Application for Accreditation of a Self-Assessment Program (SAP)

Section 3 of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification program (MOC)

Self-assessment programs are designed to assess knowledge or the application of knowledge in specific areas, topics or domains. Self-assessment programs use structured formats, such as multiple-choice or short-answer questions, that may include a clinical scenario, and require participants to select the appropriate response. Participants receive feedback on the answers they selected to provide opportunities to identify areas for improvement and future learning.

Important information before you begin:
- Self-assessment programs approved under Section 3 must be developed or co-developed by a physician organization, if you are unsure whether you are one, please visit our website or contact the Royal College to confirm before submitting an application.

  A physician organization is defined by the Royal College as a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its specialist physician members through: continuing professional development, provision of health care, and/or research.

Types of organizations that **are** considered Physician Organizations:
- Faculties of medicine
- Hospital departments, units or divisions: **NOTE**: Hospitals or single physicians are not considered Physician Organizations
  Three (3) physicians that are developing the activity from the same department within the faculty of medicine are considered to be a physician organization. If the three physicians are from different departments within the faculty, the group cannot be equated as a PO.
- Medical (specialty) societies, associations or academies
- Physician research organizations
- Health authorities not linked to government agencies

Types of organizations that **are not** considered Physician Organizations:
- Industry: pharmaceutical companies and their advisory groups, medical and surgical supply companies, medical device companies, communication companies and other for-profit organizations
- Government departments or agencies (e.g. Health Canada, Public Health Agency of Canada, CIUSS, etc...)
- For-profit online educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming
- Disease-oriented patient advocacy organizations

Additional considerations:
- MOC section 3- Accredited Self-Assessment Programs are accredited for a maximum of three years from the start date of the activity.
- Accreditation will not be granted retroactively.
- The physician organization that developed the activity is responsible for maintaining all records (including attendance records) for a 5-year period.

Application steps:
- Refer to the Royal College CPD Accredited Standards Self-Assessment programs (Section 3) as you complete this application and prepare the supporting documentation.

- A summary of the review will be emailed to the physician organization including the outcome of the

assessment of the CPD activity, the number of accredited hours, and the CPD activity accreditation statement that must appear on all accredited CPD activity program materials and certificates of participation.

1. Documentation supporting that this has been developed by a physician organization including:
   - Confirmation the organization is a not-for-profit (refer to the Canadian government website for federal corporations *federal corporations*)
   - A link to the "About Us" section of your website documenting the organizations governance structure as it should have a Board of Directors.
   - The organization has a membership comprised of individual specialist physicians that goes beyond receiving a newsletter, is comprised of more than the Board of Directors, there is defined criteria on who is eligible to be a member, there are defined expectations of members such as payment of dues.
   - The organization is accountable to a membership comprised of individual physicians where the membership can vote at regularly scheduled meetings such as annual general meetings.
2. Has a needs assessment been completed? Attach a summary of the completed needs assessment.
3. Final program or brochure that includes the following:
   - The activity schedule, topics, and start and end times of individual sessions? (Minimum 25% interactivity is required and needs to be demonstrated on this program)
   - The activity learning objectives for the overall activity and individual sessions (if applicable)?
   - The calculation of CME hours for the overall activity
4. Have you attached the overall and session-specific learning objectives? Please ensure that the learning objectives are drafted from the learner perspective.
5. Other materials used to promote or advertise the activity (for example, invitations, email announcements etc.?)
6. Have you attached the completed conflict of interest (COI) forms completed by the SPC and known speakers at time of submission and a sample conflict of interest 3-slide form together with an outline of the process for the collection, management, and disclosure of conflicts of interests which includes a description of how this information is collected and disclosed to participants? *Required regardless of how the activity is funded.*
7. SPC Speaker invitation template and communication of CPD standards including discussion of off label drugs
8. Evaluation and feedback forms that include:
   - A question on whether each of the learning objectives were met?
   - A question for participants to identify the potential impact to their practice?
   - A question for participants to identify if the session was balanced and free from commercial or other inappropriate bias?
   - A question on which CanMEDS Roles were addressed during the activity?
9. *A copy of the certificate of attendance that will be provided to the participants? Remember that physician organization must maintain attendance records for five years.*
10. Attach the sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable)?
11. If sponsorship (both financial and in-kind) has been received for this activity, have you attached the written agreement that is signed by the CPD provider organization and the sponsor?
12. Does the activity budget show receipt and expenditure of all sources of revenue for this activity including:
    - A list of funding sources, including an indication of whether sponsorship was received in an educational grant or in-kind support?
    - A list of expenditures?
    - The expected number of registrants?
13. Scientific Planning Committee (SPC) meeting minutes, e-mail correspondence, etc. including discussion of key elements. See below for key elements.
14. PowerPoint Slide Set – Content – mandatory, in particular if the activity is funded by one for-profit or not-for-profit organization - not required for live single delivery large conferences featuring many speakers. However, the reviewer may request the PPT(s) for review. If the activity is presented in English and French, submit PPT(s) in both languages.
15. Have you attached a copy of the answer sheet for the assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes and shows how feedback will be

