



CAEP | ACMU

Application for Accreditation of Simulation Activities

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

Rev.oct.22

Simulation activities are designed to reflect real life situations to enable participants to demonstrate and receive feedback on their clinical reasoning, communication, situational awareness, problem solving and (where applicable) their ability to collaborate and work effectively within a healthcare team. Simulation activities reflect a range of options including role playing, use of standardized patients, task trainers, virtual simulation, haptic simulation, theatre simulation or hybrids of any of these examples.

Important information before you begin:

- Simulation Activities approved under Section 3 must be developed or co-developed by a [physician organization](#), 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 – Assessment accredited Simulation Activities are approved for a maximum of three years from the start date of the activity.
- Accreditation will not be granted retroactively.
- The 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 Activity Standards for Simulation Activities](#) (Section 3) as you complete this application and prepare the attachments.
- 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.

Before you submit your application – have you completed and attached the following?

Please ensure you have reviewed and checked off the documentation below and attached it along with your application for submission – see mandatory documents required at end of application

- Has a needs assessment been completed? Attach a summary of the completed needs assessment
- Have you attached the overall and session-specific learning objectives?
- Does the preliminary and final program or brochure include:
 - The activity schedule, topics, and start and end times of individual sessions?
 - The activity learning objectives for the overall activity and individual sessions (if applicable)?
- Have you attached any other materials that will be used to promote or advertise the activity (for example, invitations, email announcements etc.?) (if applicable)
- Have you attached the sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable)?
- If sponsorship has been received for this activity, have you attached the written agreement that is signed by the CPD provider organization and the sponsor?
- Does the activity budget shows 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?
- Have you attached the template for the certificate of attendance that will be provided to the participants? *Remember that physician organization must maintain attendance records for five years.*
- Do the evaluation and feedback forms include:
 - A question on whether the stated 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?
- Have you attached a sample conflict of interest form and 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.*
- Have you attached a copy of the answer sheet or assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes
- 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. <http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e>

- [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](#)

[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 **no longer 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)			
Title of simulation activity			
Activity start date: (dd/mm/yyyy)		Activity end date: (dd/mm/yyyy)	
Delivery method of simulation activity:	<input type="checkbox"/> Web-based <input type="checkbox"/> Face-to-face <input type="checkbox"/> Both web-based and face-to-face		
How many times will this activity be held?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 3 <input type="checkbox"/> 4+	Estimated # of participants:	
Has the activity been previously accredited?	<input type="checkbox"/> Yes No	If yes, when was it reviewed?	
If yes, by which CPD accreditation system?			
What is the maximum number of hours required to complete the simulation activity?			

PART A: Administrative Standards

Name of physician organization that developed the simulation activity

1. Name and contact information for physician organization requesting accreditation:		
2. Contact information for main point-of-contact		
3. Name and contact information for Scientific Planning Committee Chair: <i>(If different from above)</i>		

PART B: Educational Standards

1. What is the intended target audience of the simulation activity?

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 learning objectives for the simulation activity

For example:

- *Did the scientific planning committee share the needs assessment results with the individual(s) 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 activity?*

5. [CanMEDS](#)
Role(s) relevant to this activity?
Check all that apply

Medical Expert
 Communicator

Leader
 Collaborator

Health Advocate
 Professional

Scholar

6. What opportunity do learners have to identify and evaluate the [CanMEDS](#) Role(s)

7. Describe the key knowledge areas or themes assessed by this simulation activity

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

9. What simulation methods were selected to enable participants to demonstrate their abilities, skills, clinical judgment or attitudes?
e.g. Role playing, standardized patients, theatre-based simulation, task trainers, virtual patients etc.

