



Canadian Society of Palliative Care Physicians

Continuing Professional Development (CPD) Committee

Terms of Reference

Purpose:

To plan continuing professional development opportunities for palliative medicine. This includes overseeing the annual Advanced Learning in Palliative Medicine conference, planning the Master Class at the International Congress on Palliative Care in Montreal every second year, and as resources permit, planning webinars and presentations at appropriate conferences.

Role:

1. Oversee the ALPM Conference planning to ensure an appropriate budget while maintaining a high level of advanced education in Palliative Medicine for our members. The Conference planning subcommittee will be responsible for planning the overall details of the ALPM and will report back to the CPD Committee.
2. Plan the Clinical Master Class of the International Congress on Palliative Care in Montreal, held every two years. This involves working with the Congress planning committee to develop the theme and potential speakers and budgetary considerations.
3. Develop and plan webinars or other conference presentations related to palliative medicine as determined by the CSPCP Board of Directors.
4. Develop and maintain a list of additional educational resources for professional development in palliative care on the CSPCP member website.

Chair:

The committee will be chaired by a CSPCP member appointed by the board. This person will also Chair the Conference Planning Subcommittee. If the Chair is not a board member, a board member must be on the CPD committee and the Conference Planning subcommittee and be designated as the Board Liaison.

Committee Members:

Current CPD Chair
Past CPD Chair
CSPCP members invited as required.

Term:

3 years. Renewable in one year increments with approval of the CSPCP Board.

Remuneration:

No remuneration as per the [CSPCP Policies Pertaining to Committees](#).

Reporting Structure:

Reports to CSPCP Board

Meetings:

Meetings will be called by the Chair(s) as needed to oversee the planning of the various CPD events. A report of progress will be forwarded to the CSPCP's board prior to each board meeting and at the request of the President.