provided to the participants (See question Part B - 9)

16. Has the Chair of scientific planning committee attested that he/she agrees with the content provided in the application package? – see section D

The Royal College has created a CPD activity toolkit to help developers of educational activities who want to create quality programs. Each topic in the toolkit includes explanations, practical examples and other resources.

- Needs assessment
- Creating learning objectives
- Educational delivery methods
- Evaluations
- Web-based CPD events
- Relationships with speakers and sponsors
- Sample Conflict of Interest Form Sample Certificate of Attendance
http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e

Additional resources:

- Royal College of Physicians and Surgeons of Canada - RCPSC
  Royal College Accreditation Toolkit - FAQ's
- National Standard for Support of Accredited CPD Activities
  RCPSC - FAQ's for Implementation of CPD National Standards

PLEASE READ THESE IMPORTANT DIRECTIVES:

This general CPD Accreditation/Certification Application form, including all supporting documents, must be submitted 8 weeks prior to the start date of the activity. NOTE: all required supporting documents are to be submitted at the same time as the application form.

- Approval for accreditation/certification are **not retroactive**.

- It is **not permitted** to make reference to the RCPSC, MOC Section 1, MOC Section 3 credit approval before the program officially receives approval. It is not permitted to state that credits are pending approval or applied for.

- Organizers who fail to submit the completed application form and all supporting materials prior to the deadline might not receive approval in time for their first session.

- Organizers must **submit the completed accreditation/certification application forms and all supporting materials at the same time.** Late fees will apply if the application form and/or supporting documents are received less than 8 weeks prior to the start date of the activity. Should CAEP receive missing documents less than 8 weeks prior to the start date of the activity, late fees will apply.

- Modifications or additional information may be requested. All modifications are to be received **within 5 business days from receiving the email listing the revisions required**. Your program will not be transferred to the next phase of the accreditation review process until all requests are fulfilled. Failure to submit the requested modifications or additional information prior to the due date, **may result as a "non-approval" status for your activity.**

- Ensure to submit PowerPoints with no hidden slides. Activities are accredited based on the accreditation package/materials submitted, including content and/or modifications implemented requested by CAEP. Any change in content, or any other aspects of an activity, must be approved prior to delivery. **Changing content or supporting documentation without approval, renders the accreditation approval null and void.**

- All CPD providers who receive accreditation approval are required to submit a final report within 30 days of the CPD activity.

IMPORTANT: **Once you have received an email and/or official letter stating that your activity was approved with CPD credits, you are not permitted to modify the content or supporting documents submitted for review. Should you modify any materials, you must obtain approval prior to disseminating. Note: Fees to re-review will apply.**

Activity Information

Date of application: (dd/mm/yyyy)	Click here to enter a date.
Title of self-assessment program:	Click here to enter text.

Activity start date: (dd/mm/yyyy)		Activity end date: (dd/mm/yyyy)	

Delivery method of self-assessment program:	☐ Web-based ☐ Face-to-face ☐ Both web-based and face-to-face

How many times will this activity be held?	☐ 1 ☐ 2 ☐ 3 ☐ 4+	Estimated # of participants:	
Has the program been previously accredited?	☐ Yes ☐ No	If yes, when was it reviewed?	

If yes, by which CPD accreditation system?	Click here to enter text.
How many hours are required to complete the program?	Click here to enter text.

