

TERMS OF REFERENCE

Division:	Fellowship Engagement	Ref. No.	TOR-3123
Department:	Professional Standards		
Title:	CPD Homes Working Party		

1. PURPOSE AND SCOPE

These Terms of Reference establish the Continuing Professional Development (CPD) Homes Working Party.

2. KEYWORDS

Continuing Professional Development (CPD), Professional Development, Continuing Medical Education (CME)

3. BODY OF POLICY

The CPD Homes Working Party is responsible for providing recommendations to Council for RACS' strategic response to the introduction of CPD Homes in Australia.

3.1. Duties and Responsibilities

The CPD Homes Working Party is tasked with developing a strategic business plan for presentation to Council. Their duties and responsibilities will include:

- 3.1.1. Review the current delivery model of CPD and Professional Development (PD) at RACS
- 3.1.2. Undertake a SWOT analysis of RACS CPD Program and PD activities against possible future competitors. Review and evaluate the analysis and propose actions
- 3.1.3. Engage internal (i.e. sections) and external (i.e. societies) stakeholders for their input into delivery of CPD and PD activities
- 3.1.4. Develop a framework to support the progression of CPD partnership opportunities and commercialisation of RACS CPD and PD in Australia, Aotearoa New Zealand and Internationally.
- 3.1.5. Assess current and future technology needs to support the delivery of CPD and Professional Development
- 3.1.6. Oversee preparation of a communication and engagement plan

3.2. Powers

The CPD Homes Working Party will have powers to make recommendations to the Council in relation to the RACS CPD Homes Strategic and Business Plan.

3.3. Composition and Size

Membership of the CPD Homes Working Party will consist of:

- 3.3.1. Chair, Professional Standards and Advocacy Committee
- 3.3.2. Chair, Education Board

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- 3.3.3. Chair, Professional Standards Committee
- 3.3.4. Chair, Professional Development Committee
- 3.3.5. Chair, Fellowship Services (or nominee)
- 3.3.6. Chair, Aotearoa New Zealand National Committee (or nominee)
- 3.3.7. State and Territory Committee Representative
- 3.3.8. Chair, Younger Fellows Committee (or nominee)
- 3.3.9. Chair, RACS Trainee Association (or nominee)
- 3.3.10. Chair, SIMG Committee (or nominee)

In Attendance:

- 3.3.11. Executive Director for Surgical Affairs, Australia
- 3.3.12. Surgical Advisor, Aotearoa New Zealand
- 3.3.13. Executive General Manager, Fellowship Engagement
- 3.3.14. Executive General Manager, Education Development and Delivery
- 3.3.15. Manager, Professional Standards (Secretariat)

The working party may co-opt other Fellows as required to ensure appropriate representation.

Representatives to the working party will be confirmed by Council. A Chair for the working party will be nominated by Council.

3.4. Meetings

The working party shall convene as required to facilitate review of development of a CPD Homes Strategic and Business Plan.

3.5. Quorum

A quorum shall be a voting majority of the membership of the working party.

3.6. Accountability and Reporting Structure

The CPD Homes Working Party will report to Council.

4. ASSOCIATED DOCUMENTS

Approver Council
Authoriser Council

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