

## CPD ACCREDITATION/CERTIFICATION

### Continuing Professional Development (CPD)

#### Faculty of Medicine, McGill University

The Committee on Accreditation of Continuing Medical Education (CACME) accredits the Continuing Professional Development (CPD) Office, McGill University. As a result, the Office is permitted to assign MOC Section 1 and Section 3 credits for the Royal College of Physicians and Surgeons of Canada (RCPS) and Mainpro+ credits for the College of Family Physicians of Canada (CFPC).

**Note: Should the activity development, planning and implementation of the content and supporting documents not be eligible for accreditation/certification due to non-compliance with CPD standards as stated by our regulatory bodies, the McGill CPD Office reserves the right to not grant accreditation or certification.**

#### McGill CPD Office Mission Statement:

The CPD Office accredits continuing medical education/professional development activities for health care professionals and provides continuing professional development for physicians in order to sustain their competence in the CanMEDS roles in caring for the diverse patient populations in Quebec's practice environment. The CPD Office contributes to lifelong learning by means of relevant and learner-centered onsite and distance educational programs. It carries out research, scholarship driven by, and contributing to best practices.

**To facilitate the accreditation / certification process, we strongly recommend reading the instructions and consulting with the links found below.**

#### Prior to Developing/Planning a CPD Activity:

**IMPORTANT READ:** [CPD Accreditation/Certification Planning Process](#)

#### Helpful Templates to Help Plan an Activity:

SPC Program Planning Meeting Minutes

[Sample - SPC Program Planning Meeting Minutes](#)

Evaluation Forms:

[TEMPLATE - Evaluation Form - Per Presentation](#)

Participant Lists:

[TEMPLATE - Excel Spreadsheet – All Participants List](#)

Sign-In Sheet:

[TEMPLATE - Sign-in Sheet](#)

Certificate Request Form:

[Certificate Request Form](#)

Conflict on Interest Form

[Conflict of Interest Form](#)

Completed Conflict on Interest Form - Listing

[Activity Resource Person List - Completed COI Forms Submitted](#)

Final Report Form:

[Final Report - Submit 8 weeks after the end of the accreditation period](#)

Conflict of Interest and Learning Objectives Slides:

[TEMPLATE - Conflict of Interest and Learning Objectives Slides](#)

[https://www.apu.edu/live\\_data/files/333/blooms\\_taxonomy\\_action\\_verbs.pdf](https://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf)

For additional templates, quick tips, etc..., consult our web site at <https://www.mcgill.ca/medicinecpd/accreditation>

## 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](#)

## CPD 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](#)
- 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](#)

## CPD McGill University Policies and Documentation:

- [https://www.mcgill.ca/medicinecpd/files/medicinecpd/202003\\_mcgillcpdoffice\\_policiesproceduresguidelines\\_0.pdf](https://www.mcgill.ca/medicinecpd/files/medicinecpd/202003_mcgillcpdoffice_policiesproceduresguidelines_0.pdf)
- <https://www.mcgill.ca/medicinecpd/accreditation>

## CPD STANDARDS:

The aim of the CQDPCM code of ethics is to safeguard the integrity of CPD activities from the influence of sponsoring organizations that could lead to bias. Accordingly, to develop and plan a CPD activity, in particular for activities being held in Quebec, ensure to engage two (2) Committees:

1. Scientific Planning Committee (SPC): includes representatives of the target audience and as such consists of members of the RCPSC and/or members of the CFPC. The SPC does not include representative(s) of commercial interests. **View our Quick Tips for SPC document:** [Quick Tips - Scientific Planning Committee \(SPC\)](#)
2. Organizing Committee: is responsible for planning, organizing and managing a CPD activity and as such consists of scientific planning committee member(s) and administrative staff and/or organization on behalf of a physician organization.

## Applying for Accreditation/Certification:

- The SPC **must** develop/co-develop the program with a **physician organization** – see definition pgs. 4-5. Physician organizations may also co-develop activities with non-physician organizations or an accredited CPD provider.
- The SPC **must** conduct a needs assessment of the target audience. [Conducting a Needs Assessment](#)
- The learning objectives **must** be defined according to the needs assessment results.  
[Bloom Taxonomy - Action Verbs](#) / [Royal College - Quick Tips on Learning Objectives](#) / [CFPC - Quick Tips on Learning Objectives](#)
- The SPC had/has control over and assumes responsibility for topics, content and speaker selection; additionally the SPC ensures appropriateness of the format and environment for learning; management of all resource persons conflict of interest completed forms and the scientific validity and objectivity of the activity. Additionally, the SPC will ensure there was/will be no industry influence over any of the planning aspects for this activity. [Template - PPT - Displaying COI and Learning Objectives](#)