PART A: Administrative Standards

Name of physician organization that developed the self-assessment program

1. Name and contact information for **physician organization** requesting accreditation:	Name of physician organization: Click here to enter text.	
	Address: Click here to enter text.	
	Email: Click here to enter text.	Telephone #: Click here to enter text.
	Website address: Click here to enter text.	
2. Contact information for main **point-of-contact**	First Name: Click here to enter text.	Last Name: Click here to enter text.
	Address: Click here to enter text.	
	Email: Click here to enter text.	Telephone#: Click here to enter text.
3. Name and contact information for **Scientific Planning Committee Chair**: *(If different from above)*	First Name: Click here to enter text.	Last Name: Click here to enter text.
	Email: Click here to enter text.	Telephone #: Click here to enter text.
	Address: Click here to enter text.	

4. Name and contact information for organization *co-developing* the activity – only applicable if activity was co-developed:	Name of organization: Click here to enter text.	
	Address: Click here to enter text.	
	Email: Click here to enter text.	Telephone #: Click here to enter text.

5. Is the co-developing organization a physician organization?	☐Yes ☐ No
6. Will the physician organization maintain attendance records for 5 years?	☐Yes ☐No

Content development

7. Was the content developed by the applying physician organization?	☐ Yes ☐ No
If no, who developed the content?	Click here to enter text.

8. Scientific planning committee members (SPC)

Complete the table below. Include it as an attachment if you have this information already available electronically.

Name of SPC member	How does the individual represent target audience?	Is the individual a member of the physician organization responsible for planning the CPD activity?
Example: Jane Smythe, MD	Endocrinologist	Yes
Click here to enter text.	Click here to enter text.	Click here to enter text.
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PART B: Educational Standards

1. What is the intended target audience of the activity:
Click here to enter text.

2. What needs assessment strategies were used to identify the learning needs (perceived and/or unperceived) of the target audience? *Examples might include: surveys of potential participants, literature reviews, healthcare data, and assessment of knowledge, competence or performance of potential participants.*

3. What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the scientific planning committee identify for this activity?

4. How were the identified needs of the target audience used to develop the overall and session-specific learning objectives? *For example:* • *Did the scientific planning committee share the needs assessment results with the speakers who are responsible for developing the learning objectives?* • *Did the scientific planning committee use the needs assessment results to define the learning objectives for the speakers?*

5. CanMEDS Role(s) relevant to this activity? *Check all that apply*	☐ Medical Expert ☐ Communicator	☐ Collaborator ☐ Leader	☐ Health Advocate ☐ Professional	☐ Scholar

6. Describe the key knowledge areas or themes assessed by this self-assessment program

7. State the sources of information selected by the scientific planning committee to develop the content of this activity (e.g. scientific literature, clinical practice guidelines, etc.)	

Click here to enter text.

8. What learning methods were selected to help the CPD activity meet the stated learning objectives? Describe the rationale for the selected format (e.g. multiple-choice questions, short answer questions, etc.) to enable participants to review their current knowledge or skills in relation to current scientific evidence

9. Describe the process that that allows participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes. (e.g. through the creation of an answer sheet and scoring or web based assessment tools) and record their answers? *Attach a copy of the answer sheet for the assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes and shows how feedback will be provided to the participants*

10. How will feedback be provided to participants on their performance to enable the identification of any areas requiring improvement through the development of a future learning plan?

11. Does the program provide participants with references justifying the appropriate answer	☐Yes ☐ No

12. Describe how the references are provided to participants

13.	How will the overall learning activity and each individual module (if applicable) be evaluated by participants?

14.	(Optional) If the evaluation strategy intends to measure changes in knowledge, skills or attitudes of learners, please describe:

15.	(Optional) If the evaluation strategy intends to measure improved health care outcomes, please describe.

PART C: Ethical Standards

All activities accredited after January 1, 2018 must comply with the National Standard for support of Accredited CPD Activities. The National Standard applies to all situations where financial and in-kind support is accepted to contribute to the development, delivery and/or evaluation of accredited CPD activities.

1. Has the CPD activity been sponsored by one or more sponsors?	☐ Yes ☐ No

2. If yes, have the terms, conditions and purposes by which sponsorship is provided been documented in a written agreement that is signed by the CPD provider organization and the sponsor? *(Attach a sample)*

3. If sponsorship has been received, please check all sources of sponsorship that apply

☐ Government agency	☐ Health care facility	☐ Not-for-profit organization	☐ Medical device company	☐ Pharmaceutical company	☐ Education *or* communications company

☐ Other
Please specify   Click here to enter text.

