

## Co-Development Information

As an accredited CPD provider, the Canadian Society of Internal Medicine (CSIM) can educationally co-develop specialist continuing professional development (CPD) activities with non-physician organizations\* for Section 1 credit in the [Maintenance of Certification \(MOC\)](#) Program of the Royal College of Physicians and Surgeons of Canada.

Co-development is defined by the Royal College as the process by which two or more organizations — at least one of which must be a physician organization — prospectively collaborate to develop and implement an accredited educational activity, learning resource or tool.

\*Types of non-physicians organizations:

- Disease-oriented patient advocacy organizations (e.g. Canadian Diabetes Association)
- Government departments or agencies (e.g. Health Canada, Public health Agency of Canada)
- Industry (e.g. pharmaceutical companies, medical device companies, etc.)
- Medical education or communications (MEC) companies (e.g. CME Inc.)
- For-profit online educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming

**CSIM must be contacted before any program planning commences.** This includes planning committee selection, needs assessment, development of learning objectives, speaker selection, program design, implementation and evaluation. This constitutes educational co-development. Note that a sponsor cannot take part in the planning process, be on the planning committee, select speakers nor be involved in the development of learning objectives.

### FEE STRUCTURE

PROVIDER	ACCREDITATION PROCESS (Section 1 and Section 3)	FEE	NON-REFUNDABLE APPLICATION FEE*
Non-physician organization	Educational co-development where CSIM would be represented on the planning committee from the onset of planning.	\$8,000  Plus a \$2,000 Administration fee. Plus \$300 for each recurring event. <i>Note: This fee will increase to \$350 on January 1, 2018.</i>  If additional funding agreements are required: \$1,500 grant administration fee each.	\$1,250  (plus HST)

**Note:** Additional fees may apply for changes relating to the application and invoicing process or for additional requirements relating to funding/program administration.

\* Non-refundable application fee must accompany the application (if approved, this fee will be applied to the full accreditation fee)

The balance of the accreditation fee will be invoiced when program planning commences and no refunds will be issued for any reason once planning has begun.

No planning can commence until the funds have been received. Funds are to be submitted to CSIM in the form of an unrestricted educational grant for payment of all expenses and honoraria.

**Please review and complete the checklist below indicating that you have reviewed the requirements in order to co-develop an accredited educational program with the Canadian Society of Internal Medicine.**

Educational grant (full amount) to be made payable to CSIM for administration. CSIM will disburse all expenses, honoraria, and costs associated with the program including payments to a medical communications company (MCC).

- If the sponsoring organization or the non-physician organization have financial reporting requirements which the CSIM is required to fulfill, please describe:
- A funding agreement is to be in place and funds received by the CSIM prior to the commencement of planning.

Registration information is to be collected and maintained by the co-developing organization (not the sponsor) and is to be forwarded to CSIM after each event.

Registrant information / contact information is to be used solely for the management of this program and is not be used for any other purpose, shared, or sold.

Program materials (printed or online) are to be sent to CSIM for review prior to publication/circulation.

Expenses for logistical items (e.g. audio visual, meals) are to form part of the educational grant and disbursed by CSIM. The MCC may pay for such logistical items and submit receipts to CSIM for reimbursement from the grant.

Speaker/faculty honoraria and/or expenses will be disbursed by the CSIM.

CSIM must review recruitment letters and emails sent to speakers

Accreditation statements are to be located within the scientific content/program, and cannot be located near sponsorship recognition.

Non-accredited activities are not to be advertised in the program of an accredited event and are not to compete with accredited activities.

There can be no mention of "accreditation pending". Accreditation cannot be mentioned until the program has received final approval for accreditation.

Certificate of attendance/participation may be prepared by the MCC and must be reviewed and approved by CSIM.

A summary of the completed evaluation forms is to be prepared by the MCC and sent to CSIM after each event.

Each speaker is to receive a summary of their presentation after the event.

Travel and accommodation cannot be provided to delegates nor family members of faculty.

All faculty and planning committee members must disclose all relationships (not just those directly related to the topic or content being discussed at the event) over the previous two years. These are to be sent to the CSIM several weeks prior to the event.

