



## Continuing Professional Development Committee

### Terms of Reference

#### **Purpose / Objectives**

The Continuing Professional Development Committee has been established to achieve the following components of the CENA strategic plan:

#### *Strategic Area: Education and specialised skills*

- Implement best practice for reviewing education programs
- Standardise documents to plan / promote educational events
- Evaluate participant experience (survey)
- Enhance access to educational activities for members utilising a multi-modal approach
- Deliver targeted education sessions nationally aligned with needs analysis
- Continue to use external provider for monthly webinars
- Development of a structured transition to practice framework which articulates to tertiary sector
- Develop and implement a framework for external course endorsement

#### *Strategic Area: Education and specialised skills*

- Improve access and usage of information technology in the delivery of education

#### **Meeting Frequency**

Minimum quarterly meetings.

#### **Life of the committee**

2 years .

#### **Membership**

Minimum of 6 members made up of:

- CENA Board member (Chair);
- A minimum of one CENA Fellow;
- CENA Members;
- Non-member subject matter experts where required.

**Quorum**

Minimum of 50% of the committee membership plus one additional committee member including the chair or their poxy.

**Decision-making**

The committee is to form recommendations for the CENA Board.

**Reporting**

The committee chair will select a secretary from the committee membership to record the activities and outcomes of the group. The committee chair will report these outcomes to the CENA board.

**Financial Delegation**

Nil.

**Alteration of Terms of Reference**

Committee chair to form a recommendation for changes to the terms of reference for board endorsement.

As agreed:

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