



**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.
- CPD Committee mission statement and goals to be reviewed by CCCS Executive every 2 years.

**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%.

### **CCCS CPD Committee Mission Statement, Purpose, Goals**

#### **Mission statement**

To promote excellence in the care provided to critically ill patients through life-long learning initiatives, research and advocacy

#### **Purpose**

The Continuing Professional Development (CPD) Committee provides oversight for the Canadian Critical Care Society's professional activities and products related to continuing professional development and provides guidance and accreditation to partner organizations who provide critical care CPD opportunities. In doing so, the CPD Committee will ensure that the highest standards for CPD activities are achieved.

#### **Target Audience**

- CCCS membership
- All critical care specialists in Canada
- All physicians working in critical care or those who want to increase knowledge or skills in critical care medicine

#### **Goals**

1. Ensure that all CCCS-endorsed educational activities meet the highest standards for CPD and conform to the [National Standard of support for accredited CPD activities](#).
2. Ensure that educational activities are consistent with the perceived and unperceived needs of the critical care medicine community and CCCS membership, through self-assessment and other

educational need evaluations, annually and/or after major events co-sponsored with other partner organizations.

3. In collaboration with the Knowledge Translation Committee, disseminate all CCCS-endorsed guidelines and position statements along with an associated CPD-component.
4. Provide accreditation for national, regional, and local level critical care educational activities organized by CCCS or partner organizations.
5. Disseminate information regarding accredited educational activities to CCCS membership.
6. Collaborate with CCCF Academy in their offering of their annual conference and CPD activities throughout the year.
7. Evaluate CPD strategies and activities with outcome measures with post-evaluation results for each accredited CPD activity and on an annual basis.
8. Adhere to the CMA Guidelines for Physicians in Interactions with Industry (2021) and CCCS conflict of interest and sponsorship policies (draft, not yet approved) in communications with industry for all CPD-related planning and activities.