CPD CRITERIA: continued

- In compliance with the **National standard for support of accredited CPD activities Element 3 - Standard 3.2**: The SPC is responsible to review disclosed financial relationships (conflict of interest completed forms) of all resource persons: speakers, moderators, facilitators, authors, etc... in advance of the CPD activity. **Include with the accreditation package**: the SPC conflict of interest forms approvals.
- The SPC must also have processes/strategies in place for managing/mitigating identified/potential conflict of interest. [Quick Tips - Mitigating Identified Cols](#)
- Declaration of potential conflict of interest forms (Col) must be completed by the SPC, the organizing committee and all other resource persons. **To be submitted with the application form**: completed Col forms from the SPC and Organizing Committee. Additionally, the SPC members must disclose affiliations with for-profit and not-for-profit organizations to participants verbally and with slide or written material. **Include with the accreditation package**: copy of the SPC Col slides that will be presented.
- The SPC had/has the responsibility to ensure that content presented avoids copying images, videos, tables, cartoons, and graphs from copyright publications. Copyright Criteria:
  - Use your own material. Avoid copying images, videos, tables, cartoons, and graphs from copyright publications.
  - No patients' images permitted, unless you have written consent and/or the patient cannot be identified. Also there should be no names, hospital numbers or other patient IDs on your content;
  - If you use material from other sources, reference the slide(s): (e.g. table/graph name of journal article)
- The SPC had/has the responsibility to ensure that content lists key references providing evidence of claims.
- SPC must discuss key elements linked to the development of the activity: **Include with the accreditation package**: copy of the SPC meeting minutes: [Sample - SPC Program Planning Meeting Minutes](#)
  - **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 to manage potential or real conflicts of interest
- Appropriate evaluation should be conducted and must include an opportunity to evaluate the activity. For instance: assessment of bias; learning objectives; reflection; balance and identification of the CanMEDS roles.
- A minimum 25% of the activity is defined as interactive learning.
- The SPC had/has the responsibility to ensure speakers were/will be provided with specific instructions regarding the criteria for disclosing conflicts of interest to participants; Guidelines provided include: [CMA Guidelines for Physicians in Interactions with Industry](#), the [Innovative Medicines Canada Code of Ethical Practices](#); and for programs delivered in Quebec the [Code of Ethics for Parties involved in Continuing Medical Education of the Conseil Québécois de développement professionnel continu des médecins?](#) **Include with the accreditation package**: Instructions provided to speakers. View our Quick Tips for Speakers document: [Quick Tips - CPD Speaker](#)

All funding organizations (for-profit and not-for-profit) **must** be identified to participants using the mandated sponsor acknowledgement statement: **“This program has received an educational grant or in-kind support from (name of funding organization(s))”** (this statement is not permitted on material containing educational content). The sponsor names must be listed in one place and displayed with the same font: identical appearance and font size; no logos/tagging is permitted; content must enclose generic product names only and must be free of commercial bias; no commercial names permitted. A balanced view of therapeutic options are to be presented. Exhibits are to be located in a separate room from the educational activity.

- **Budget Transparency**: All sources of revenue, expenses and intent for any profits related to this activity (detailed budget, letter of agreements, etc...) must be submitted to the CPD office for review. Kindly ensure that all funds received in support of this activity were/was provided in the form of an educational grant payable to the physician organization for management and disbursement.
- **Calculating credits**: every 1 hour of educational content = 1 credit. Do not include: time allotted for welcome messages, breaks, meals, poster viewing or completing lecture evaluations.

## DEFINITION OF A PHYSICIAN ORGANIZATION (PO): [Definition of a Physician Organization](#)

### As per the CQDPCM Code of Ethics:

A for-profit or not-for-profit organization that has more than one health care professional as a member.

