

QUICK TIPS - Scientific Planning Committee (SPC): Chair, Selecting Members and Responsibilities

SPC CHAIR RESPONSIBILITIES

- Ensuring that the SPC structure is made up of representative of the target audience;
- Accountable for the planning, developing, implementing and delivery of the CPD activity;
- Warranting that the educational content developed is balanced, scientifically valid and is evidence based;
- Accountable for the accuracy of the information provided in the CPD Accreditation/Certification Application Form and ensuring that the information provided avoids potential bias or perception of bias from any for-profit or non-profit organizations;
- Responsible for signing and submitting the CPD Accreditation/Certification Application Form and submitting mandated supporting documentation;
- Certifying that the Declaration of Conflict of Interest forms (Col) are obtained from all members of the SPC and that their affiliations comply with the guidelines set forth in the [CMA Guidelines for Physicians in Interactions with Industry](#)

- Certifying that the Declaration of Conflict of Interest forms (Col) are obtained from all resource persons and reviewed by the SPC prior to the activity/presentation and ensuring that all affiliations comply with the guidelines set forth in the [CMA Guidelines for Physicians in Interactions with Industry](#)

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 manage potential or real conflicts of interest. The SPC approvals **must** be submitted with the accreditation package for activities funded by pharma.

- Ensuring 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](#)
- Establishing a process/strategy to manage identified conflicts of interest that are of concern; as per the National standard for support of accredited CPD activities Element 3 mentioned above: Strategies for Managing/Mitigating Identified Conflicts of Interest document: [Strategies for Managing/Mitigating Identified Conflicts of Interest](#)
- No later than eight (8) weeks following the completion of the activity, submit a completed Final Report Form and all supporting materials to finalize the certification process. This includes:
 - All promotional materials disseminated
 - Copy of the syllabus
 - Handouts distributed
 - Excel Spreadsheet "All Participants List" (hardcopy and electronic format): including participant's first name, family name, license number, province, activity date, credit type, name of event, email and credit quantity
 - Original sign-in-sheet: including participants first name, family name, license number
 - Compiled results (summary) from evaluation forms received
 - Signed copies of the Declaration of Potential Conflict of Interest forms not previously submitted.

Being a member of the SPC implies having had significant involvement in the **development, planning and implementation of the content**. Members of the SPC will be held accountable for how content is presented and will be required to respond to any concerns regarding guideline violations.

Scientific Planning Committee (SPC) Selection:

The (SPC) must include a representative of the target audience:

- MOC accreditation: as part of the target audience, specialist physicians must be represented on the SPC. It is mandatory that a member of the SPC be affiliated with the Royal College of Physicians and Surgeons of Canada (RCPSC). For programs held outside of Canada, and the target audience includes specialists of locality, it is mandatory that a representative of the target audience be included in the SPC. In addition, a member of the SPC must also be affiliated with McGill University's Faculty of Medicine. Representative of a sponsor may attend SPC meetings but are not permitted to participate in decisions related to CPD program elements.
- Mainpro+ provincial certification: For a provincial face-to-face/live one-credit-per-hour activity, it is mandatory that a member of the SPC be affiliated with McGill University's Faculty of Medicine. In addition, a member of the committee must reside in Quebec and be an active member of the College of Family Physicians of Canada (CFPC). No commercial organization or representation permitted.
- Mainpro+ national certification: For a national online self-study one-credit-per-hour activity¹, it is mandatory that a minimum of three (3) active CFPC members from any region of Canada (one must be a resident of Quebec) are members of the SPC. In addition, a member of the committee must also be affiliated with McGill University's Faculty of Medicine. No commercial organization or representation permitted.

Scientific Planning Committee (SPC) Members Responsibilities:

- Conducting a needs assessment to identify the learning needs (perceived and unperceived) of the target audience;
- Creating learning objectives describing the participants behaviors/skills or outcomes from partaking in the activity (based on the results of the needs assessment conducted);
- Choosing the learning/delivery formats in alignment with the learning needs;
- Controlling the process by which the topics, content and speaker(s) are selected
 - a. review all CoI disclosure forms - disclosed financial relationships
 - b. establishing a process to manage disclosed conflicts of interest;
[Strategies for Managing/Mitigating Identified Conflicts of Interest](#)
 - c. planning and implementing educational activities based on the learning needs and objectives;
[Learning Objectives Criteria](#)
- Conducting evaluations for individual sessions and the overall program;
- Ensuring that presentations and all presented materials are consistent in their use of the generic names or both generic and trade names;
- Ensuring that funds received are in the form of an educational grant payable to the SPC/physician organization.
- Ensuring that all resource persons communicate (verbal and with slides) a statement on conflict of interest to the participants;