

TERMS OF REFERENCE

Committee:	Scientific Planning Working Group
Reports to:	NBMS CEO
Purpose:	<p>The purpose of the Scientific Planning Working Group is to oversee the creation and implementation of Continuing Medical Education (CME) events for physicians.</p> <p>The purpose is executed under the framework of the NBMS Bylaws and the <i>Medical Act, S.N.B. 1981, c. 87</i>.</p>
Responsibilities:	<p><u>In performing CME functions, the Working Group shall:</u></p> <ul style="list-style-type: none"> • Assess the perceived and unperceived educational needs of physicians. • Invite feedback from NBMS Board, committees and membership on potential CME needs of physicians. • Guide and develop CME event agendas and learning objectives, such as choosing a theme, approving speakers, and ensuring alignment between theme and current needs assessments. • Provide feedback and advice on the planning and hiring processes to mitigate bias and conflicts of interest. • Oversee the educational quality of each event. • Review and evaluate previous event feedback to recommend future event needs assessments. • Make reasonable efforts to ensure at least one (1) member of the Working Group attends each event.
Membership, Chair, Term & Quorum:	<p>The Working Group will consist of six (6) and no more than eight (8) members, including the Chair. The Working Group will include Physician Members, NBMS Staff, and any other members the Board may direct.</p> <p>Members will include:</p> <ul style="list-style-type: none"> • An active practicing member of the College of Family Physicians of Canada from the Province of New Brunswick; • An active practicing member of the Royal College of Physicians and Surgeons of Canada from the Province of New Brunswick;

- An individual with expertise in medical education;
- An individual with expertise in medical business operations;
- An individual with expertise in physician engagement;
- An individual with expertise in events planning and coordination.

The Working Group has the authority to recommend a non-member of the NBMS where there is a need for the patient perspective. This individual may be a voting member.

This Committee shall be chaired by the CEO of the NBMS.

The Chair only votes in the event of a tie.

In the event the Chair is unable to attend, another member of the Working Group will be asked to chair the meeting.

Working Group members will serve a term of one (1) year, renewable at the discretion of the CEO.

The Working Group will meet at least three (3) times a year and report regularly to the CEO with respect to its activities.

Quorum is the majority of voting members of the Working Group.

**Approved by the
NBMS CEO:**

December 20, 2024