

# TERMS OF REFERENCE

## Office of Professional & Educational Development (OPED) Strategic Priorities Implementation & Evaluation Team

### Purpose

The Committee on Accreditation of Continuing Medical Education (CACME), as per Standard 2.1, requires all accredited providers of continuing professional development (CPD) implement and evaluate a strategic plan which includes an operational plan to support the achievement of the CPD program's purpose and measurable goals. The purpose of the OPED Strategic Priorities Implementation & Evaluation Team is to closely monitor the implementation of OPED's strategic and operational plan and to make recommendations for improvement to the overall OPED program based on the evaluation of its goals.

### Membership

- OPED CPD Research Associate (Chair)
- Academic Director representative
- Operations Manager
- Senior Instructional Designer
- Teaching Consultant
- Education Specialist Live CPD

Other OPED faculty and staff members may be invited at the discretion of the Chair and with the advice of the Committee.

### Operations

- The OPED Strategic Priorities Implementation & Evaluation Team is a sub-committee of the Professional Development (PD) Council, Office of Professional & Educational Development, Faculty of Medicine.
- Team meetings will typically take place four times/year. The Team may also meet at the call of the Chair.
- The term for members will be ongoing as part of the general operations of OPED.

## **Responsibilities**

- To review ongoing achievement of OPED's strategic priorities, outcomes, metrics, and/or indicators
- Monitor OPED's achievement of key strategic priorities against set indicators and/or metrics
- To present regular monthly reports on strategic priority achievements to PD Council.
- To identify any gaps in the successful implementation of the operational plan.
- To make improvement-based recommendations to the overall OPED program based on indicator/metric data collected.
- To produce a bi-annual report on all activities and implement a dissemination plan.

## **Meeting Notes and Documentation**

- All meeting notes/minutes and reports will be kept with the designated administrative support person, reviewed by the Chair, and circulated to members.