4. If yes, please list the name of the sponsor(s) below and indicate whether the sponsor provided financial or in-kind support (*should you require more space, attach a new page*).

Sponsor name	Type of support		
Click here to enter text.	☐ Financial support Amount received or anticipated to receive: Click here to enter text.	☐ In-kind support Amount received or anticipated to receive: Click here to enter text.	☐ *For-profit sponsor* *or* ☐ *Non-profit sponsor*
Click here to enter text.	☐ Financial support Amount received or anticipated to receive: Click here to enter text.	☐ In-kind support Amount received or anticipated to receive: Click here to enter text.	☐ *For-profit sponsor* *or* ☐ *Non-profit sponsor*
Click here to enter text.	☐ Financial support Amount received or anticipated to receive: Click here to enter text.	☐ In-kind support Amount received or anticipated to receive: Click here to enter text.	☐ *For-profit sponsor* *or* ☐ *Non-profit sponsor*
Click here to enter text.	☐ Financial support Amount received or anticipated to receive: Click here to enter text.	☐ In-kind support Amount received or anticipated to receive: Click here to enter text.	☐ *For-profit sponsor* *or* ☐ *Non-profit sponsor*

5. Describe the process by which the SPC maintained control over the CPD program elements including:
- the identification of the educational needs of the intended target audience; development of learning objectives;
- selection of educational methods;
- selection of speakers, moderators, facilitators and authors;
- development and delivery of content; and
- evaluation of outcomes

Click here to enter text.

6. Describe the process used to develop content for this activity that is scientifically valid, objective, and balanced across relevant therapeutic options.

Click here to enter text.

7. How were those responsible for developing or delivering content informed that any description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding?

Click here to enter text.

8. All accredited CPD activities must comply with the National Standard for support of accredited CPD activities. If the scientific planning committee identifies that the content of the CPD activity does not comply with the ethical standards, what process would be followed? How would the issue be managed?

Click here to enter text.

9. How are the scientific planning committee members' conflicts of interest declarations collected and disclosed to
   - The physician organization?
   - To the learners attending the CPD activity?

Click here to enter text.

10. How are the speakers', authors', moderators', facilitators' and or/authors' conflicts of interest information collected and disclosed to:
    - The scientific planning committee?
    - To the learners attending the CPD activity?

Click here to enter text.

11. If a conflict of interest is identified, what are the scientific planning committee's methods to manage potential of real conflicts of interests

Click here to enter text.

12. How are payments of travel, lodging, out-of-pocket expenses, and honoraria made to members of the scientific planning committee, speakers, moderators, facilitators and/or authors?

If the responsibility for these payments is delegated to a third party, please describe how the CPD provider organization or SPC retains overall accountability for these payments.

Click here to enter text.

13. How has the physician organization ensured that their interactions with sponsors have met professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?

Click here to enter text.

14. How has the physician organization ensured that product specific advertising, promotional materials or other branding strategies have not been included on, appear within, or be adjacent to any educational materials, activity agendas, programs or calendars of events, and/or any webpages or electronic media containing educational material?

Click here to enter text.

15. What arrangements were used to separate commercial exhibits or advertisements in a location that is clearly and completely separated from the accredited CPD activity?

Click here to enter text.

16. If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the physician organization?
Click here to enter text.
17. What strategies were used by the scientific planning committee or the physician organization to prevent the scheduling of unaccredited CPD activities occurring at time and locations where accredited activities were scheduled?
Click here to enter text.

PART D: Declaration

As the chair of the scientific planning committee (or equivalent), I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the CMA's guidelines, entitled, *CMA Policy: Guidelines for Physicians in Interactions with Industry (2007),* and National Standard for Support of Accredited CPD Activities have been met in preparing for this activity.

☐	**I Agree**	By clicking " I agree" you are agreeing to the declaration stated above

Name:	Click here to enter text.
Date: (dd/mm/yyyy)	Click here to enter a date.

