

### OV/SA CPD Committee – Terms of Reference

The key role of the OV/SA CPD Committee is to provide ideas and advice about the OV/SA CPD program, including O=MEGA and Blue Sky, to ensure OV/SA continues to provide a high quality clinical education program which appeals to a broad range of delegates.

Members will contribute ideas for speakers and topics and also consider suggestions from other association Committees as well as independent proposals from third parties or reference groups.

#### *Membership of the Committee*

- The OV/SA CPD Committee is a Management Committee. Members are appointed by OV/SA Board.
- There will be no more than six appointed members of the OV/SA CPD Committee.
- The meetings are also attended by the Education Consultant and relevant OV/SA staff.
- Members join the OV/SA CPD Committee for a period of two years and are able to re-nominate when their term expires.

#### *Skills and interest required of OV/SA CPD Committee members*

- A commitment to ensuring OV/SA conferences and CPD events provide a high quality clinical education program including evidence based best practice principles.
- Significant experience in optometry and/or education.
- A broad interest in CPD activities.
- An understanding of the CPD needs of optometrists practicing in different contexts.
- Preparedness to contribute co-operatively and with an open mind to discussions where a broad range of views may be expressed.
- An awareness of the different approaches and technologies that are used in contemporary health professional education.
- An understanding of the need to draw on a range of education strategies and formats, within the limitations of a large conference setting.
- An understanding of the CPD policies and guidelines to which OV/SA conferences and events need to conform.

#### *Expectations and benefits for Committee Members*

OV/SA CPD Committee members are asked to attend up to four meetings each year as well as participate in email exchange throughout the year. It is expected that committee members will have considered the meeting papers and attend the meetings prepared to discuss and make suggestions.

OV/SA CPD Committee members are given free O=MEGA and Blue Sky registration and can be asked to assist with some organisational tasks during OV/SA CPD conferences and events.

#### *Evaluation and Reporting*

The outcomes of meetings of this committee will be presented to the Board in a report authored by the secretariat support person, and signed off by the Committee chair. Where formal agendas are set, the reporting methodology will mirror the agenda sequence. It will not generally be a requirement for the Board to view full minutes of the meeting.