Continuing Professional Development (CPD) Accreditation Committee

Role
The Continuing Professional Development (CPD) Accreditation Committee (CPD-AC) is a subcommittee that reports to the Accreditation Committee. The purpose of the committee is to develop innovative approaches and establish the standards and processes relevant to the accreditation and re-accreditation of continuing professional development (CPD) providers.

Responsibility and Authority
The CPD-AC’s core responsibilities are to:

- Develops, maintains, and recommends policies, standards, and criteria for the accreditation of CPD providers;
- Develops and maintains policies, standards, and criteria for the accreditation of CPD activities under Section 1 and Section 3 of the Maintenance of Competence (MOC) Program;
- Oversees the (re)application process related to CPD providers; and
- Reviews the reports of periodic evaluations of accredited CPD providers.

The CPD-AC has a collaborative relationship with the Professional Learning and Development Committee (PLDC), where the vice-chair of the CPD-AC will also participate as a non-voting member in PLDC meetings. One voting member of the CPD-AC will hold a dual role; as a voting member and as vice-chair of the CPD-AC.

Composition
The CPD-AC has nine (9) voting members, including the chair and vice-chair*. The 9 voting committee members include:

- One (1) committee chair who is selected from one of the categories of voting members below;
- Two (2) members from university offices of Continuing Medical Education (CME) or equivalent;
- Four (4) members from National Specialty Societies or other national CPD providers;
- One (1) member from the Simulation Accreditation Committee; and
- One (1) Chair of an accredited rounds, journal club, or small group program.

*One of the voting members listed above (with the exception of the committee chair) will also hold the role of vice-chair for the CPD-AC.

The committee will also include the following 3 non-voting members who may attend meetings but shall not be counted for the purposes of establishing quorum:
• Chair, Committee on Accreditation of Continuing Medical Education, AFMC;
• One (1) representative from the Collège des Médecins du Québec; and
• One (1) representative from the College of Family Physicians of Canada.

Key Competencies and Characteristics
Generally, committee members should possess the following key competencies and characteristics:

• Knowledge of the vision, mission, and goals of the Maintenance of Certification (MOC) Program;
• Knowledge of the ethical principles governing physicians and industry (including pharmaceutical companies, medical supply, and simulation development companies);
• Knowledge of and interest in the evaluation of CPD activities and providers;
• Experience in the development or implementation of standards for educational and assessment programs;
• Experience or expertise in the educational planning processes of CPD activities; and
• An ability to integrate strategic thinking and risk management in the formulation of accreditation policies and standards.

Term of Office
The usual term of office of the chair is two years, renewable once (maximum of four years). The term of the vice-chair is one year, renewable three times (maximum of four years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

The usual term of office for members is two years, renewable twice (maximum of six years).

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.

Meetings
The CPD Accreditation Committee usually meets face-to-face twice per year. Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.