

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

Committee Purpose:

Develop a clear vision and goals for CPD.

Determine CNSF Members' educational needs through surveys, Congress evaluations and other methods as required.

Facilitate learning opportunities and advise the Scientific Program Committee and CNSF Board with respect to ongoing professional development needs of the members of the CNSF's Societies.

Oversee the maintenance of the CNSF's status as a Royal College accredited CPD Provider (due June 1, 2026).

Inform discussions that CNSF staff has with potential sponsors and other strategic partners about the professional development priorities of the CNSF.

Evaluate the effectiveness of different professional development offerings.

Committee Membership:

- A Committee chair from one of the CNSF Societies.
- A Committee Vice-chair (who will be the Chair-elect)
- One member elected from each of the Societies.
- The Chair and Vice Chair of the Scientific Program Committee
- Resident representatives (up to two from each society).
- Up to One member each of affiliated non-voting member groups (Canadian Association of Neuroscience Nurses, Canadian Association of Electroneurophysiology Technologists Inc. (CAET), Association of Electromyography Technologists of Canada (AETC))
- The CNSF CEO.
- One member from the CNSF Board of Directors
- Secretariat staff as required.

Committee Chair and Vice Chair: Are appointed by the CNSF Board of Directors

Committee Accountability/Authority:

- The Professional Development Committee is accountable to the CNSF Board of Directors.
- The Chair of the Professional Development Committee prepares a written report for each CNSF Board of Directors meeting. The committee must outline any anticipated initiatives and financial expenditures for the year and present them to the board for approval before the budget is set for the next year.

Relationship with Scientific Program Committee:

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

Committee Responsibilities:

- Determine, using a variety of assessment methods, the professional development needs of the members of the CNSF and its Societies
- Develop the requisite policies to support CPD delivery and accreditation compliance
- Establish an annual cycle of Continuing Professional Development opportunities (accredited and unaccredited for CNSF Members), including budgets and timelines

- Weekly or monthly educational offerings (rounds etc. on a national basis) ongoing
- Advance, with priority, CPD activities of relevance to multiple societies
- Oversee an evaluation framework to measure and improve program effectiveness
- 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.
- Accredite Continuing Professional Development (CPD) programs, including the programs offered at the CNSF Congress. The accreditation process will follow the CPD standards developed by the Royal College of Physicians and Surgeons of Canada.
- Submit any required documents to the Royal College of Physicians and Surgeons (note that CNSF 8-year accreditation expires June 1, 2026), including requested action plans and interim reports
- Collaborate with the Scientific Program Committee and other committees of the CNSF to ensure that the Congress provides a balanced program, which reflects the specific learning needs of members and attendees and provides high-quality learning opportunities
- 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.

Terms of Appointments: All are reviewed yearly

- Chair and Vice Chair: Two years, with the potential for renewal or at the discretion of the CNSF Board.
- Elected society members: 2 years, with the potential for renewal or at the discretion of the CNSF Board.
- Residents' representatives: One year, or at the discretion of the CNSF Board
- CNSF Board members: Two years, with the potential for renewal
- Chair and Vice-Chair of the Scientific Program Committee: As per term on the SPC

Meeting Frequency and Recording:

- The Committee meets at the June Congress, and holds 4-6 meetings throughout the year as determined by the Chair and Vice-Chair. The Chair and Vice Chair are invited at least annually to a CNSF Board meeting to discuss progress, challenges and opportunities.
- Minutes are taken by the CNSF Secretariat office and distributed to Committee members.