



**CAEP | ACMU**

**Co-development of CPD activities between the  
Canadian Association of Emergency Physicians (CAEP)  
and a non-physician organization**

**-CAEP Policy-**

*CAEP Board approved 13-April-2017*

*\*based on RCPSC definitions & guidelines and adapted with permission from Dalhousie CME Presentation Guidelines\**

This document outlines the policies and procedures related to a co-development relationship between the CAEP and a non-physician organization (i.e. a pharmaceutical company). Co-developed CPD activities with non-physician organizations have to date been limited to presentations at the CAEP Annual Conference.

***For a co-developed accredited presentation:***

CAEP is responsible for all aspects of the planning of a co-developed CPD program including needs assessment, speaker selection, learning objectives, content, and evaluation.

The non-physician organization may submit a proposed CPD program concept to CAEP along with any recommendations regarding a Planning Committee membership and potential presenters, a minimum three (3) months prior to the CPD program date, in order to allow sufficient time for recruitment of a Planning Committee, organization of a meeting and development of the presentation.

**Process:**

A Planning Committee, assembled by CAEP, and consisting of at least three target audience members, will develop a draft program around the proposed concept submitted by the non-physician organization. Should the proposed topics necessitate it, committee membership will be expanded at CAEP's discretion.

CAEP CPD Director must be included as a member of the Planning Committee from the outset.

The Planning Committee will review the proposed CPD program concept to validate the relevance of the needs assessment (if already defined by the non-physician organization) and to determine if an educational response is appropriate.

Once the Planning Committee members have agreed upon a draft program, this will be provided to the non-physician organization. At this stage the non-physician organization may:

- *Proceed with co-development and accreditation:* plan and implement in accordance with CAEP policies

OR

- *Elect to present a non-accredited symposium:* proceed independently, but follow the guidelines provided re: scheduling and promotion.

**For co-developed, accredited CPD programs at the CAEP Annual Conference:**

- The physician chair of the Planning Committee must complete the accreditation application for the event (if applicable)
- It is a requirement that CAEP correspond with speakers, and handle payment of honoraria and expenses.

The co-developed accredited program will be acknowledged in the CAEP Annual Conference program materials (in the preliminary program if time permits).

No attendance incentives (i.e., free registration, transportation or accommodation) may be provided to physician registrants.

***Non- Accredited Symposia at the CAEP Annual Conference:***

Should the non-physician organization not choose to pursue the co-developed accreditation option, CAEP does not assume any right or responsibility to approve the content of the presentation, although it is generally expected that it will complement the overall Conference, as per discussions with the CAEP Annual Conference Co-chairs. Please note the following, however:

- Invitations and other material must not promote the presentation as a CAEP program or part of a CAEP event
- Any physicians teaching in the symposia should be listed with their hospital or other affiliations, not as a CAEP speaker.
- All promotional material must be approved by CAEP before printing, solely for the purpose of ensuring the above conditions are met.

***All Presentation/Symposia:***

- ♦ Presentation/Symposia must take place during one of the four time slots assigned for sponsors of the conference and at the location provided.
- ♦ CAEP strongly suggests that topics complement those included in the main conference and in consideration that the CAEP Annual Conference audience includes emergency medicine and family physicians, nurses and other health professionals.
- ♦ No attendance incentives (i.e., free registration, transportation or accommodation) may be provided to physician registrants.

If these terms and applicable charges are acceptable, the attached Agreement will be signed by a representative of the non-physician organization and returned to CAEP.

## **Addendum**

*A physician organization (as defined by the RCPSC) is a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, specialist physicians through:*

- *continuing professional development;*
- *provision of health care; and/or*
- *research.*

*This definition includes (but is not limited to) the following groups:*

- *faculties of medicine,*
- *hospital departments or divisions,*
- *medical societies,*
- *medical associations,*
- *medical academies, and*
- *health branch of the Canadian forces.*

*This definition excludes pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies or other for-profit organizations and ventures/activities.*

*Guidelines for co-development of a CPD activity between an accredited provider and a physician organization or non-physician organization:*

*\*from [Royal College of Physician and Surgeons of Canada website](#)*

- *The accredited provider must be involved in planning all aspects of the continuing professional development event with the physician or non-physician organization from the beginning.*
- *The accredited provider must be represented on the planning committee, has ultimate authority over all decisions and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for events under Section 1 have been appropriately implemented.*
- *Co-development of the continuing professional development event by the accredited provider must be recognized on program materials.*
- *The accredited provider accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.*
- *Section 1 approval will be recognized by the following statement on program materials: "This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada and approved by Canadian Association of Emergency Physicians"*

## **CAEP CO-DEVELOPED CPD AGREEMENT**

<INSERT COMPANY NAME>

\_\_\_ <INSERT COMPANY NAME> proposes to plan an accredited CPD program with CAEP. This will confirm that I have reviewed CAEP's policies regarding co-development of such. I agree that our presentation planned in conjunction with the CAEP Annual Conference, '*date of conference*', will comply with these guidelines. I understand that '*company name*' may withdraw its application for accreditation upon receipt of the program draft from the planning committee. I note that ineligibility for accreditation, or a decision by '*company name*' to proceed without accreditation, in no way precludes the company's right to offer a presentation, subject to the conditions outlined in this correspondence.

OR

\_\_\_ <INSERT COMPANY NAME> will plan a non-accredited (or externally- accredited) symposia. This will confirm that I have reviewed the guidelines for promotion of such an event and agree to comply with these guidelines.

Signed

Date

Please return form to:

CPD Senior Manager  
Canadian Association of Emergency Physicians  
Suite # 800, 180 Elgin Street  
Ottawa, ON