



## CPD Home Committee - Terms of Reference

Policy Domain:	
Policy Area:	
Policy Author:	Roman Krummins
Contact:	
Version:	Draft 2 - 12/06/23
Approval Details:	
Effective Date:	
Review Date:	
Related Documents:	

### ROLE

Responsible directly to the Education Committee and Board of the CPCA, the role of the CPD Committee is to promote participation in Continuing Professional Development (CPD) activities and to design, promote and administer the CPCA CPD program to maintain high standards of cosmetic medical and associated medical practice and meet the requirements of the Medical Board of Australia (MBA).

### RESPONSIBILITIES

The CPD Committee shall be responsible for:

1. Developing and recommending policy and implement action in relation to continuing medical education within the CPCA including an appropriate formal Continuing Professional Development (CPD) program for cosmetic medical practitioners.
2. Developing and recommending, policy and strategic direction and development in relation to continuing medical education and professional development for subscribers.
3. Promoting and monitoring the participation of CPCA Fellows and Members in CPD activities.
4. Providing support for individual CPD participation and continuing professional development initiatives for cosmetic medical practitioners practising in rural and remote locations.
5. Defining principles for valid CPD activities, including the development of appropriate funding resource strategies and policy.
6. Establishing appropriate CPD administration procedures for the Committee to use in monitoring CPD activities.
7. Ensuring the CPD program meets registration requirements of medical registration authorities.
8. Guiding access to remediation for subscribers with identified needs.
9. Encouraging the availability of a comprehensive range of quality continuing professional development activities for subscribers and provide advice to the Board in relation to the development and provision of such programs.

10. Undertaking all other activities necessary for its purposes in oversight of the physical, financial and human resources required to support the CPCA's CPD program as may be properly required of the Committee from time-to-time.
11. Continually reviewing and improving the CPD program where possible.
12. Identifying and managing risks associated with the Committee in accordance with the CPCA's Governance policy CPCA CPD Committee Regulation 2

### **REPORTING RELATIONSHIPS**

1. The Committee shall report on its activities to each meeting of the College Board.
2. The Committee will work closely with the College Board and the Education Committee to ensure its responsibilities are met.
3. The Committee shall be represented on the Education Committee by the Chair of the CPD Committee.

### **COMPOSITION/MEMBERSHIP**

Membership of the Committee will comprise:

- Chair – is elected from the Fellowship by the Board. The term of office for the Chair position shall be continuous until such time that the Chair vacates the position.
- Committee Members – are elected from the Fellowship by the Board or appointed by the CPD Committee. The term of a committee member shall be open until such time that they vacate the position.

### **COMMITTEE KEY RESPONSIBILITIES**

The key responsibilities for members of the Committee include:

- Attend meetings and teleconferences of the committee as and when required
- Provide advice on the development of CPD policies and programs, including remediation and refresher programs
- Provide advice on the alignment of individual subscriber's CPD activities with the CPD program as required
- Provide advice and approval of exemption/deferment of CPD obligations and variations to CPD programs
- Promote the CPD program
- Respond to out of session email requests for advice and approvals
- Ensure that CPD requirements in the areas of Cultural Diversity, Addressing Health Inequities, Ethical Healthcare and Professionalism are met by CPD undertakings submitted by subscribers

### **MEETING FREQUENCY**

The CPD Committee typically meets 4 times per calendar year

- 4 teleconferences (up to 1.5 hours' duration per meeting).
- During August to December of each year, additional teleconferences may be scheduled to provide advice to staff for the purposes of finalising CPD claims and the annual audit of CPD records.
- Either the Executive Chair or Education Officer will be in attendance at all meetings.
- Any non-cosmetic medical CPD requirements will be covered by external consultants.

## **CONFLICTS OF INTEREST**

The College requires ethical standards regarding its CPD program and those that participate in governing and providing support or activities. As such, all CPD activities where financial and in-kind support is accepted must be free of commercial bias or influence and respond to the identified needs of the program.

To address concerns of commercial bias or influence, the CPCA promotes and adheres to the following CPD Conflict of Interest policy for its own activities and management of the CPD program:

- All CPD committee members, or others involved in an educational activity are required to complete and sign a Disclosure of Interest form to identify any and all relationships with other organisations over the previous two years.
- Conference and Workshop speakers must disclose conflicts and/or relationships verbally and in writing at the beginning of a presentation. All other individual's conflict must be disclosed either in writing on a slide at the beginning of a presentation or be included in the written conference (activity) materials.
- All disclosures related to CPD activities available through the CPCA online education modules must be identified in the description and overview of the presentation or material being provided.
- The board is responsible to review all disclosed financial relationships of committee members or contributors to determine whether action is required to manage potential or real conflicts of interest.

## **COMMUNICATIONS**

Any decisions made by the CPD Committee in relation to CPD activities, the program and any related documentation shall be communicated to subscribers in a timely manner.

Communications to subscribers will be done via direct email to the CPD Home subscriber database as well as a news item on the CPCA CPD webpage <https://cpca.net.au/>

Communications will include the process of reaching the decision, why the decision was made and who it was approved by.

Adequate time will be allocated to ensure that subscribers are able to adequately meet the requirements of the proposed change in order to not be adversely affected in meeting their CPD requirements.

Any changes made to the requirements of the program should be communicated no less than 6 months prior to the date of the effect of change.

## **DEFINITIONS**

CPCA – refers to the Cosmetic Physicians' College of Australasia

Committee – refers to the CPD Committee of the CPCA

CPD – means Continuing Professional Development

## Version Control

Version	Date	Changes Made	Approved By
DRAFT	28/04/2023	New document created - RK	
Draft V2	12/06/2023	JA - Some changes (as per email 12/6/23 to CPD Committee)	
Draft V3	12/06/2023	KH-JA Some changes as per email 12/6/23 to Julie)	