

California Academy of Family Physicians: Committee on Continuing Professional Development (CCPD) Charter

The CAFP Committee on Continuing Professional Development (CCPD) is responsible for making recommendations on CAFP educational programming that will enhance the quality of patient care by maintaining, developing, and increasing the competence, knowledge, skills, attitudes, and professional performance of family physicians within California.

Responsibilities

The CCPD will make recommendations on the design and implementation of education and engagement opportunities. This includes using their experience and expertise to help develop effective needs assessment, learning objectives and content using proven educational methodologies based on sound principles of learning, change and adult education.

Specific responsibilities include:

- The CCPD will review at least annually the CAFP's CME program to ensure compliance with state legislation pertaining to CME and requirements of the Accreditation Council for Continuing Medical Education (ACCME).
- The CCPD will work with staff to develop and plan statewide, regional and local CAFP educational conferences and events.
- The CCPD will work with the Board, other CAFP committees and staff to support the successful implementation of CAFP's educational strategic plan goals.

Committee Structure

Membership

The CCPD shall consist of no more than fifteen (15) members with at least one (1) resident member and one (1) student member. The committee shall represent broad demographic and practice diversity. Members will be recommended by the CAFP Vice President of Education/CAFP CEO in consultation with the committee chair and vice chair and approved by the CAFP Board.

Applicants to the CCPD shall be assessed based on the following criteria:

1. Education/Teaching interest and/or experience
2. Diversity among the committee (demographic, practice experience, mode of practice, location of practice, etc.)
3. Membership/engagement with CAFP
4. Community Engagement

Term Limits

The majority of members of the Committee are eligible for two, three-year terms or until replaced by the CCPD Chair in consultation with the Vice Chair, CAFP VP of Education and CAFP CEO. Initial terms will be staggered for a consistent rotation of new members.

No more than five members may have term limits waived if they demonstrate unique expertise and depth of knowledge as determined by the CAFP VP of Education. Unique

expertise and knowledge may include but is not limited to; experience in CME, in-depth knowledge of adult learning principles, and unique historical perspectives of value to the committee.

One member of the committee will be a resident with a term up to three years (depending on Residency status). The Resident may be considered for Committee membership following residency and will be eligible for an additional two, three-year terms. One member of the committee will be a medical student with a term up to three years (depending on Student status).

Leadership

The CCPD will have an appointed Chair and Vice Chair position with the following responsibilities:

Chair: The CCPD Chair will work in conjunction with the Vice Chair and CAFP staff to develop materials for the CCPD prior to each meeting. The Chair will conduct meetings of the CCPD. The Chair will also assist in developing and reviewing the CCPD Report to the BOD.

Vice Chair: The CCPD Vice Chair will take the place of the Chair in case of any absence. The CCPD Vice Chair will assist in developing materials prior to the CCPD meeting. The Vice Chair may conduct meetings or report to the board in the absence of the Chair.

Committee Member Requirements and Expectations

Committee members must have an interest in and commitment to adult learning best practices, understanding of the requirements of accredited CME, and a passion for education and lifelong learning.

Members are expected to take an active role in promoting CAFP educational efforts at local and state levels. Committee members are expected to be responsive and prepared, including responding to email requests and be open to assisting with grant review, faculty selection, etc.

The CCPD will meet at least once annually by video conference or in-person to review and discuss committee business. In addition, other meetings may be called by the Chair as needed. Members should endeavor to attend all committee meetings unless an absence is unavoidable and excused.

The CCPD serves in an advisory capacity to the Board. All recommendations from the CCPD require a majority (no less than five) vote of the Committee members present.

Statement of Equity

CCPD is committed to promoting diversity and inclusion and striving for health equity.