

## TERMS OF REFERENCE:

### Continuing Education Committee

#### Purpose and Scope

The Continuing Education Committee operates under the auspices of Orthoptics Australia (OA) to:

- Annually develop and review a nationally driven OA Continuing Professional Development (CPD) Program in collaboration with the State Branches (NSW and VIC) and Committees and Representatives from other States and Territories
- Ensure OA members across Australia have access to a range of Continuing Professional Development (CPD) opportunities that support them to obtain CPD points to comply with the Australian Orthoptic Board (AOB) registration requirements
- Balance topics across the OA CPD Program that are of relevance to the continuing development of orthoptists, that include current research and clinical practice approaches with the intention of advancing orthoptic knowledge, skills and application, and that support translation of research into clinical practice
- Ensure culturally safe practices and education for orthoptists are embedded in all OA CPD programs, resources and events
- Deliver broadly accessible CPD events and learning opportunities as outlined in the OA CPD Program including, virtual live events and self-directed learning opportunities and national workshops and/or upskill events
- Work collaboratively with stakeholders including; the AOB, members of the orthoptic profession, industry and OA Memorandum of Understanding (MoU) partners to explore potential CPD opportunities, design and deliver education
- Evaluate the quality of CPD events and learning opportunities, including in regard to, operations/ processes for event delivery, attendance and delegate feedback and actively work towards quality improvement.

#### Strategic Objectives

Grow our membership by providing a strong value proposition including high-quality continuing professional development that encourages life-long learning.

#### Committee Structure and Membership

The Continuing Education Committee is a Committee established by the OA Board. Ideally the committee should be composed of;

- 1 OA Director
- Up to 5 OA current members with an interest and/or experience in providing continuing education. Appointment of these Committee members is made either via an Expression of Interest (EOI) process or direct approach
- 1 representative from each State and Territory (in States where a Branch or Committee exists the representative should also be a member of the Branch/ Committee) Ex officio members can join the committee for time limited projects as agreed to by the committee.



# ATTACHMENT A

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- Time limited working groups can be established by the committee. Working Groups must include at least one PAC member with other OA members invited to join for the term of the working group.
- No member should serve on the Committee for more than six years. The Committee appointment and term expiration should be staggered so that only one Committee member leaves at one time
- Committee members should have the appropriate skill, knowledge and experience to undertake the functions and responsibilities of the Committee.
- The Committee Chair shall be selected by the Committee from amongst those Committee Members who express interest in the role of Chair. The Committee Chair will be appointed for a two-year term and may serve a maximum of two subsequent terms.

### Reporting

The Continuing Education Committee reports to the OA Board. A written report of work undertaken including, an overview of the devised CPD Program, outcomes of evaluation conducted and items for Board approval/ discussion should be submitted prior to each Board meeting.

### Meeting Frequency

This Committee meetings on a needs basis as identified by the Committee.

### Authority / Decision Making

- The Continuing Education Committee was formed to perform tasks which fit with the purpose and scope of the Committee and to consider other tasks as delegated from time to time by the Board
- The Committee does not have the authority to enter into contracts or agreements independently. This includes but is not limited to, outsourcing all/any design or print requirements, which should be referred to the OA Executive Officer
- The Committees can make educational-related recommendations to the Board
- Committee process is by consensus.