A summary of conflict disclosures of faculty and planning committee members are to be disclosed to participants. If there are no conflicts, this should also be disclosed. This could be done via printed handout, listed within the program or online; please send CSIM a copy of this summary prior to each event.

- There should be disclosure of any “off-label” use of pharmaceutical agents or medical devices.
- The funding agreement and/or letter of funding request between physician organization and sponsor must be sent to CSIM.
- Sponsors cannot take part in the planning process nor can they be on the planning committee.
- Sponsors cannot input on educational content or learning objectives.
- Medical writers may review or complete the content, however the steering committee must write the majority of the content. Medical writers may be hired by the non-physician organization or steering committee, but not by the sponsoring organization.
- Sponsors may assist with logistical items such as booking the venue, arranging for audio visual, ordering refreshments but are not to pay for these items directly.
- Sponsors may promote the event. A postcard with the event details can be prepared and circulated (by email and/or paper). Any postcards or invitations must be approved by the CSIM before circulation.
- The letters to speakers are to be reviewed and approved by CSIM and are to be sent on behalf of the planning committee through the MCC.
- For live events, any signage used onsite must first be reviewed and approved by CSIM. Signage with sponsor recognition cannot be located within the room where the educational activity is taking place.
- Before program launch, the final slides are to be reviewed and approved by CSIM. If there is no slide deck then the content manuscript will be reviewed.
- I understand that all program content and documents are the property of CSIM and cannot be used for any other purpose with written permission from the CSIM.
- The \$1,250 non-refundable application fee is forthcoming by mail or courier, OR:
- Please send the invoice for the \$1,250 non-refundable application fee to:  
 Name: \_\_\_\_\_ Organization: \_\_\_\_\_ Email: \_\_\_\_\_
- I understand that the Letter of Intent will not be considered until the application fee has been received by CSIM.
- I understand that, if CSIM agrees to co-develop this program, no planning will commence until the grant/funds have been received.
- I have reviewed the [CMA Guidelines for Physicians in Interactions with Industry \(2007\)](#) and this program will adhere to it.
- I have reviewed the [2018 National Standard for Support of Accredited CPD Activities](#).
- I have reviewed the Royal College’s [process for co-development of a CPD activity by a physician organization and a non-physician organization](#)
- FOR ONLINE PROGRAMS: I have read and understand the [Criteria for approval of Online CPD Events for Maintenance of Certification](#).
- I have reviewed the CSIM [accreditation information online](#).

For additional information on the Maintenance of Certification Program, please visit the Royal College website. [Royal College Accreditation Tool Kit](#).

I have reviewed the information above and below, and understand that programs which do not comply with these criteria are ineligible for co-development with the CSIM. I understand and that if it comes to the CSIM's attention that these criteria are not met, CSIM has the right to cancel its participation in the program at any time without refund or compensation.

Name:

Phone:

Email:

Organization requesting co-development:

Date:

Signature:

Please send the completed checklist above as well as a **Letter of Intent** (outlining the potential topic, target audience, format timelines, and other pertinent information, [click here for the PDF template](#) or the [MS Word template](#)), **\$1,250 non-refundable application fee**, **historical/existing needs assessment** (e.g., evaluation results from a prior session), **proposed budget**, and **brief biographies for all proposed faculty members** to [info@csim.ca](mailto:info@csim.ca).

**The CSIM will confirm receipt of your letter within 48 hours, but please allow up to 12 weeks for committee proposal.** The Letter of Intent will not be considered until the application fee has been received by CSIM. The balance of the accreditation fees will be invoiced when program planning commences and no refunds will be issued for any reason once planning has begun.

You will be asked to complete the MOC Application Form at a later date. This can be reviewed and downloaded at the CSIM website: <http://csim.ca/education-moc/>.

Please contact the CSIM Office by phone if you have any questions.

#### CSIM CPD SUB-COMMITTEE MISSION STATEMENT

**"Our ultimate goal is to go beyond the simple transmission of information. Our goal is to make a lasting impact on the knowledge, skills and attitudes of clinicians and future clinicians; to narrow the theory to practice gap; to improve the health of our patients and of all Canadians."**

*December 2017*