TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO
Continuing Professional Development

QUICK TIPS

CREATING A REPRESENTATIVE SCIENTIFIC PLANNING COMMITTEE

3 ›› Program Design Series

WHAT IS IT?

Representative Scientific Planning Committees help ensure that the educational needs of all segments of the target audience are identified and appropriately addressed and are required for the accreditation of your program. They also ensure the topic and content of CPD activities are relevant to the practice needs of the target audience. Scientific Planning Committee members work with the Program or Conference Director to develop and interpret learning needs assessments, choose effective learning and teaching methods, clarify curricular goals and specific learning objectives, select speakers and faculty, choose an appropriate venue, and develop evaluation questions or outcome measures. They also help ensure fiscal responsibility and transparency relating to funding and influence or bias.

THE FIRST FORMAL STEP

Please note:

Both the College of Family Physicians and the Royal College of Physicians and Surgeons stipulate that a member of their college must be on the Scientific Planning Committee to receive MainPro+ or Maintenance of Certification (MOC) accreditation, respectively.

Scientific Planning Committee members must provide full disclosure by providing personal information regarding potential conflict of interest. Industry or sponsor representatives should not be members of the Scientific Planning Committee nor should they attend meetings of the Committee.

Forming a Representative Scientific Planning Committee is one of the first formal steps in strategic planning and the development of a CPD Program. Representatives can be selected from:

- Learners or members of the target audience
- Speakers
- Content experts
- Educational planners
- Administrators
- Librarians
- Patients and/or members of patients' families

REFLECTING THE TARGET AUDIENCE

The Scientific Planning Committee should reflect appropriate representation of the target audience. Questions to ask in forming a committee would include:

- Who is the target audience?
- Is it a specific discipline? Is it comprised of differing professions or disciplines such as physicians, nurse practitioners, social workers or pharmacists?
- Is the committee comprised of people from diverse practices (academic, urban, rural, community)?
- From a range of professional training levels? (fellows, residents, practicing professionals)

If the answer is" yes" to any of these questions, the planning committee requires representation from each relevant category.

We also recommend that you consider broad interpretations of equity, ensuring representation in sex, gender, racial identity etc.

REFERENCES

Centre for Interprofessional Education. (2017). 12 Tips for Education Needs Assessments through an Interprofessional Lens. Retrieved from https://ipe.utoronto.ca/tools-resources

Owen, J. A., & Schmitt, M. H. (2013). Integrating interprofessional education into continuing education: a planning process for continuing interprofessional education programs. Journal of Continuing Education in the Health Professions, 33(2), 109-117.

ACKNOWLEDGEMENTS

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This quicktip is part of the quicktips for program design series.
Review all of the tips to help you create your best prpgram.

PROGRAM DESIGN

1 ›› **What are Adult Learning Principles**

2 ›› **Models of Course Design and Steps for Course Development**

3 ›› **Creating a Representative Scientific Planning Committee**

4 ›› **How to Conduct a Gap Analysis**

5 ›› **Assessing Learning Needs**

6 ›› **Writing Goals and Learning Objectives**

7 ›› **Choosing Instructional Methods and Integrating Active Learning parts 1 & 2**

8 ›› **Practice Enablers**

9 ›› **Tools for Encouraging Reflection And Commitment To Change In Learning Activities**

10 ›› **Program Evaluation**

11 ›› **Preparing Synchronous Online Group Learning Activities**

12 ›› **Tips for Use of Zoom Technology for Digital Learning**

Questions? Comments? Suggestions?
Contact one of our Educational Consultants at quicktips@utoronto.ca