



# International Federation for Emergency Medicine

## TERMS OF REFERENCE

### CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE

#### 1. FOUNDATION AND PURPOSE

The Continuing Professional Development Committee was founded in 2009 and exists to assist and expand continuing professional development for emergency medicine specialists worldwide.

#### 2. MEMBERSHIP

A Chair will be appointed by the IFEM Board for a three year term. Up to 7 members will also be appointed, with at least one representative from each continent which recognises the specialty of Emergency Medicine. Members will be appointed for a three year term, with staggered terms to limit excessive turnover of the Committee.

#### 3. REPORTING

The Continuing Professional Development Committee will report through the Chair to the President of IFEM, who then reports to the full IFEM Board. A report must be submitted to the IFEM Board prior to each Board meeting.

#### 4. FUNCTIONS

- 1.1 Develop policies and procedures that govern all educational programs endorsed by IFEM.
- 1.2 Develop procedures to evaluate and certify Continuing Professional Development for Emergency Medicine health professionals.
- 1.3 Monitor educational programs endorsed by IFEM to ensure that they meet the vision and standards set by IFEM, and periodically make recommendations to the Board to modify policy.
- 1.4. Develop the terms of reference and operational procedures for the ICEM venue selection committee, which will be a subcommittee of the CPD Committee.
- 1.5. Oversee new educational programs endorsed by IFEM including, but not limited to Symposia, on-line programs, and clinical practice guidelines.
- 1.6. Provide leadership and advice to the IFEM Board on any matters related continuing professional development including continuing education credits.

#### 5. MEETINGS

5.1 Timing and Frequency

The Committee will meet at least three times every two years, coinciding with the dates of the IFEM Board meetings. Additional meetings via teleconference or videoconference will take place on an as-need basis. Most communication will be electronic.

5.2 Quorum

A quorum will be 50% of the total membership.

5.3 Agenda Deadlines

Agenda items will be submitted to the Secretariat no later than fourteen days prior to a Committee meeting. The Secretariat will ensure electronic distribution to all members so that any addition may occur no later than thirty days prior to a Committee meeting.

**6. ADMINISTRATIVE SUPPORT**

Administrative support will be provided by the IFEM Secretariat.