

Canadian Neurological Sciences Federation (CNSF) Professional Development Committee (PDC) – Terms of Reference

Committee Purpose:

The purpose of the Professional Development Committee is to determine members' educational needs, facilitate learning opportunities, and advise the CNSF Board with respect to ongoing professional development needs of the members of the four constituent societies.

Committee Membership:

The committee will include:

- The Committee Chair and Vice Chair
- The MOC accreditors from the CNS and the CNSS
- One representative from each of the four societies
- Resident representatives from the CNS, CNSS and CACN.
- One CNSF Vice-President and the CNSF CEO.
- CNSF Board Chair (optional)
- Chair and Vice Chair of the Scientific Program Committee
- CNSF Secretariat MOC Representative (ex-officio)
- Two members of the CNSF Board of Directors (optional)
- Membership will reflect a balance between university-based and community-based practitioners. At the Chair's discretion, an additional two members may be appointed to correct an imbalance in membership composition.

Committee Chair and Vice Chair:

Appointed by the CNSF Board of Directors

Committee Accountability/Authority:

The Professional Development Committee is accountable to the CNSF Board, to whom it must report twice yearly.

Relationship with Scientific Program Committee:

The Chair and Vice Chair of the Scientific Program Committee will be members of the Professional Development Committee and vice versa.

Committee Responsibilities:

The Professional Development Committee will:

- Determine, using a variety of assessment methods, the professional development needs of the members of the four societies under the umbrella of the CNSF.
- Select qualified members of the Societies to be accreditors familiar with the Maintenance of Certification standards developed by the Royal College of Physicians and Surgeons of Canada. (Both the Canadian Neurological Society (CNS) and the Canadian Neurosurgical Society (CNSS) are accredited providers of the Royal College's Maintenance of Certification program.)
- Be responsible for the accreditation of Continuing Professional Development (CPD) programs in neurology, neurosurgery, child neurology and neurophysiology (including the programs offered at the CNSF annual scientific meeting) The accreditation process will follow the CPD standards developed by the Royal College of Physicians and Surgeons of Canada.

- Collaborate with the Scientific Program Committee and other committees of the CNSF to ensure that the annual Congress provides a balanced program, which reflects the specific learning needs of members and attendees, and provides a high quality learning opportunities and abides by the Royal College Maintenance of Certification criteria.
- Develop learning opportunities for society members (including Junior members) in domains beyond traditional discipline-related continuing medical education. This will include the Canadian Medical Education Direction for Specialists (Can MEDS), a framework of core physician's competencies, which includes the role of communicator, collaborator, health care advocate, professional, manager, scholar and medical expert.

Terms of Appointments:

On the recommendation of their Societies, the CNSF Board of Directors will appoint members for a term of up to three years. The terms of the Chairs and Vice Chairs of the Scientific and Professional Development Committees are for one year with an option for re-appointment on a yearly basis. Resident members will be appointed for one year.

Meeting Frequency and Recording:

Meeting frequency will be as required and/or called by the Chair.

- Minutes of meetings will be recorded by a member of the committee and/or staff as appointed by the Chair.
- The Chair will submit a written report to the CNSF Board of Directors at each CNSF Board meeting and report to his/her respective Society Board meeting as requested.