

## The Role of the Canadian Society of Internal Medicine in the Approval and Co-Development of CPD Activities

As an accredited CPD provider, the Canadian Society of Internal Medicine (CSIM) can either approve or educationally co-develop specialist CPD activities for other organizations for Section 1 credit in the [Maintenance of Certification \(MOC\)](#) Program of the Royal College of Physicians and Surgeons of Canada. This policy describes these two categories of involvement and their associated costs to the event organizers. The documents providing guidance in the development of this policy are noted below.

- [National Standard for support of Accredited CPD Activities.](#)
- [CPD Accreditation: Group Learning Activities, Guidelines and Process for Co-Development with an Accredited Provider](#) as well as the [CMA Guidelines for Physicians in Interactions with Industry \(2007\)](#).
- [Click here for the Royal College Accreditation Tool Kit.](#)
- [Guidelines and process for physician organizations.](#)
- [Guidelines and process for co-development.](#)

The MOC program has specific expectations of providers with respect to planning Section 1 activities. Furthermore, while specialists self-report their CPD activity annually, they are subject to audit by the Royal College. This Validation Program requires that attendance and evaluation records be maintained by the physician organization and retained for five years.

**Co-development** entails a higher level of involvement of the accredited provider in planning and record keeping than does approval. Whether a specific program is eligible for approval or co-development depends both on whether its non-accredited provider belongs to Group A or Group B, defined below, and on program characteristics. The Royal College defines co-development as: *The process by which two or more organizations, at least one of whom must be a physician organization, prospectively collaborate to develop and implement an accredited educational activity, learning resource or tool.* [Click here to learn more.](#)

### ELIGIBILITY

The Royal College of Physicians and Surgeons of Canada requires that activities must be planned by a physician organization to be eligible for accreditation.

The Royal College definition of a physician organization is:

**Physician Organization: A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its specialist physician members through CPD, provision of healthcare, and/or research.**

#### **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.
- 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

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

- Faculties or medicine
- Hospital departments or divisions
- Medical (specialty) societies
- Medical associations
- Medical academies
- Physician research organizations
- Health authorities not linked to government agencies
- Canadian Provincial Medical Regulatory Authorities

If you are uncertain whether your organization meets the definition of a physician organization, please contact the Royal College CPD Department directly (at the contact information below) to confirm your status before submitting an application.

Activities submitted for approval under Section 1 must meet the requirements for either Option A or B.

**Option A:** Activities planned by a physician organization may be approved without being co-developed. These programs may be submitted directly for approval. may submit directly for approval.

**Option B:** Activities planned by non-physician organizations must be co-developed by a physician organization or an accredited provider. If you have selected Option B, please do not complete this application and refer to the paragraph below on co-development.

Programs not meeting the criteria in Option A or Option B are ineligible for Section 1 credits. Other options for obtaining credit exist for CPD activities; please refer to the [Maintenance of Certification information](#) on the Royal College website.

**Co-Development:** If you wish CSIM to consider a co-development program, please call the CSIM Office for more information regarding the process. The first step prior to submitting an application will be to provide a “Letter of Intent” outlining the project. The CSIM must have been involved in the planning process from the beginning. This includes planning, planning committee selection, the needs assessment, development of learning objectives, speaker selection, program design, implementation and evaluation. This constitutes educational co-development.

For co-development, CSIM must be contacted before any planning commences. 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.

**The following items are obligatory:**

- The activity must be planned to address the identified needs of the target audience.
- The activity must create learning objectives to address identified needs. [Click here for information on creating learning objectives.](#)
- At least 25% of the total education time must be devoted to interactive learning strategies.
- The activity includes an evaluation of learning for practice.

The evaluation strategies for activities approved under Section 1 must include the following:

- a) An assessment of participants’ satisfaction with the program content/relevance.
  - b) Opportunities for participants to identify new learning applicable for their practice.
- Proof of objective needs assessment (e.g. through a local practice audit or a self-assessment program).
  - A mechanism for determining what participants have learned and retained from the learning activity and how this information will change their practice (This is not an evaluation of the program by the participants but a true test of what they have learned and how this will be put into practice. Examples might include a pre- and post-test, a practice audit or a Best Practice Course. This is optional).

CSIM will submit information to the Validation Program on request by the Royal College.

The ultimate decision regarding the eligibility of any program for approval rests with CSIM. Group A providers may opt for educational co-development by CSIM, even if eligible for the approval stream.

