

**CONTINUING PROFESSIONAL DEVELOPMENT AND KNOWLEDGE  
TRANSFER (CPD-KT) COMMITTEE  
TERMS OF REFERENCE**

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**PURPOSE**

To provide professional development opportunities to surgeons across BC, in a variety of formats, and to enhance communication between the Council and the surgeons of BC. Committee members will provide guidance in developing and implementing a professional development program that will lead to improved surgical oncology practice and increased knowledge in the field of surgical oncology, as well as improve communication between the Council, its members and the surgeons of BC.

**ROLES AND RESPONSIBILITIES**

**1. CPD-KT Committee**

- Understand and promote the ideals and goals of the Surgical Oncology Network.
- Assess professional development needs of members and incorporate needs assessment into the development of educational programs and communication tools.
- Provide professional development opportunities in a variety of clinical speciality areas, in a variety of formats (courses, seminars, distance education), throughout BC annually.
- Provide outcome measurements to demonstrate impact of its professional development programs and assess effectiveness of communication tools and strategies.
- Provide educational opportunities with Maintenance of Certification accreditation.
- Provide professional development sessions linked with professional associations such as the BC Surgical Society.
- Identify education and communication resources already in existence.
- Promote study and research in the area of surgical CPD-KT.
- Publish a newsletter with information on the Surgical Oncology Council & Network including administrative, clinical, educational and research updates (2-3 issues annually).
- Support Surgical Oncology Council Standing Committees in their communication with members.
- Maintain and update a Surgical Oncology Network website.
- Promote the use of electronic resources to facilitate communication (i.e. videoconferencing, Extranet technology).

## **2. CPD-KT Chair**

- Oversee CPD-KT committee – calling meetings, correspond with Surgical Tumour Sites and other agencies and organizations.
- Meet regularly with Council & Network Manager.
- Plan specific content for professional development sessions in conjunction with key contacts.
- Plan content for newsletters and advise on potential contributors.

## **3. Surgical Tumour Site Chairs**

- Act as a liaison from Surgical Tumour Sites to the CPD-KT committee.
- Provide regular input on professional development and communication needs of their respective Surgical Tumour Sites.
- Provide information on discipline specific conferences and workshops in order to facilitate planning and communication.
- Provide information on Surgical Tumour Site achievements and accomplishments to highlight to surgeons across BC.

## **MEMBERSHIP**

- Surgeon Educator
- 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 recommended by the Surgical Oncology Council Co-Chairs and approved by the Council Executive.

## **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. Further renewals of appointment will be at the discretion of the SON Co-Chairs.

## **SCHEDULE OF MEETINGS**

The CPD-KT committee will meet quarterly – once at the annual planning workshop, once at the Annual Fall Update and 2 other times yearly. Quorum will be fifty percent (50%) plus one.

## **REPORTING**

### **1. Surgical Oncology Council Executive**

- The CPD-KT 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 CPD-KT plan, will be circulated annually to all members of the Surgical Oncology Council in conjunction with the annual planning workshop.
- Additional 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 CPD-KT plan has or will address their specific needs.

## **SUPPORT STAFF**

Surgical Oncology Network Manager and Program Assistant will provide ongoing administrative support to this group, and the Statistician, Programmer and Research Assistant will provide expertise and support as needed.

**TERMS OF REFERENCE APPROVED:** January 2007

## **CURRENT CHAIR, MEMBERS AND START OF TERM**

1. Dr. Rona Cheifetz, Chair, Executive Editor SON Newsletter – BCCA & Vancouver General Hospital - 2007
2. Dr. Jason Francoeur - Peace Arch Hospital– 2007
3. Dr. Elaine McKeivitt - St. Paul's Hospital – 2007
4. Dr. Nathan Schneiderei – Nanaimo Regional General Hospital– 2007