10. How will learners participate in the simulation?
11. How will learners provide responses to on-line simulation? (e.g. through an online response sheet or web based assessment tools) <i>Attach a copy of the answer sheet of assessment tool.</i>
12. How will learners receive feedback after the completion of an online simulation?
13. How will learners receive feedback (debrief) after the completion of a live simulation? <i>Attach a copy of the answer sheet if applicable.</i>
14. How will feedback (debrief) be provided to learners on their performance to enable the identification of any areas requiring improvement through the development of a future learning plan?
15. How will the simulation activity be evaluated by the learners?
16. (Optional) If the program evaluation strategy intends to measure changes in knowledge, skills or attitudes of learners, please describe:
17. (Optional) If the program 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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					
<input type="checkbox"/> Government agency	<input type="checkbox"/> Health care facility	<input type="checkbox"/> Not-for-profit organization	<input type="checkbox"/> Medical device company	<input type="checkbox"/> Pharmaceutical company	<input type="checkbox"/> Education or communications company
<input type="checkbox"/> Other <i>Please specify</i>					

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		
	<input type="checkbox"/> Financial support Amount received or anticipated to receive:	<input type="checkbox"/> In-kind support Amount received or anticipated to receive:	<input type="checkbox"/> For-profit sponsor or <input type="checkbox"/> Non-profit sponsor
	<input type="checkbox"/> Financial support Amount received or anticipated to receive:	<input type="checkbox"/> In-kind support Amount received or anticipated to receive:	<input type="checkbox"/> For-profit sponsor or <input type="checkbox"/> Non-profit sponsor
	<input type="checkbox"/> Financial support Amount received or anticipated to receive:	<input type="checkbox"/> In-kind support Amount received or anticipated to receive:	<input type="checkbox"/> For-profit sponsor or <input type="checkbox"/> Non-profit sponsor
	<input type="checkbox"/> Financial support Amount received or anticipated to receive:	<input type="checkbox"/> In-kind support Amount received or anticipated to receive:	<input type="checkbox"/> For-profit sponsor or <input type="checkbox"/> Non-profit sponsor

5. If funding has been received, please check all sources of funding that apply

<input type="checkbox"/> Government agency	<input type="checkbox"/> Health care facility	<input type="checkbox"/> Not-for-profit organization	<input type="checkbox"/> Medical device company	<input type="checkbox"/> Pharmaceutical company	<input type="checkbox"/> Education or communications company
<input type="checkbox"/> Other Please specify					

6. [Describe how sponsorship funds will be used including whom is responsible for paying the speaker and scientific planning committee honoraria, travel and out of pocket expenses \(as applicable\)](#)

7. [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

8. [Describe the process used to develop content for this activity that is scientifically valid, objective, and balanced across relevant therapeutic options.](#)

9. [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?](#)

10. 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?
11. How are the scientific planning committee members' conflicts of interest declarations collected and disclosed to <ul style="list-style-type: none"> • The physician organization? • To the learners attending the CPD activity?
12. How are the speakers', authors', moderators', facilitators' and or/authors' conflicts of interest information collected and disclosed to: <ul style="list-style-type: none"> • The scientific planning committee? • To the learners attending the CPD activity?
13. If a conflict of interest is identified, what are the scientific planning committee's methods to manage potential of real conflicts of interests
14. 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.
15. 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?
16. 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?
17. What arrangements were used to separate commercial exhibits or advertisements in a location that is clearly and completely separated from the accredited CPD activity?
18. If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the physician organization?

19. [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?](#)

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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:

Date:
(dd/mm/yyyy)

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	Any other materials to promote or advertise the activity (for example, invitations, email announcements) (if applicable).
Attachment 5	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 6	A copy of the answer sheet or assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes
Attachment 7	The template evaluation form(s) developed for this activity.
Attachment 8	The budget for this activity that details the receipt and expenditure of all sources of revenue
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	Final presentation slides being used (not required for live, large single delivery conference (but may be requested by reviewer)
Attachment 13	SPC Meeting Minutes and communications
Attachment 14	Agenda showing calculation of CPD hours being claimed under this accreditation
Attachment 15	SPC communication to Speakers re accreditation criteria

Ensure to have:

- 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 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**.
- Do not make reference to the RCPSC 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 cannot 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.