appointed by Cumming School of Medicine, Faculty Council\*\*\*
- Chair, CPD Committee, Alberta Chapter, College of Family Physicians, or delegate (non-voting)
- Associate Dean / Director, Distributed Learning and Regional Initiatives, University of Calgary, or delegate
- Registrar, College of Physicians and Surgeons of Alberta, or delegate (non-voting)
- Executive Director, Alberta Medical Association, or delegate (non-voting)
- Assistant Dean / Director, Specialist & Interprofessional Education, Continuing Medical Education and Professional Development, University of Calgary
- Assistant Dean, Personalized Learning, Continuing Medical Education and Professional Development, University of Calgary
- Director, Primary Care Engagement, Continuing Medical Education and Professional Development, University of Calgary
- Assistant Dean, Physician Learning Program (PLP), Continuing Medical Education and Professional Development, University of Calgary

- Director - CME, Managers - CME, Manager - PLP, Continuing Medical Education and Professional Development, University of Calgary
- Education Consultants, Continuing Medical Education and Professional Development, University of Calgary (non-voting)

### **CME & PD Committee Terms of Office**

\*Committee members who are chairs of course planning committees will be appointed by the Associate Dean. They may send delegate to CME & PD Faculty Committee meetings.

\*\*Committee members will be appointed by their department head in conjunction with the Associate Dean. They will be selected for their ability to fulfill the roles specified below for Departmental representatives. They may send delegate to CME & PD Faculty Committee meetings.

\*\*\*Committee members elected by Faculty Council may serve for 2 years, renewable once. After service of two terms, and following a year of absence, a faculty member may again be nominated for Office.

### **CME & PD Committee Duties**

- Develop and recommend policy on all aspects of continuing medical education and professional development.
- Review information about CME curriculum, programs, services, activities that are developed by the Office of CME & PD.
- Receive reports on CME activities within individual member jurisdictions and provide feedback to departments on their activities.
- Develop and foster linkages with external organizations to promote and develop continuing professional development.
- Facilitate work with organizations involved in health care delivery and health system management to determine educational needs.

### **CME & PD Committee Reporting**

Report to Senior Education Committee and as required to Executive Faculty Council and Faculty Council.

### **CME & PD Committee Meeting**

- The committee will meet 8 times annually called by the Chair.
- Quorum will be 50% of voting membership, Chair will vote only if there is a tie.
- Agenda developed by Chair with committee input and circulated before the meeting.
- Minutes to be kept (by Administrative Assistant to the Associate Dean, CME & PD).

### **Roles of Departmental Representatives**

- Create appropriate structures within the department to support the professional development of departmental members.
- Advocate for CPD at departmental level.
- Provide expertise about accreditation to departmental members.
- Work with the Office of CME & PD in the development, accreditation, and implementation of CPD programs.
- Promote a culture of CPD.
- Initiate activities and processes in response to new and emerging clinical directions and services, research, patient safety and quality improvement work.

Approved by:

Executive Faculty Council: August 27, 2008

Continuing Medical Education and Professional Development: September 17, 2008

Faculty Council: December 10, 2008

CME & PD Committee: October 26, 2011

Faculty Council: December 14 2012

CME & PD Committee: September 19, 2018

Faculty Council: October 17, 2018