### FEE STRUCTURE

PROVIDER	ACCREDITATION PROCESS (Section 1 and Section 3)	FEE	NON-REFUNDABLE APPLICATION FEE
Physician organization <u>No</u> funding for the event	Section 1 Approval	\$750	\$500
Physician organization <u>With</u> funding for the event	Section 1 Approval	\$1,250	\$1,000
Physician organization	Section 3 Approval <a href="#">Click here to download the Section 3 Application Form</a>	\$1,250	\$1,000
Non-physician organization	Educational co-development where CSIM would be represented on the planning committee from the onset of planning.	\$12,000 Plus \$375 for each recurring event.  If additional funding agreements are required: \$1,500 grant administration fee each	\$2,000

**A non-refundable deposit must accompany your application package; an invoice will be forwarded upon receipt of your application package. If the application is approved, the deposit will be applied against the full accreditation fee and you will be invoiced for the balance.**

Please note that review of an application does guarantee approval.

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

13% HST applies to all fees. Fees are subject to change.

- Please allow up to twelve weeks for the review process of Section 1 applications (this does not include applications in consideration for educational co-development).
- Please allow up to twelve weeks to consider a co-development proposal. Note that no program planning can commence until the funds have been received.
- Incomplete applications and late payment will delay the review process, and may be rejected.

If a program is covering travel, accommodation or other personal expenses to participants, the program is **not** eligible for Section 1 credits. For further information, please refer to Section 32 of the [CMA Guidelines for Physicians in Interactions with Industry \(2007\)](#) and the Royal College interpretation which states: “All accredited group CME/CPD events cannot provide funding for physicians or their families to travel to attend events or to pay for their lodging or other related costs.”

In order to allow ample opportunity to adequately review your program, request additional information (if necessary), and/or make suggestions for improvement, please submit your application as soon as possible in advance of the event. Applications may **not** be submitted after an event.

Applications submitted less than five weeks from the start date of the program may be rejected. Upon exception, the application **may** be reviewed as a rush and an **Expedited Accreditation Fee** will be applied.

If you have a rush application, please contact the CSIM **prior** to submission of the application. No refunds will be issued for rush applications. Applications submitted three weeks or less from the start date will not be considered. Co-developed programs are **not** eligible for expedited review.

### **APPLICATIONS FOR CO-DEVELOPMENT CONSIDERATION**

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.

Please include a non-refundable application fee of \$2,000 + HST for consideration of co-development applications. Should your application be approved, the application fee will be applied to the accreditation fee. In the event that a co-developed program does not take place or is declined, the non-refundable application fee and the administration fee will not be refunded. Please allow for 6-8 weeks for consideration of a co-development proposal. No planning can commence until the funds have been received.

### **NOTES**

- There can be no mention of “accreditation pending”. Accreditation cannot be mentioned until the program is fully reviewed and approved for accreditation.
- Accreditation statements cannot be located near any sponsorship recognition.
- Sponsorship recognition cannot be located within the scientific content.
- The accreditation statement is to be located within the program.
- Signage with sponsor recognition cannot be located within the room where the educational activity is taking place.
- Sponsor recognition cannot be made verbally during the session.
- Completed conflict disclosures from all speakers/faculty and planning committee members are required prior to an event.
- Conflicts, or lack of conflicts, are to be disclosed on the second slide of the speaker’s presentation. Disclosures of the planning committee are to be made available to participants.

### **SELF-ASSESSMENT PROGRAMS (SAPs) (Section 3)**

Self-Assessment Programs are tools that enable physicians to assess aspects of their knowledge or practice and to identify opportunities to enhance their competence through further learning activities. Self-Assessment Programs are not tests but assessment strategies to assist physicians to develop an effective continuing professional development plan linked to their professional roles and responsibilities.

All Self-Assessment Programs must meet 4 standards for approval within [Maintenance of Certification program](#). Credits can only be claimed under Section 3 of the MOC program if the SAP has been reviewed and approved by a Royal College accredited provider.

Please [click here](#) to download the SAP Application Form. [Click here for Royal College information on self-assessment programs.](#)

### **SIMULATION-BASED LEARNING ACTIVITIES (Section 3)**

Please [click here](#) to download the Simulation Activity Application Form. [Click here for Royal College information on self-assessment programs.](#)

NOTE: Please advise the CSIM office promptly if you do not receive a Notice of Receipt of Submission within 48 hours of your submission. It is the applicant's responsibility to ensure the submission is received and late or missing submissions will not be accepted.

### **GENERAL INFORMATION**

- \* The non-accredited provider has the responsibility for maintaining and documenting an ethical relationship with industry supporters; maintaining records of the evaluations and participation rests with the non-accredited provider.
- \* The non-accredited provider must submit to CSIM a final brochure or other materials promoting the event.
- \* The non-accredited provider is to maintain records of CPD activity (materials, attendance) and submit information to the Validation Program on request by the Royal College.
- \* Other options for obtaining credit exist for CPD activities that have not been reviewed or approved; please refer to the [MOC Framework](#) and [MOC Short User Guide](#) on the Royal College website.
- \* [General Maintenance of Certification information](#) can be found on the Royal College website.
- \* Section 1 approval is valid for 12 months.
- For online programs, please ensure to review: [Criteria for approval of Online CPD Events for Maintenance of Certification](#)

#### **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 all Canadians.”***

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