

POLICY/PROCEDURE NUMBER:

E – 1.2

DATE:            November 16, 1992	SUBJECT:
ISSUE: <b>Professional Development Committee</b>	<b>Job Description</b>
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**1. Position:**

To promote the development of knowledge, skills and experience of Healthcare Engineering through education, training and exchange of information.

**2. Responsibilities:**

2.1. Responsible to the CHES Board of Directors with the Vice President as the Executive Liaison.

**3. Summary of Duties:**

- 3.1. Develop and submit educational programs for CHES Board of Directors consideration and approval.
- 3.2. Liaise and negotiate with an accredited schooling system and educational facilities in obtaining programs which are of a benefit to interested students pursuing Healthcare Engineering, leading to an undergraduate degree.
- 3.3. Cooperate with colleges and universities to establish an appropriate curriculum related to the direction of the Canadian Healthcare Engineering Society.
- 3.4. Develop a process for managing the Canadian Healthcare Construction Course.
- 3.5. Develop a process for managing the Medical Gas Course in partnership with CSA.
- 3.6. Ensure that the education component of the National Conference meets the required level and assign the appropriate CEU credits to the program.
- 3.7. Be a corresponding member of the Society for professional development and/or education.
- 3.8. Assist students seeking guidance in Healthcare Engineering.
- 3.9. Promote the organization of seminars and courses in line with the Canadian Healthcare Engineering Society.
- 3.10. Obtain relevant technical or administrative material for publication in the *Canadian Healthcare Facilities Magazine*.
- 3.11. Liaise with the Communications Committee regarding publication of educational material.
- 3.12. Collect and arrange the distribution of information for educational purposes to the members of the Canadian Healthcare Engineering Society.
- 3.13. Prepare a report on committee activities for each CHES Board of Directors meeting.
- 3.14. Prepare an annual report for the Annual General Meeting as per policy B3.1 and be present to discuss and answer any questions from the members.

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3.15. Chair of the Committee (or designate) attends as an invited guest and should be present at each CHES Board of Directors meeting to represent the interests of the Committee and present updates and requests on behalf of the Committee.

3.15.1. The annual budgeting process will consider providing budget for the Chair to attend the in-person strategic planning and Board of Directors meetings held during the National Conference.

3.16. Prepare and submit a proposed annual budget after deliberation of the Committee, as per policy B5.2 for consideration and approval by the Board of Directors.

3.17. Perform other duties as required for the betterment of the Society.

*Revised September 2024*