



## Department of Nurse Practitioners Continuing Education and Professional Development Education Fund Committee

### Terms of Reference

#### **Authority:**

The Continuing Education and Professional Development Education Fund Committee (CEPDEFC) was established as a standing Committee to organize and coordinate ongoing education activities for members of the Department of Nurse Practitioners (DONP) at Providence Health Care (PHC). The Committee is also responsible for the administration, policy development, and distribution of the Professional Development Education (PDE) funds for PHC employed NPs.

#### **Accountability**

The CEPDEFC reports to the Department Head of Nurse Practitioners and the members of the DONP.

#### **Purpose:**

The CEPDEFC promotes and facilitates NP education. The committee will function as a steering body for educational activities based on specific identified needs and to provide overarching support to other established committees.

The committee ensures equitable access and appropriate use of the PDE funds. PDE funds support NPs to maintain professional standards, through continuing education, participating in professional activities, and having access to evidenced based clinical information and skills. The CEPDEFC provides recommendations surrounding policy and procedure regarding the distribution of the PDE funds.

#### **Membership:**

The committee consists of a minimum of 3 NPs who are credentialed and privileged (suggested mix of primary care and acute care NPs). The Nurse Practitioner Department Head will be invited as a guest to participate in meetings on an ad hoc basis.

#### **Appointment of Chair:**

Chair of the committee is elected by the members of the CEPDEFC. The term of office is two (2) years and may be renewed by the Committee members.

#### **Committee Reports to:**

The Committee reports to the Nurse Practitioner Department Head.

#### **Frequency of Meetings:**

The Committee shall meet at least two (2) times per year and at the call of the CEPDEFC Chair. Meeting dates and times will be established by the Chairperson in consultation with the Committee members.

#### **Distribution of Minutes:**

Minutes shall be kept of the meetings and deliberations and will be organized to ensure confidentiality. Minutes will be circulated to all Committee members and posted and available for review by any department member.