



Terms of Reference

Standing Committee on Postgraduate Education and Subcommittee for Pediatric Palliative Care Education

Postgraduate Education Committee

Mandate

The mandate of the Postgraduate Education Committee is to help advance the academic standing of palliative care across Canada and to coordinate the efforts of program directors to support individual programs to train excellent palliative care physicians.

Members

The Postgraduate Education Committee is comprised of:

- One or two representatives from each medical school in Canada. This is typically the Program Director for the palliative care year of added competency program, the director of the subspecialty residency program if applicable, and / or another physician with responsibility for palliative/end-of-life care education at the postgraduate level.
- One of the above members will be the Chair.
- Chair(s) or representative of the CFPC's CAC committee
- One Board member to help the Chair communicate between the Board and the Committee, if no other Committee Member is on the Board. This person should understand how the training programs in Canada run.
- Past Chair

Chair

The Committee will select a chair from among its members. The term of the chair will be two years, renewable twice.

Subcommittee for Pediatric Palliative Care Education

Mandate

The mandate of the Subcommittee for Pediatric Palliative Care Education is to:

- a) collaborate on a national basis to establish subspecialty training programs for pediatric palliative care*

- b) determine human resource requirements for clinical service provision, teaching and research for pediatric palliative care
- c) to advocate for the number of individuals needed to augment and sustain programs at a viable level, including both physician and allied health resources

*Pediatric palliative care education at the undergraduate level is the responsibility of the CSPCP Undergraduate Education Committee.

Members

The subcommittee of pediatric palliative care consists of eight pediatric palliative care physicians from across Canada.

Chair

The Chair of the subcommittee will be chosen from among its members. The term of the chair will be two years, renewable twice. The Chair also represents pediatrics on the CSPCP Undergraduate Education Committee.

Additional Notes Applicable to the Committee and the Subcommittee

CSPCP Policies Pertaining to Committees

Committee members, subcommittee members, and Chairs are subject to [CSPCP Policies Pertaining to Committees](#).

Collaboration between the Committee and Subcommittee

The Chairs of the postgraduate committee and Pediatric Subcommittee will exchange agendas and minutes of meetings. The Chairs will participate in each other's meetings if/when appropriate and will discuss items of mutual interest.

Governance and Reporting

The Committee and subcommittee are responsible to the Board of the CSPCP and will make policy and procedural recommendations to the Board appropriate to their mandate. The Chairs will report to the Board as required and submit a written report annually.

Operations

The Postgraduate Committee and Pediatric subcommittee will hold a minimum of three meetings each year, typically one face to face meeting (held in conjunction with other meetings such as the Advanced Learning in Palliative Medicine conference or the annual meeting of the Canadian Pediatric Society) and 2-3 teleconferences. Additional teleconferences may be scheduled if necessary.

The CSPCP will provide access to an administrative assistant and funding for teleconferences and/or web-based meetings. Additional resources may be provided at the discretion of the CSPCP Executive.