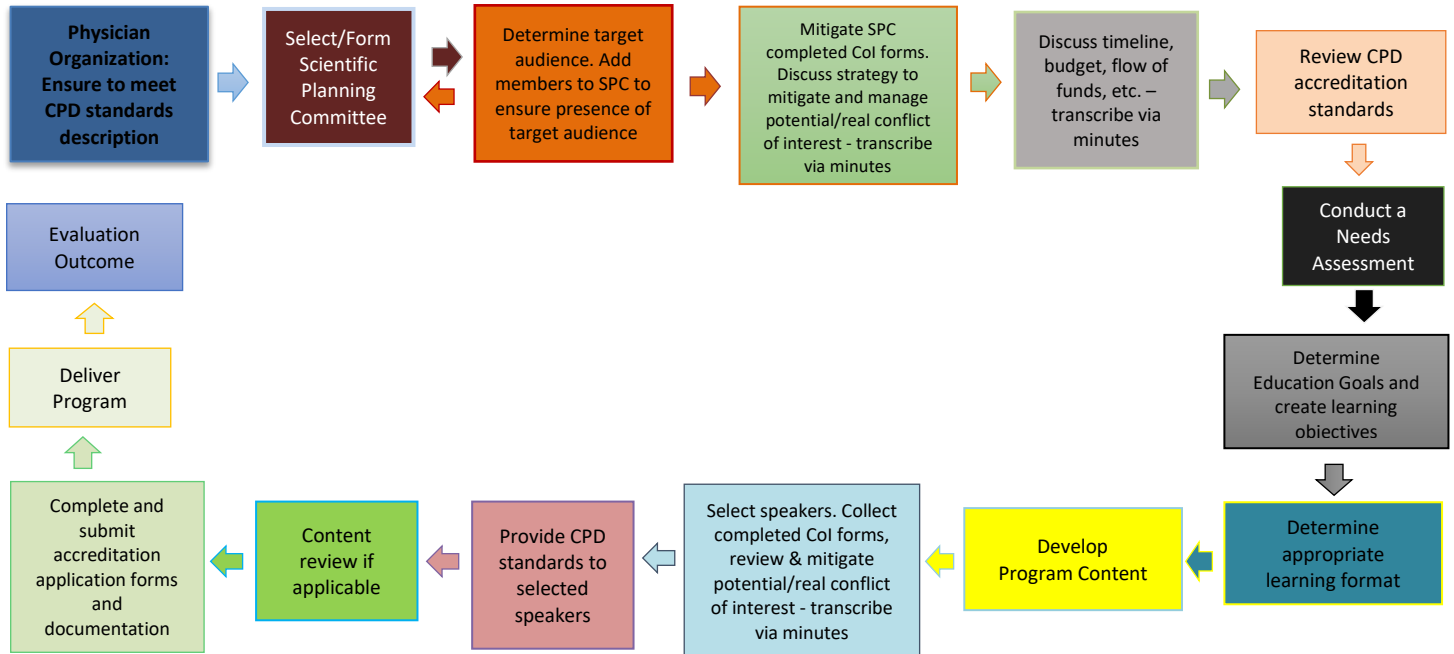


THE MCGILL CPD ACCREDITATION/CERTIFICATION PLANNING PROCESS:

Prior to developing a CPD activity, we strongly recommend to review and to follow the CPD Planning Process displayed below. To facilitate and expedite the accreditation/certification process and to safeguard attaining CPD credits for your activity, please ensure to follow the planning process described:



