

**Department of Radiology**  
Continuing Medical Education Committee

Terms of Reference

**I. Introduction**

The mandate of the Continuing Medical Education Committee (CMEC) for the Department of Radiology will focus on the continuing professional development activities of members of the Department. Continuing Professional Development includes traditional clinical education as well as any educational activity that relates to an individual's professional role(s) and responsibilities (education, administration and research, personal developments, etc).

**II. Terms of Reference**

The CMEC will be responsible to:

1. Organize and administrate the Department's CME program, including:
  - design and implement needs assessment strategies
  - develop and distribute the departmental seminar schedule
  - select educational strategies for the departmental seminars
  - create an evaluation system for the seminars
  - fulfill established criteria for accredited group education activities within the Maintenance of Certification programs of the Royal College of Physicians and Surgeons (MOCERT) and other programs, as appropriate
  - provide opportunities for residents, fellows and graduate students in the training programs to participate in education activities
2. Develop and implement strategies to support other group educational activities included under Section 1 of the Maintenance of Certification framework, including:
  - small group learning activities (such as journal clubs)
  - specialty conferences, workshops and short courses
3. Act as a Continuing Medical Education/Professional Development (CME/PD) resource for the Department members and act as a liaison between the Office of CME/PD and the Department.
4. Develop in collaboration with the CME/Professional Development office, Faculty of Health Sciences, McMaster University Education, conferences or courses that would meet the education needs of family physicians and medical specialists in Ontario.

### **III. Membership**

The membership of this committee will consist of:

- Departmental CME Committee Chair
- Department Education Coordinator (DEC)
- One (or more) member(s) from the clinical service, per hospital site

### **IV. Meetings**

- Meetings of the CMEC will occur no less than four times and no greater than six times per academic year.
- Meetings will be called at the discretion of the Committee Chair. The Committee Chair will be responsible to:
  - establish the date and site of the meeting
  - circulate an agenda prior to the meeting
  - keep and distribute minutes after the completion of each meeting

### **V. Reporting Functions**

The Department's CMEC will report, through its Committee Chair, to the Department of Radiology Academic Council and to the Chair of the Department of Radiology.

### **VI. Term**

The Continuing Medical Education Committee members shall hold the position for a 3 year, renewable term.