

ACCP Education Committee Charter

March 2017

The ACCP Education Committee is a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. Committee. The ACCP ByLaws (Article IV, Section 1g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article V, Section 2 of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Education Committee is to develop and implement an overall educational program that meets the needs of ACCP members and fulfills the requirements necessary to maintain ACCME and ACPE accreditation.

Committee Membership

The ACCP Constitution (Article VIII, Section 1f) states that “the ACCP offers educational activities ranging from topics on drug discovery to application, and some activities do not offer continuing education credit. In order to ensure that the educational needs of ACCP’s diverse membership are met, the Education Committee shall include representation from the various constituencies that make up ACCP’s membership, including the Chairperson (a Regent) and at least two Fellows and additional representatives from the membership at large. The majority of the Education Committee members shall also serve as members of the Compliance Subcommittee, which shall be responsible for the review and approval of all educational content to ensure that content meets the requirements on ACCP’s accrediting entities. Subcommittee members cannot be employees of a commercial interest, as defined by the accrediting entities, nor may they have any disclosures related to the content they are reviewing.”

In addition, Article II, Section 1 of the ByLaws indicates that the President shall be an “*ex officio* member of all Standing Committees.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery, as well as those involved in clinical care, should sit on the Committee. In addition, a student member should be appointed.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Constitution, Article VIII, Section 1a), unless approved by the President.

Committee Role

The ACCP ByLaws (Article V, Section 7) state that “the Education Committee shall be responsible for recommending educational programs addressing topics related to the mission of the College. The Committee shall provide necessary guidance to assure the presentation of activities on scientific topics consistent with eligibility for designation for continuing education credits. The Education Committee may also develop and present non-credit programs that meet the needs of other audiences.”

The Education Committee activities include, but are not limited to, the following:

- Development of non-Annual Meeting educational activities based on member needs assessment
- Implementation of non-Annual Meeting educational activities using a variety of educational formats
- Review of all continuing education activities to ensure they meet ACCME and ACPE requirements
- The development and processes and procedures that meet ACCME and ACPE requirements
- The development and submission of reports, data, files, etc. to the ACCME and ACPE as needed to maintain accreditation

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures. Staff plays a critical role in the credentials process in that applications are sent to Staff for review, documentation and follow up. Additionally, Staff holds the responsibility to initially approve applications for Members and Student Members, which are subsequently formally approved by the Board.

How & When the Committee Meets

The Education Committee meets once a year at the Annual Meeting to conduct an overall education program review. Conference calls are held throughout the year as needed.