PART E: CPD accreditation agreements

The Royal College has several international CPD accreditation agreements. These agreements allow physicians and/or other health professionals to claim or convert select Royal College MOC credits to other CPD system credits. Details about the specific agreements are available on our website

Should you wish for this CPD activity to eligible for credit within any of these systems, please check all that apply:

☐	American Medical Association (AMA) PRA Category 1 Credit™
☐	European Union of Medical Specialists (UEMS)
☐	Qatar Council for Healthcare Practitioners (QCHP)
☐	European Board for Accreditation in Cardiology (EBAC)

Attach the following mandatory documentation to the application form:	
Attachment 1	Physician Organization confirmation
Attachment 2	Needs assessment summary results
Attachment 3	The final program (showing overall and session learning objectives (if applicable)
Attachment 4	Overall and session specific objectives drafted from the learner perspective
Attachment 5	Any other materials to promote or advertise the activity (for example, invitations, email announcements) (if applicable).
Attachment 6	Scientific Planning Committee members completed conflict of interest forms and Faculty COIs available and process for the collection, management, and disclosure of conflicts of interests.
Attachment 7	SPC communication to Speakers
Attachment 8	The template evaluation form(s) developed for this activity.
Attachment 9	The template certificate of attendance that will be provided to participants.
Attachment 10	The sponsorship and/or exhibitor prospectus developed to solicit sponsorship/exhibitors for the activity (if applicable).
Attachment 11	If sponsorship has been received for this activity, attach the written agreement that is signed by the CPD provider organization and the sponsor
Attachment 12	The budget for this activity that details the receipt and expenditure of all sources of revenue
Attachment 13	SPC Meeting Minutes and communications
Attachment 14	Final presentation slides being used. This is mandatory if the activity is funded by one for-profit or not-for-profit organization. This is not required for live, single delivery at large conferences with the initial submission but it may be requested by the reviewer.
Attachment 15	A copy of the answer sheet for the assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes and shows how feedback will be provided to the participants (See question Part B - 9)

IMPORTANT

Note: Should the activity development, planning and implementation of the content and supporting documents <u>not be eligible for accreditation/certification</u> due to non-compliance with CPD standards as stated by our regulatory bodies, CAEP reserves the right to not grant accreditation or certification.

<u>Ensure to have:</u>

- read this application form, and that the program planning, development, and implementation comply with CPD standards.

- provided accurate answers and **complete transparency** to all questions on all application forms. Note: should supporting documents and/or information listed on the checklists not be provided, the accreditation process will be delayed and **late fees will apply.**

- listed the name of the Physician Organization (PO) on all application forms and that the PO meets the CPD definition of a physician organization.

- submitted final versions of content and all supporting documents (use the checklists provided) at the same time as the application forms (please submit only once). The accreditation review process will **not** begin until all supporting documents are received. Should the CAEP receive updated content or documents once the review process has started and/or receive the supporting documents less than 8 weeks prior to the start date of the activity, **late fees will apply**.

- not made reference to the RCPSC, MOC Section 1, MOC Section 3 credit approval before the program officially receives approval. It is not permitted to state that credits are pending approval or applied for.

- submitted (if applicable) modifications or additional information at your earliest. Note: Your program will not be transferred to the next phase of the accreditation review process until all modifications or requests have been fulfilled. Failure to submit the requested modifications or additional information after a 3-week period, may result as a "non-approval" status for your activity.

- provided the strategy to manage potential or real conflicts of interest. In compliance with the **National standard for support of accredited CPD activities Element 3 - Standard 3.2**: The SPC is responsible to **review all disclosed financial relationships** (conflict of interest completed forms) of all resource persons: speakers, moderators, facilitators, authors, etc... in advance of the CPD activity, to determine whether action is required to avoid commercial bias.

- provided **SPC meeting minutes** which include a discussion on the following key elements:
    - Needs assessment
    - Learning objectives
    - Evaluation outcomes from previous year(s) accreditation period (if applicable)
    - Content development
    - If funded, flow of funds
    - Review (method used) of all completed conflict of interest disclosure forms (SPC, speakers, moderators, etc...) and action plan if required to manage potential or real conflicts of interest

Accreditation Terms: Once an activity obtains accreditation approval, the content and/or all supporting   documents submitted for review <u>cannot</u> be altered. Changing content without approval renders the accreditation null and void. An accreditation statement will be provided by CAEP and must appear on all documentation as provided. Failure to do so may render the accreditation null and void.