

# Royal College Accreditation Application

## Document Checklist (completed by CAEP Office)

- Proof of physician organization
- Needs Assessment
- Final program or brochure with learning objectives
  - Overall
  - Session (if applicable)
- Other promotion materials
- Agenda
  - Is the 25% interactivity requirement met?
- Sponsorship and/or exhibitor prospectus
- Sponsorship agreement (if applicable)
- Budget
- Certificate template
- Evaluation form
- Conflict of interest forms for all SPC members and identified faculty
- Documentation outlining processing for collecting, managing and disclosing conflicts
- Speaker invitation template
- SPC meeting minutes and correspondence
- Powerpoint slides

## Accreditation Standard Reviewer Form

- **Date of Review:**
- **Title of Activity:**
- **Date of Activity:**
- **# of hours requested:**
- **MOC Section 1 or 3:**
- **Meets Physician Organization Criteria:** Yes No
- **Physician Organization Program:** Yes No
- **Co-Developed Program:** Yes No
  
- **Name(s) of Auditor(s):**

### 1) Scientific Planning Committee (SPC)

- 1.1) Commercial interests and sponsors excluded from the planning committee. Yes No
- 1.2) There is representation from a defined target audience. Yes No
- 1.3) The SPC has control over the selection of topics, content, and speakers. Yes No

**Comments (can include quality improvement):**

### 2) Conflict of Interest Form

- 2.1) The Planning Committee reviewed and managed conflicts of interest.  Yes  No
- 2.2) The organizers provided specific instructions to speakers regarding COI disclosure.  Yes  No

The disclosure form must disclose the following:

- For-profit relationships;  Yes  No
- Not-for-profit relationships;  Yes  No
- Relationships over the past two years regardless of content;  Yes  No
- Discussion of off label drugs;  Yes  No
- Proper use of generic and brand names;  Yes  No

**Comments (can include quality improvement):**

### 3) Needs Assessment

- 3.1) There are perceived needs identified.  Yes  No
- 3.2) There are unperceived needs identified.  Yes  No
- 3.3) The needs assessment is relevant to the target audience.  Yes  No

**Comments (can include quality improvement):**

### 4) Learning Objectives

- 4.1) The learning objectives are written from the perspective of the learner.  Yes  No
- 4.2) Action verbs are used to create the learning objectives.  Yes  No
- 4.3) The learning objectives are derived from the needs assessment.  Yes  No
- 4.4) There are learning objectives for the overall program  Yes  No
- 4.5) There are learning objectives for individual sessions.  Yes  No
- 4.6) There are learning objectives provided to the participants in advance  Yes  No

**Comments (can include quality improvement):**

### 5) Interactivity

- 5.1) There is at least 25% interactivity.  Yes  No

**Comments (can include quality improvement):**

### 6) Activity Budget

- 6.1) There are no travel expenses for non-faculty or spouses.  Yes  No
- 6.2) The funds flow through the SPC, provider organization or physician organization.  Yes  No

**Comments (can include quality improvement):**

### 7) Evaluation Form and Results of Evaluation

Questions 7.2 and 7.3 are mandatory on an evaluation form. The remaining questions are not mandatory, but important to assess

*the educational quality of the activity.*

7.1) Participants are provided with an opportunity to evaluate the activity.  Yes  No

The evaluation form has the following questions

7.2) The learning objectives are met;  Yes  No

7.3) Perception of bias;  Yes  No

7.4) Concerning change of practice;  Yes  No

7.5) Future program topics;  Yes  No

7.6) Quality of the speaker;  Yes  No

**Comments (can include quality improvement):**

## 8. Certificate of Attendance

Participants receive a certificate of attendance  Yes  No

All of the required elements below are present:

8.1) Title  Yes  No

8.2) Date  Yes  No

8.3) Location  Yes  No

8.4) Name of participant  Yes  No

8.5) Number of credits  Yes  No

8.6) Accreditation statement  Yes  No

8.7) Signature of Planning Committee Chair  Yes  No

**Comments (can include quality improvement):**

## 9) Written Agreement with Sponsors

The written agreement must include the following:

9.1) Adherence to the National Standard;  Yes  No

9.2) Commercial interests have no influence on content development;  Yes  No

9.3) How the sponsors are acknowledged;  Yes  No

9.4) Clear roles and responsibilities  Yes  No

9.5) Planning committee is in control of content development;  Yes  No

9.6) Dollar amount of financial support;  Yes  No

9.7) Specific in-kind support;  Yes  No

**Comments (can include quality improvement):**

When **sponsor involved** – have **slides** been provided for review?  Yes  No

## 10) Activity Program and Promotional Items

10.1) There is no tagging.  Yes  No

10.2) There are no product ads in educational material.  Yes  No

10.3) Education and promotion clearly delineated.  Yes  No

10.4) The accreditation statement is on the materials.  Yes  No

10.5) There are CanMEDS roles outside of the medical expert.  Yes  No

10.6) Sponsors are properly acknowledged.  Yes  No

**Comments (can include quality improvement):****11) Minutes or Notes from The Planning Committee**

11.1) The planning committee kept notes of their meetings (i.e. minutes or emails).  Yes  No

**Comments (can include quality improvement):****12) Unaccredited Activities (if applicable)**

12.1) There is a copy of the agenda/brochure/program from the educational activity;  Yes  No

12.2) The time of unaccredited activities is separate from accredited activities.  Yes  No

12.3) The promotion of unaccredited activities is separate from accredited activities  Yes  No

**Comments (can include quality improvement):**

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**Section 1: Online Group Learning Activities**

*The common audit criteria at the beginning of this document must be included with the criteria below.*

There is an access link to the program;  Yes  No

There is a way for participants to interact with faculty and/or facilitators.  Yes  No

**Comments (can include quality improvement):****For Section 3: Self-Assessment Programs**

*The common audit criteria at the beginning of this document must be included with the criteria below, excluding interactivity.*

There is an access link to the program, if it is online;  Yes  No

There is an answer Key;  Yes  No

Correct and incorrect answers are provided.  Yes  No

References are provided.  Yes  No

*\*\*look for more customization to the exact needs of the registrants, reflection exercises, follow up plans, etc.*

**Comments (can include quality improvement):****Section 3 Simulation Programs**

*The common audit criteria at the beginning of this document must be included with the criteria below.*

There is a copy of the feedback template;  Yes  No

There is direct and detailed feedback provided to participants;  Yes  No

**Comments (can include quality improvement):**

**General comments on the submitted activity:**

**Is this activity approved?**

**If so, for how many credits:**

**If not, what revisions and/or additional information is required:**