



Continuing Professional Development Committee Terms of Reference

These Draft Terms of Reference define the authority and responsibilities delegated to the Continuing Professional Development Committee (CPDC) by the Sonography Canada Board of Directors (BOD).

1.0 STATUS

- 1.1 The CPDC is an Operational Committee of Sonography Canada established by the Board of Directors and reporting to the Executive Director.

2.0 PURPOSE

- 2.1 The CPDC will oversee the development, management and administration of continuing education opportunities for sonographers. The CPDC will provide support and guidance to Sonography Canada's CPD initiatives to foster best practices and ensure sonography is practiced with excellence across Canada.

3.0 AUTHORITY

The CPDC has the authority to, within strategic and policy parameters of the Board, and budget established by the Board to:

- 3.1 Develop and recommend policies and procedures that govern all continuing education programs provided by Sonography Canada.
- 3.2 Provide strategic guidance to Sonography Canada's Board, related operational committees and staff on CPD programs, activities and services offered by Sonography Canada.
- 3.3 Develop and recommend continuing educational activities that promote sound CPD principles.
- 3.4 Ensure that Sonography Canada's continuing education programs meet accepted best practices for CPD development.
- 3.5 Conduct a needs assessment or ongoing environmental scanning to ascertain the continuing educational requirements of Sonography Canada members, and provide this information to the Board of Directors.
 - 3.5.1 To identify and recommend development of CPD programs for delivery via new and/or innovative means (e.g. e-learning)
- 3.6 Review CPD issues and/or policies as necessary and provide feedback to Sonography Canada's Board of Directors and management.
- 3.7 Contribute to the development, review and monitoring of accreditation standards for CPD provider organizations.
- 3.8 To establish sub-committees and/or working groups relevant to the development of CPD for members (e.g. Regional Conference Sub-Committee, Certificate Working Groups).

4.0 SCOPE OF RESPONSIBILITIES

Specific responsibilities relate to:

The Annual Conference and Educational Days



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- 4.1 To oversee the development of the educational program for the Annual Conference, identifying relevant content streams, topics, subject matter experts and optimal delivery formats, ensuring that sonography-based learning is predominant.
- 4.2 To propose a strategic theme for the annual conference and establish a content outline for the conference educational program.
 - 4.2.1 Develop an annual Call for Abstracts for the annual conference.
 - 4.2.2 To direct the efforts of staff and/or conference management contractors to secure speakers.
 - 4.2.3 To evaluate the outcome of the Annual Conference educational program and provide recommendations for subsequent years.
 - 4.2.4 Establish parameter for surveying conference attendees to enable year-over-year comparisons.

Online Learning

- 4.3 In conjunction with staff, develop an annual calendar of monthly CPD webinars, mini-conferences or other online CPD activities.
 - 4.3.1 To propose new or alternative delivery methods for CPD activities.
 - 4.3.2 Recommend timely, relevant topics of interest for online learning activities.

Certificate Programs

- 4.4 To identify and recommend continuing education programs for sonographers that lead to a certificate in (sub) specialty areas of sonography.
 - 4.4.1 To oversee development on certificate programs.
 - 4.4.2 To establish sub-committees or working groups to facilitate the development of certificate programs.
 - 4.4.3 To establish the scope and parameters for course content.
 - 4.4.4 Set evaluative methods for candidates.
 - 4.4.5 Recommend delivery methodologies.
 - 4.4.6 To facilitate relationships with content experts, educational institutions and course developers.

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Other Organizations

- 4.5 To establish relationships with other related organizations to expand Sonography Canada's roster of CPD offerings expeditiously and exponentially.



- 4.6 Develop an evaluative process to ensure CPD opportunities developed by others align with Sonography Canada's CPD policies and goals.

Accreditation of CPD

- 4.7 To review and recommend revisions as necessary, Sonography Canada's CPD accreditation policies and make recommendations on revisions. As needed, will review content regarding specific programs and offerings.

5.0 MEMBERSHIP

- 5.1 The CPDC will consist of at least 6 Active Sonography Canada members in good standing (members can represent more than one role):
- 2 Generalist SMEs
 - 2 Cardiac SMEs
 - 2 Vascular SMEs
 - 1 representative active in one of the following specialty areas such as MSK, Breast, High Risk OBS, Pediatrics, Pediatric Echo, etc.
 - 2 Educators or sonographers with post-grad education experience
 - 2 Clinical representatives

Given the national scope of the annual conference, effort should be made to include national and regional representatives to the CPDC.

- 5.2 On start-up, addition of members will be staggered to ensure continuity over time.
- 5.3 Members of the CPDC shall be selected from the membership at large following a Call for Volunteers each year, as needed. Selected members shall be confirmed by the Nominations Committee and approved by the Board of Directors.
- 5.4 Members are expected to participate in a minimum of 80% of activities and tasks.
- 5.5 Members are expected to sign and abide by the Sonography Canada Non-Disclosure Agreement upon appointment to the committee.
- 5.6 Given the educational focus of the Annual Conference, committee members would be expected to attend the event and potentially participate as session moderators. The current Sonography Canada Committee Travel Policy would be applied to any travel expenses incurred.
- 5.7 The Chair of the CPDC shall be selected by members of the CPDC, confirmed by the Nominations committee and approved by the Board of Directors.

6.0 KEY COMPETENCIES AND CHARACTERISTICS

- 6.1 CPDC members should possess:
- 6.1.1 Expertise in one or more sonography specialty.
 - 6.1.2 Knowledge of continuing professional development theory and practice
 - 6.1.3 Knowledge or understanding of current professional education delivery methods – didactic, experiential, digital and other formats.



- 6.1.4 Experience or knowledge of relating to the development of standards relevant to continuing educational programs.
- 6.1.5 An ability to demonstrate strategic thinking relating to lifelong learning processes and programs.
- 6.1.6 An ability to contribute to establishing and implementing a vision and strategic direction for the overall CPD Program.
- 6.1.7 The ability and willingness to meet the strategic directions of Sonography Canada.
- 6.1.8 The willingness to participate effectively in committee meetings.
- 6.1.9 Knowledge of current practice and educational needs of practicing sonographers.

7.0 TERM of OFFICE

- 7.1 The term of office of members is the lessor of three (3) years or the remaining term of a Director or as determine by the Board, renewable once.
- 7.2 The term of office for the Chair shall be two (2) years.

8.0 OPERATIONS

- 8.1 The CPDC shall meet at least three times per year via teleconference/virtual meeting, and once in person (normally to coincide with the annual conference). The CPDC may meet more or less frequently, as designated by the Chair.
- 8.2 Matters involving regulatory, legal or contractual considerations shall be referred to the Executive Director.

9.0 DELIVERABLES

- 9.1 The CPDC will submit a workplan and budget request to the Board of Directors to coincide with the Board's Fall meeting in November of each year. Committee reports will be submitted to the Board of Directors as required, typically May & November.
- 9.2 The CPDC may be directed by the Board of Directors to perform specific tasks at the discretion of the Board.

10.0 RESOURCES

- 10.1 The CPDC is supported by Sonography Canada staff under the management of the Executive Director – Manager, Continuing Professional Education and the Administrative Assistant - CPD.
- 10.2 The Executive Director is an advisor and ex-officio member of the CPDC.