



## CREATING A REPRESENTATIVE PLANNING COMMITTEE

### What is it?

Representative Planning Committees help ensure that the educational needs of all segments of the target audience are identified and appropriately addressed. They also ensure the topic and content of CPD activities are relevant to the practice needs of the target audience. Planning Committee members work with the Course 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

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

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

### Reflecting the Target Audience

The 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 disciplines such as physicians, nurse practitioners social workers or pharmacists?
- Is it comprised of people from diverse practices (academic, urban, rural, community)?
- From a range of professional training levels? (fellows, residents, interns, practicing professionals)

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

**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 Planning Committee to receive MainPro+ or Maintenance of Certification (MOC) accreditation, respectively.

Planning Committee members must provide full disclosure by proving personal information regarding potential conflict of interest.

Industry or sponsor representatives should not be members of the Planning Committee nor should they attend meetings of the Planning Committee.

**Questions? Comments? Suggestions?** Contact one of our Educational Consultants at [quicktips@utoronto.ca](mailto:quicktips@utoronto.ca)