

**Terms of Reference (approved June 2013; updated May 2017 to reflect Mainpro+)  
National Committee on Continuing Professional Development (NCCPD)**

**Purpose:** To ensure that the College of Family Physicians of Canada (CFPC) will provide national leadership in continuing professional development (CPD) and continuing medical education (CME).

**Responsibilities**

- To ensure that the CFPC will maintain expertise in the experience and systems of Canadian and international CPD/CME
- To develop and recommend CFPC policy and positions related to all aspects of the CFPC's role in CPD/CME
- To create and facilitate the implementation of policies, criteria, and approval mechanisms for CPD/CME through Mainpro+®, including study credits, course approval, maintenance of membership, and maintenance of Certification
- To plan and conduct appropriate evaluation of Mainpro+
- To facilitate and encourage the development of local leadership, resources, and infrastructure for CPD/CME/Mainpro+
- To serve as a review body for decisions made by the CPD Director, CFPC Chapters, or universities regarding program applications for Mainpro+ certification when those decisions are challenged. The decision of the NCCPD in this review capacity is final.
- To serve as a review body for decisions made by the CPD Director regarding members' completion of Mainpro+ program requirements and recognition of activities submitted by members for educational credit when those decisions are challenged. The decision of the NCCPD in this review capacity is final.
- To serve as the review body when members seek to appeal a "non-compliant" status.
- To ensure effective communications and liaison related to CPD/CME among the CFPC, its provincial chapters, and other organizations
- To ensure that the CFPC shares its CPD/CME experience with others through promotion, presentations, publications, and other means

**Accountability and Authority:** The National Committee on CPD will report to the CFPC Board.

**Committee Membership:** The committee shall consist of 11 members: one member from each provincial Chapter (the Chapters will appoint their representatives), plus one member in his or her first five years of practice (the CFPC will appoint this representative).

Non-voting members shall consist of one representative from each of the following organizations: Federation of Medical Regulatory Authorities of Canada (FMRAC), American Academy of Family Physicians (AAFP), Association of Faculties of Medicine of Canada (AFMC), and Royal College of Physicians and Surgeons of Canada (RCPSC).

**Term of Office:** The term of office shall be three years (renewable once, with the exception of the first-five-years-of-practice representative, who may only serve one term).

**Chair:** The Chair shall be selected by the CFPC Board.

**Support Staff:**

Executive Director, Professional Development and Practice Support  
Director, CPD  
Manager, Certification CPD  
Manager, Mainpro+

Certification Coordinator

Administrative Assistant, Professional Development and Practice Support