



## **CONTINUOUS PROFESSIONAL DEVELOPMENT COMMITTEE (CPD) TERM OF REFERENCE**

### **Mission**

---

The mission of the ISPO CPD Committee is to develop and maintain a strategic continuous education plan for the Society; developing core educational content; providing guidance on topics and content for workshops, symposia, and conferences that meet the “body of knowledge transfer” and continuous education needs of members worldwide; providing guidance on the delivery formats and methods to facilitate global delivery of core educational content; implementing instructor review and approval processes as defined in the standing rules; and providing guidance on the use of relevant education from other allied organizations.

Primary focus should be on:

- Oversee ISPO's continuous professional development educational activities
- Address issues related to maintaining professional standing and learning
- Recommend opportunities for developing educational programs and services to meet the needs of ISPO members and non-members worldwide.

### **Principles**

---

All Committee members should be members in good standing of the Society and should represent the diverse origins, professional interests, backgrounds, and geographic representation of the membership of ISPO. Exceptions to be above points may be made under specific circumstances; for example, when a person representing another organization has been specifically invited to serve on a Committee due to his/her particular expertise.

Preference should be given to individuals actively engaged with ISPO Member Societies and with a strong continuous professional background and who have the following background, skills and experience as well as:

- Understand the needs of members and incorporate them into CPD programs.
- Contribute to development of CPD program through her/his expertise.
- Capable of understanding trends in prosthetics, orthotics, and assistive technologies and integrating them effectively into CPD programs.

ISPO Committee members shall always:

- Act in the best interest of the Society and align its activities with the overall mission and vision of the ISPO.
- Represent the interests of the Society's membership towards the Executive Board, International Committee, other ISPO committees, as well as members and outside parties.
- Work closely with and support the Executive Board and other ISPO Committees and leaders and ISPO Secretariat staff.

### **Commitment**

---

ISPO CPD Committee members are expected to:

- Have their involvement in the ISPO CPD Committee as a high priority.
- Contribute to discussions of issues, challenges, and business and display a proactive approach in scheduled meetings, conference calls, etc.
- Carry out any and all assigned functions in a timely manner and in accordance with the bylaws, policies and procedures.
- Represent ISPO and ISPO CPD Committee in a positive and supportive manner at all times and in all places.
- Avoid conflicts of interest between the position as a committee member and their personal or professional life. When necessary, a committee member shall declare a conflict of interest and abstain from both the discussion and the vote on any matter in which a personal or professional interest exists.
- Take initiative in matters crucial to ISPO and its future development.

- Work closely with the ISPO professional staff and outside consultants as required.
- Agree to the non-disclosure agreement and other measures of confidentiality and ethical conduct

### **Responsibilities & Objectives**

---

The responsibilities of the ISPO CPD are to oversee the Society's CPD activities, review the Society's CPD policy, and make recommendations to the ISPO Executive Board. The CPD Committee is responsible for:

- Serve the P&O community in an ethical and responsible manner by disseminating unbiased and objective CPD programs.
- Ensure that all ISPO CPD programmes meet the highest standards for CPD development and are consistent with the educational needs of ISPO community.
- Offer CPD via new and/or innovative methods (e.g., e-learning).
- Assist in determining the mission and purpose of ISPO CPD activities
- Recommend necessary policies and guidelines for CPD committee operations and activities
- Annually review CPD benefits and services, advising the Executive Board of recommended changes
- Assist in determining, monitoring, and advising on the direction of ISPO's CPD growth
- Establish and monitor any financial aspects of the ISPO CPD Committee, particularly in relation to the overall budget of the Society. All decisions involving financial obligations must be brought forward to the Executive Board for final discussion and approval
- Help to enhance the educational needs of ISPO members and recommending the development of services to meet those needs.
- Participate in ensuring effective organizational planning and in the strategic development of CPD
- Keep membership informed to make prospective and current members aware of the CPD resources, services, and CPD benefits of ISPO.