

Terms of Reference 2011 update Education Committee

Preamble:

The Education committee has been convened on behalf of the CSAM board and membership to address issues of concern to the society and its membership with respect to education in addiction treatment and management.

Purpose:

The purpose of the committee is:

1. To provide the CSAM membership and physicians in Canada with education on addiction assessment, management, and treatment.
2. To provide education to the Canadian public on addiction medicine issues.

This will be accomplished through:

- Establishing and updating curriculum for a Fundamentals course in addiction medicine.
- Providing the Fundamentals course at the CSAM Annual Meeting.
- Exploring and developing new educational tools (ie. Computer-based learning)
- Exploring relationships with educational bodies such as the Royal College of Physicians and Surgeons and the Canadian College of Family Physicians to promote education and training in addiction medicine.
- Engaging in two way communication with CSAM board and membership to ensure all involved are aware of changing issues in the educational arena.
- Responding to educational requests or needs from the public.

Membership:

The committee will consist of a chair and a minimum of 4 members.

All committee members must be CSAM members.

Ideally, the Committee Chair is a member of the CSAM Board, however, where this is not the case, direct communication between the Chair and the Board must be ensured.

Terms of membership are subject to periodic review and Board approval.

Frequency of Meetings:

- The committee will meet by teleconference on an ad hoc basis.
- The committee will be given at least two week's notice for each teleconference meeting.
- The committee will have 1 in-person meeting to coincide with the Annual CSAM Scientific Meeting.
- Members are asked to commit to participate in a minimum of 50% of the teleconferences and to attend the "in person" meeting.

Decision Making Process:

Consensus. In the exceptional circumstance where consensus is unachievable, decisions will be decided by majority vote (50% + 1)

Reporting Process:

Committee will report on its activity regularly at board meetings and at the CSAM annual general meeting.