



CONTINUING MEDICAL EDUCATION (CME) COMMITTEE

Terms of Reference

Purpose

To provide educational opportunities to surgeons across BC in a variety of formats (courses, seminars, distance education and workshops). Committee members will provide guidance in developing and implementing an education program that will lead to improved surgical oncology practice and increased knowledge in the field of surgical oncology.

Roles and Responsibilities

1. Continuing Medical Education (CME) Committee

- Understand and promote the ideals and goals of the Surgical Oncology Network.
- Assess educational needs of members.
- Incorporate needs assessment into the development of CME program.
- Provide educational opportunities in a variety of clinical speciality areas.
- Provide educational opportunities via distance education (Internet based website, videoconferencing).
- Provide outcome measurements to demonstrate impact of CME program.
- Provide educational opportunities throughout BC annually.
- Achieve recognition as a certified CME provider in conjunction with UBC, College of Physicians and Surgeons, etc.
- Provide educational opportunities with Maintenance of Certification accreditation (so generalist surgeons providing oncology care can obtain recognition of their CME).
- Provide educational sessions linked with professional associations such as the BC Surgical Society.
- Provide mentoring programs for surgeons.
- Identify education resources already in existence, and incorporate into Council CME program.
- Promote study and research in the area of surgical education.
- Increase the profile of surgical education in BC.

2. CME Chair

- Oversee CME committee – calling meetings, correspondence with Surgical Tumour Sites and other agencies and organizations.
- Meet regularly with Council & Network Manager.
- Plan specific content for education sessions in conjunction with key contacts.

3. Surgical Tumour Site Chairs

- Act as a liaison from Surgical Tumour Sites to the CME committee.
- Provide annual input on educational needs of their respective Surgical Tumour Sites.

- Provide information on discipline specific conferences and workshops in order to facilitate planning.

Membership

Surgeon Educator

BCCA Provincial Education Leader, *ex officio*.

Up to six (6) surgeons from the Surgical Oncology Network, where possible representing various communities and surgical specialities in BC.

Other members at the discretion of the chair.

Chair

The Chair is appointed by the Surgical Oncology Council Co-Chairs.

Length of Term

Committee members will be appointed for an initial term of up to 3 years with the possibility of renewal for 2 years.

Schedule of Meetings

The CME committee will meet semi-annually – once at the annual planning workshop and again approximately six (6) months later.

Reporting

1. Surgical Oncology Council Executive

- The CME Chair, or designate, will provide a verbal report at each Council Executive meeting.
- Printed materials will be circulated as required.

2. Surgical Oncology Council

- A written report, including the CME plan, will be circulated annually to all members of the Surgical Oncology Council in conjunction with the annual planning workshop.
- Quarterly updates will be provided for newsletter publication.

3. Surgical Tumour Sites

- A written report will be circulated annually to each Surgical Tumour Site outlining how the CME plan has or will address their specific needs.

Support Staff

The secretary to the Surgical Oncology Council will provide secretarial support to this group.

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