- CPD criteria for accreditation mandates to collaborate with a physician organization prior to developing a program. Physician organizations may also co-develop activities with non-physician organizations or an accredited CPD provider. [Definition of a Physician Organization](#)
- To safeguard the integrity of CPD activities from the influence of sponsoring/funding organizations that could lead to bias, selection of the Scientific Planning Committee (SPC) must be achieved by consulting with the physician organization. To develop/plan a CPD activity to be held in Quebec and if funded by commercial entities, ensure to engage two Committees: 1) Scientific Planning Committee and 2) Organizing Committee; [Scientific Planning Committee \(SPC\): Chair, Selecting Members and Responsibilities](#)
- Ensure the SPC structure is made up of the target audience.
- It is mandatory that the SPC discuss key elements linked to developing the activity and provide copies of these discussions with the accreditation submission. Discussion points include: Review and description of method used to assess Scientific Planning Committee members completed Col forms; Strategy used to manage potential or real conflicts of interest; Timeline, budget, flow of funds; Identification of the educational needs; Development of learning objectives; Selection of learning format; Content development; Selection of resource persons; Review and mitigation of resource persons completed Col forms; etc...
- [Sample - SPC Program Planning Meeting Minutes](#)
- The SPC must ensure that funds received are in the form of an educational grant payable to the SPC/physician organization and must assume responsibility for the disbursements of funds.
- It is mandatory that the SPC conducts a needs assessment of the target audience; [Conducting a Needs Assessment](#)
- The SPC must determine/create the educational goals and learning objectives according to the needs assessment results; [CFPC - Criteria on Learning Objectives](#)
- The SPC must have control over and assume responsibility for topics, content and presenter selection, appropriateness of the learning format and environment for learning;
- The SPC will manage/review the conflict of interest and the scientific validity and objectivity of the content ensuring that key references are listed to provide evidence for all claims made.

- The SPC will ensure that there will be no industry influence over any of the planning, developing and implementing aspects of the activity; [Template - PPT - Displaying COI and Learning Objectives](#)
- The SPC is responsible to ensure that content presented avoids copying images, videos, tables, cartoons, and graphs from copyright publications; [Copyright Criteria for PowerPoints](#)

Submitting the Accreditation/Certification Package and Supporting Documentation:

- The Chair of the SPC is responsible for the signing and submitting the CPD Accreditation/Certification Application Form and submitting mandated supporting documentation to the Continuing Professional Development Office (CPD);
[CPD Accreditation /Certification Application Form](#); [CPD Accreditation/Certification Step-by-Step Guide](#)
- The SPC must ensure that all resource persons, including the SPC members, communicate (verbal and with slides) a statement on conflict of interest to the audience; [Quick Tips for Speakers](#)
- The SPC will ensure to have processes/strategies in place for managing/mitigating identified conflicts of interest: [Strategies for Mitigating COI](#)

Submitting the Post-Program Documentation:

No later than eight (8) weeks following the completion of the activity, the Chair of the SPC will complete a final report to be submitted to the Continuing Professional Development Office (CPD). The completed Final Report Form and all supporting materials are mandated to finalize the accreditation/ certification process.

- The SPC is responsible for conducting evaluations for individual sessions and the overall program;
[Final Report Form](#)

CPD Accreditation/Certification Criteria:

- College of Family Physicians of Canada (CFPC): Understanding MAINPRO+ Certification
[CFPC - Understanding MAINPRO+ Certification](#)
- Royal College of Physicians and Surgeons of Canada (RCPSC): Maintenance of Certification (MOC)
[RCPSC - Maintenance of Certification](#)
- National Standards for Support of Accredited CPD Activities
[National Standards - Accredited CPD Activities](#)
- Canadian Medical Association's (CMA) Guidelines for Physicians in Interactions with Industry
[CMA Guidelines - Physicians in Interactions with Industry](#)
- Le Conseil Québécois de développement professionnel continu des médecins (CQDPCM): 2016 Code of Ethics for parties involved in Continuing Medical Education [CQDPCM - 2016 Code of Ethics](#)

Accreditation/Certification – Frequently Asked Questions (FAQ's)

- Royal College of Physicians and Surgeons of Canada - RCPSC
[Royal College Accreditation Toolkit - FAQ's](#)
- The College of Family Physicians of Canada – CFPC
[College of Family Physicians - CPD FAQ's](#)
[CFPC - Commonly Referenced Resources](#)
- National Standard for Support of Accredited CPD Activities
[RCPSC - FAQ's for Implementation of CPD National Standards](#)
[CFPC - FAQ's for Implementation of CPD National Standards](#)

For questions regarding McGill CPD accreditation criteria, contact our accreditation advisor via email at cpd.med@mcgill.ca