

CEPD Governance, Committee and Office Structure



Academic Council

Associate Dean, FA and CEPD

Assistant Dean, CEPD

CEPD Office:

Director, FA and CEPD and Manager FA, CEPD

- Provide leadership and direction in providing a pan northern approach to the planning, development, delivery and evaluation of continuing medical education and faculty development activities for academic and clinical faculty, as well as interprofessional health care providers.
- Provide strategic and operation leadership and oversee day to day functions of the CEPD Office

Accreditation Coordinators

- Ensure standards of accreditation are met, and policies, procedures and guidelines are up to date and reflective of National standards.
- Collaborate with Medical Directors and Medical Advisors to ensure Programming and accreditation standards are met.

CEPD Coordinators

- Provide oversight and support for PPCs during collection, review of needs assessment data, program development and delivery
- Support PPCs and Program Directors during CME application process

Research Coordinator

- Oversees CEPD scholarship and outcome-based program evaluation

Administrative Assistants

- Provide administrative support, including data entry, registration and the issuing of Certificates of Attendance for participants

CEPD Advisory Committee

Faculty Development Committee

Medical Director, CME

- Ensures compliance with nationally accepted CME/CEPD accreditation standards & requirements
- Develops mechanisms to encourage excellence in the delivery & evaluation of CME

Medical Director, FD

- Oversees planning and delivery relevant faculty development activities for NOSM faculty
- Develops mechanisms to encourage excellence in the delivery and evaluation of CME

Medical Reviewers

- Provide expertise in discipline-specific delivery of CME
- Provide content review and feedback on credit submissions for approval of CME programs
- Assists the CEPD Office in seeking financial support for CME activities

Faculty Development Liaisons

- Collaborate with the Medical Director of Faculty Development to determine faculty development needs
- Assist with planning and dissemination of faculty development activities