

CASEM

CASEM Continued Professional Development Committee: Terms of Reference

CASEM CPD Committee	
Description	The Committee appointed by the Board to lead and develop the sport and exercise medicine (SEM) continued professional development (CPD) and continued medical education (CME) to its members and other health professionals.
Mandate	To develop and deliver educational opportunities which are authored or partnered by CASEM, aimed at membership education and acknowledged nationally and internationally as quality leadership to enhance the role of the Sport and Exercise Medicine Physician.
Key Duties	<p>The Committee will perform the following key duties:</p> <ol style="list-style-type: none"> 1) To serve the sport and exercise medicine community by delivering educational content that meet the highest standards for CPD development as well as the educational needs of the membership. 2) Collaborate on the dissemination of new developments in sport and exercise medicine through CME. 3) Increase exposure of CASEM guidelines and position statements through its education offerings. 4) Liaise with other committees within CASEM and with other appropriate groups and organizations as needed to determine and offer CPD that meets the needs of the membership. 5) To continue to improve on the educational value of Team Physician courses through innovation in curriculum and format delivery.
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.
Composition	<p>The composition of the committee should be an appropriate mix of perspectives, specialties, and expertise with regional and gender diversity to enable the achievement of the committee’s purpose.</p> <p>Chair The Chair is a 3-year renewable term and the selection must be approved by the CASEM Board of Directors. The qualifications of the Chair include: hold a CASEM Diploma of Sport Medicine and should be an experienced Team Physician in clinical practice.</p> <p>Members There should be at least six Committee members who commit to a minimum two-year period with the option of a term renewal. The Committee members should include composite expertise and experience in the following areas:</p>

	<p>Provincial and National Teams, Major Games Experience, Varsity Teams, Academic faculty leaders, Diversity in Sport Experience, and a resident or Fellow representative. All members (with the exception of the resident/Fellow representative) must hold a Diploma of Sport Medicine. The Chair will appoint Directors for the Team Physician Development Course and Advanced Skills Team Physician courses each time they are offered.</p> <p>Typically leads from standing courses would be members of the committee along with interested CASEM members in education and training of physicians and include members from all levels of their career including resident members.</p>
Meetings	The Committee will meet as needed with at least one required meeting before the fall Board meeting. Meetings will be by telephone, virtual or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate.
Reporting	The Committee will report to the Board of Directors. The Chair or a representative from the committee will attend the fall Board meeting either virtually, by phone or in-person.
Approval and Review	The Board will review these Terms of Reference as required.
Other	When a potential conflict of interest arises, the Chair of the committee should manage the conflict on a case-by-case basis. CASEM values and encourages Equity, Diversity, and Inclusion in all of its nominations and awards.