

Terms of Reference

Continuing Education Director Department of Obstetrics and Gynecology

1. **Outline of the Position**

The Continuing Education Director (CED) is responsible for overseeing the organization and delivery of Continuing Education activities of the Department of Obstetrics and Gynecology at McMaster University.

2. **Background**

The planning and execution of the Grand Rounds, and the Niagara Society of Obstetrics & Gynecology (NSOG) events were amalgamated under the portfolio of CED in 2003. In 2005 the CED became an advisor for the Greg O'Connell Lectureship primarily directed by Gynecologic Oncology Division. In 2011 the Greg O'Connell and RT Weaver Research day became part of the CED portfolio.

Grand Rounds take place on the first Monday of every month between September and June and alternate between the McMaster and St. Joseph's sites. The November Grand Round is combined with the R. T. Weaver Annual Resident and Graduate student Research Day. The NSOG (Niagara Society for Obstetricians and Gynecologists) includes all Obstetrician/Gynecologists practicing from Oakville north-west to Guelph, Fergus and Kitchener-Waterloo, and south to Brantford and the Niagara Peninsula. The events of the Society generally involve an invited dinner speaker. The Greg O'Connell Lectureship takes place in February.

The CED supervises and is assisted by a part time CE administrative assistant.

The programs are funded via unrestricted education grants from industry.

3. Requirements of the position

The CED must meet the following criteria:

- Be aware of experts: local, national and international and be able to speak on relevant topics
- Demonstrates excellent interpersonal skills
- Be comfortable with Public Speaking
- Acknowledges clinical competence and experience in the specialty

4. Reporting requirements

The CED reports to the Chair of the Department of Obstetrics and Gynecology. In addition, the CED may collaborate with the Continuing Health Education Program (CHEP) of the Faculty of Health Science at McMaster University, particularly the Assistant Dean.

The CED submits an annual report of program activities and achievements to the Chair. This is reviewed and approved by the Department Business Meeting.

5. Rules and Procedures – Renewal or Replacement

The term of Continuing Education Director is five (5) years, renewable once. Prior to the end of each five-year period, the Chair will form a committee and invite applications for the Director position.

The present Director is eligible to apply for a second five-year term. If he/she is interested in a second term, the Chair, in consultation with the committee, will make a decision about a second term.

The performance of the Continuing Education Director will be reviewed annually by the Chair during the Annual Career Review. Yearly renewal will be contingent upon agreed upon performance objectives and satisfactory performance appraisals.

6. Responsibilities and activities of the position

The CED's responsibilities include but are not limited to the following:

- Solicits and secures unrestricted educational grants from relevant Industry on an annual basis
- The CED chairs the Selection Committee for the R. T. Weaver Day guest speaker
- Provides advice and guidance to the Division of Gynecologic Oncology in the organization and execution of the Greg O'Connell Lectureship

Grand Rounds and NSOG:

- Approaches and coordinates speakers
 - Transports and sets up audiovisual equipment
 - Be prepared to rearrange the physical space to accommodate the setup for Grand Rounds
 - Reviews and approves accreditation documentation
 - Circulates and collects evaluation forms for each session
 - Introduces the speaker and moderates if needed
 - Reviews speaker evaluations
 - Ensures that if the CED is unable to attend, a delegate is appointed
 - Reviews and collates needs assessment suggestions
 - Thanks each speaker in writing and provides evaluation feedback
 - Maintains a catalogue of suggested topics and speakers
 - Prepares letter of attendance annually for each faculty member
- When attending relevant meetings scouts for potential speaker for Grand Rounds and NSOG
 - Identifies potential speakers when reading journals
 - Liaises, coordinates and brokers with Industry when they have a sponsored speaker traveling through Hamilton
 - Attends relevant Continuing Health Education meetings particularly the Canadian Association of Continuing Health Education (CACHE) Annual Meeting.

7. Support/Stipend

As the monies solicited by the CED from industry are educational, the CED receives a stipend from the Department of Obstetrics & Gynecology. The CED is provided the opportunity of attendance at the CACHE Annual Meeting with reimbursement of expenses by the Department of Obstetrics & Gynecology.

The Continuing Education Director is expected to attend specific standing committee meetings within the department:

- Finance Management Committee Meeting
- Liaison Committee Meeting
- Academic Department Business Meeting

*Stipended roles and mandatory meetings are not eligible for honoraria or ARCS points.

8. Other considerations

The CED works with the Department Educational Coordinator and Chair to plan future directions for education in the Department including educational research and innovation.