Types of organizations that are considered Physician Organizations:

- Educational institutions & Medical clinics
- Professional associations, scientific organizations and physician groups
- Faculties of medicine
- Other medical organizations at the provincial or national level

**As per the National Standards for Support of Accredited CPD Activities:** 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
- 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

As per the CPD National Standards, the physician organization (PO) is responsible for the management and disbursement of funds, including honoraria payments to all resource persons; funds are to be received in the form of an educational grant payable to the SPC/PO. The SPC/PO may choose to delegate to a third party the payment of logistical costs such as a.v. arrangements, venue rental fees, catering, etc. The CPD provider organization or SPC can never delegate to the sponsor(s) the payment of travel, lodging, legitimate out of pocket expenses and honoraria offered to resource persons;

If the CPD provider chooses to delegate to a third party the payment of travel, lodging, legitimate out of pocket expenses and honoraria offered to resource persons, the SPC/PO must have a signed written agreement/contract available. The SPC/PO is responsible to receive all funds before delegating these payments. The CPD provider organization or SPC is responsible to maintain oversight of the budget expenditure(s).

**To determine if the physician organization (PO) complies with the above-mentioned definitions:**

1. Is the PO a McGill University or McGill University Health Centre unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the PO registered as a not-for-profit Canadian corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the PO made up of a group of health professionals accountable to one group of specialists? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the specialty: _____
4. Does the PO have a formal governance structure with official member bylaws? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the PO serve its members? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'yes' to questions 1 and/or 2 to 5, you may be in compliance with the standards. We comply with the criteria mentioned above - Yes <input type="checkbox"/> No <input type="checkbox"/>

## CQDPCM CODE OF ETHICS - ACTIVITIES HELD IN QUEBEC:

As per the CQDPCM code of ethics, CPD accredited and non-accredited must comply with the following:

### Logos or tagging are not permitted:

- It is not permissible to include logos within the header or footer for PowerPoint slides, handouts, etc.
- It is not permissible to use colors and/or color schemes commonly associated with a company and/or one or more of its products for PowerPoint slides, handouts, etc.
- Funding organizations must be listed together in one location at the same time in the activity materials without logos; the names must all be the same size; the names must all be the same font.
- Funding organizations booths should be located in a separate room from conference rooms where education content is being presented.
- Funding organizations may be disclosed on materials not containing educational content or accreditation statements as per the following: This program has received an educational grant from.....

### FINANCIAL CONSIDERATIONS:

It is mandatory to link with a physician organization prior to developing a program.

- All financial contributions made from all sources (example: pharmaceutical, government agency, physician organization, medical department, etc....), must be made in the form of an educational grant payable to a physician organization and must be disclosed to the CPD provider via the application form.

### APPLICATION REVIEW FEES:

An invoice or quotation indicating all fees (processing fee, type of event fee, and etc..., + applicable taxes) linked to your activity will be submitted to you. **Note: should an activity not be eligible for accreditation/certification fees for services rendered will apply.**

#### 1. External to McGill:

McGill's Accounts Receivable Office will be sending you a detailed invoice with all applicable fees.

#### 2. Hospital Departments: This is a hospital policy. We require a purchase order (PO) document from your Purchasing Department. **The PO document must be sent to the CPD Office prior to the completion of the review process.**

**If the PO document is not received, we reserve the right to withhold the accreditation/certification status.**

Please issue the purchase order document under the Vendor/Supplier indicated below:

McGill University  
Accounts Receivable  
3465 Durocher St., Suite #323  
Montreal, QC H2X 0A8  
Contact: Maria Anania – maria.anania@mcgill.ca  
Telephone: 514-398-2311 | Fax: 514-398-1327

#### 3. McGill University Offices/Units - paying via FOAPAL:

The CPD Office will be sending you a detailed invoice with all applicable fees. Note: Invoices paid via FOAPAL are GST and QST exempt

## **PLEASE READ THESE IMPORTANT CPD 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, the CFPC or Mainpro+ 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 the McGill CPD Office 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 10 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 McGill’s CPD Office. 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**.
- **Certificates are part of the ethical review process**. As a CPD provider, we are mandated to ensure that certificates distributed to participants comply with CPD criteria. Complete our “certificate request form” (fees apply) or submit a certificate template for review (fees apply).

## **Ready to Submit a CPD Application Form**

**Naming conventions for files:** File names should be short but descriptive (<25 characters)

Step-by-Step guide of the McGill CPD Accreditation Process: [Step-by-Step Accreditation/Certification Guide](#)

Submit your accreditation/certification application forms and supporting materials via email: [cpd.med@mcgill.ca](mailto:cpd.med@mcgill.ca)

**Do not send duplicate submissions/documents. Hardcopies of the accreditation package are no longer accepted.**

[Should you be submitting your accreditation application form and supporting materials via Drop Box or another file hosting service, please ensure to provide access for at least an 8 week duration and admission to multiple users.](#)

**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.

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CPD Web Site: <https://www.mcgill.ca/medicinecpd>