Professional Learning and Development Committee

Role
The Professional Learning and Development Committee (PLDC) is a subcommittee reporting to the Committee on Specialty Education. The committee is responsible for developing, monitoring, and promoting excellence in lifelong learning processes and strategies for physicians in practice.

Responsibility and Authority
The core responsibilities of the Professional Learning and Development Committee are to:

- Contribute to the development and monitor implementation of policies, a work plan, and an operational plan relevant to the Royal College’s Maintenance of Certification (MOC) Program;
- Contribute to the development, review, and monitoring of educational and ethical standards for continuing professional development activities and programs for physicians;
- Advise the Committee on Specialty Education on the policies, strategies, tools and improvements to enhance MAINPORT ePortfolio;
- Contribute to the development, review, and monitoring of accreditation standards for CPD provider organizations;
- Facilitate the development, implementation, and monitoring of practice assessment and improvement strategies and tools for physicians in practice;
- Provide advice and support to the Committee on Specialty Education and its subcommittees for preparing residents to enter practice; and
- Review appeals submitted by Fellows subject to having their Fellowship removed for non-compliance with the MOC Program.

The PLDC has a collaborative relationship with three committees, operationalized through participation by three ex-officio non-voting members of other committees who also sit on the PLDC, as noted within the below section.

Composition
The PLDC has ten (10) voting members, including the chair who is selected from one of the categories of voting members below. The 10 voting committee members include:

- Three (3) Fellows in good standing associated with the national specialty societies;
- Two (2) continuing medical education (CME)/continuing professional development (CPD) deans;
- One (1) Fellow-at-large in good standing;
- One (1) representative from postgraduate medical education (program director or postgraduate dean);
- One (1) Regional Advisory Committee member or chair;
The PLDC will also include the following nine (9) non-voting members who may attend meetings but shall not be counted for the purposes of establishing quorum:

- Vice-Chair, CPD Accreditation Committee;
- Vice-Chair, Simulation Accreditation Committee;
- One (1) member of the Assessment Committee with expertise in assessment strategies and tools applicable to practice;
- One (1) representative from the CPD Office of the Federation of Medical Specialists of Quebec;
- One (1) representative from the Federation of Medical Regulatory Authorities of Canada;
- One (1) registrar or designate from a provincial medical regulatory authority;
- Two (2) specialty residents, one each from Resident Doctors of Canada (RDoc) and one from Fédération des médecins residents du Québec (FMRQ); and
- One (1) representative of the College of Family Physicians of Canada’s national CPD committee.

Key Competencies and Characteristics
Committee members should possess:

- Knowledge of continuing professional development theory and practice;
- Expertise in medical education and/or continuous quality improvement;
- Experience with the development of standards relevant to educational programs;
- An ability to demonstrate strategic thinking relating to lifelong learning processes and programs;
- An ability to contribute to establishing and implementing a vision and strategic direction for the MOC Program; and
- Experience in the development of policies relevant to the promotion and evaluation of the MOC Program’s goals and objectives.

Term of Office

The usual term of office of the chair is two years, renewable once (maximum of four years).

The usual term of office for members is two years, renewable twice (maximum of six years). The term of the vice-chair is one year, renewable three times (maximum of four years). The usual term of office for members is two years, renewable twice (maximum of six years), with the exception of the voting specialty residents whose terms are one year, renewable twice (maximum of three 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.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.
The chair and all voting members of the committee require appointment by the Executive Committee of Council (or the CEO if it is a midterm appointment). Non-voting members do not require approval of the ECC or the CEO.

Meetings
The Professional Learning and Development Committee usually meets face-to-face twice per year, and as required.

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.