



CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES

Professional Development Committee

Terms of Reference

Approved January 2016
Revised April 2019
Revised April 2023

Introduction

The CACCN Professional Development committee will:

1. uphold and exemplify the values of the Canadian Association of Critical Care Nurses and thus serve in the best interests of the Canadian Association of Critical Care Nurses.
2. be chaired by one or two Directors of the Board.
3. consist of a minimum of three (3) active members.
4. will meet regularly at the call of the Chairs.
5. will keep records / minutes of meetings and submit to national office (within 10 business days) of the meeting.
6. will receive professional support from the COO, as required.
7. will report at each meeting of the Board of Directors, in writing, and will contribute to the Association's Annual Report.
8. set short and long term goals annually.
9. review the short/ long term goals annually; this review will occur at the Director's Meeting (March or April).
10. will advance, monitor and report on strategic organizational priorities within its mandate.

Purpose

The role of the CACCN Professional Development Committee is to provide education and professional development, and to advocate for critical care certification to new, renewing, and future CACCN members.

Responsibilities

The CACCN Professional Development Committee responsibilities are to:

1. provide educational opportunities to members through various modalities.
2. provide resources and encourage critical care certification for members.
3. develop leadership in membership (mentor, scholarship, presentation etc.).
4. foster collaboration in CACCN members to advance the field of critical care.

Committee Structure and Term

1. Chair: 1 or 2 National Board Directors, min: 1 year, max: 4 years
2. Minimum of 2 active CACCN members: 2 years, renewable
3. CACCN Chief Operating Officer (support)
4. CACCN President, ad hoc member

Meeting

Monthly as necessary and at minimum four times a year

Communication

Email, Zoom, Teams, Teleconference

Reporting

To the National Board of Directors via the Committee Report form at board meetings (min. quarterly).

CACCN Policies

Due to the confidential nature of member information, committee members will ensure that:

1. all documentation and information that the Association entrusts to review committee members is maintained in strict confidence, always.
2. the documentation is used only for the purpose for which it was originally provided.

3. documentation is stored in a secure manner to prevent unauthorized access. If stored on public or shared computer, documentation must be password protected.
1. any loss or unauthorized access to the information must be reported to the Chair immediately upon discovery.
2. committee discussions are confidential.
3. comments made by review committee members may not be discussed or disclosed to individuals not involved with the Committee.
4. documentation when no longer required must be destroyed / deleted.
5. failure to abide by the committee's confidentiality agreement may result in removal from the committee.

and

Committee members by participation agree to abide by the CACCN Policies and Procedures as set out by the Association, including the ***Code of Conduct*** and ***Conflict of Interest*** Policies.