

Terms of Reference

Professional Development Council

Role

The Professional Development Council, a standing committee of Faculty Council, serves as a collaborative forum for advancing the professional development of physicians, other health professions and faculty members of the Faculty of Medicine through University sponsored CME/CPD, faculty development, research, scholarship and innovation.

Responsibilities:

- Develop policy/guidelines for the development, planning and evaluation of University sponsored CME/CPD and faculty development programming.
- Advise and assist in strategic planning and coordination of CME/CPD and faculty development activities.
- Advise on new programming initiatives, innovation and scholarly activities to advance the professional development of physicians and faculty members.
- Inform on physician assessment and re-training professional development programming.
- Update and share information related to national/provincial licensing/regulatory issues, employer policy, governmental regulations and/or changes that impact professional development for physicians.
- Update and share information related to accreditation standards/guidelines that impact professional development for physicians.
- Foster collaboration with internal and external stakeholders to enhance professional development for physicians and other health professions.
- Inform of operations that support CME/CPD and faculty development activities.

Membership:

1. Associate Dean, Educational Development (Chair)
2. Dean, Faculty of Medicine (or representative)
3. Director, Academic Development (Specialists)
4. Director, Academic Development (Family Physicians)
5. Director, Assessment and Re-Training (PATO)
6. Manager, Operations OPED
7. OPED Research Associate
8. Teaching Consultant

Appointment Process

Membership is by virtue of administrative or staff appointment. Members may be added as needed.

Operations

- The Committee will meet monthly, or at the discretion of the Chair.
- Quorum will be 50% of members.



Faculty of Medicine

- Regular attendance/participation is expected of all members. Other guests may be invited to participate, at the Chair's discretion or a member's request.
- A written record of each meeting will be reviewed and approved by members. Copies of such records are made available for accreditation review. Agendas and minutes will be distributed within one week prior to meetings.

Approved: December 2022