The accreditation of rounds and other hospital-based educational activities is accomplished through a self-approval process. Once accredited, MOC Section 1 credits may be claimed for these group learning activities.
The accreditation of **rounds** is accomplished through a self-approval process in which the following standards must be met.

Before completing this form, review the Accreditation Standards.

**What do I need to know?**
- A. Administrative Standards
- B. Educational Standards
- C. Ethical Standards

**How do I know that my activity is eligible for accreditation?**

Complete this form. If you answer “no” to any of the questions below, your activity is not eligible for accreditation.

### Administrative Standards

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
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<tr>
<td></td>
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<td>Has a planning committee been formed?</td>
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<td>Is the planning committee representative of the target audience?</td>
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<td>Is the planning committee responsible to receive any financial and in-kind support for the development of an accredited CPD activity</td>
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<td>Is the planning committee accountable to the head of the department, chief of staff or equivalent?</td>
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<td>Are educational activities planned and implemented based on the perceived and/or unperceived needs of the target audience?</td>
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<td>Does the planning committee maintain records of attendance and provide confirmation of attendance to participants?</td>
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### Educational Standards

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<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
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<td>Does the activity occur at least 4-6 times per year?</td>
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<td>Are activities planned and advertised in advance?</td>
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<td>Are learning objectives circulated to target audience in advance?</td>
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<td>Are a variety of learning formats used to support the learning objectives?</td>
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<td>Is 25% of the activity allocated toward interactive learning?</td>
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<td>Are participants given the opportunity to evaluate both the series and individual activities?</td>
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Ethical standards

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SELF-APPROVAL PROCESS

ROUNDS

What steps do I follow for accreditation?
When do I need to complete this form?

**STEP 1:** Review the Royal College accreditation standards, the CMA Policy: Guidelines for Physicians in Interactions with Industry (2007) and the National Standard for the Support of Accredited CPD Activities.

**STEP 2:** Save the self-approval checklist and form to your desktop. Open the form in Adobe Reader or in Preview (if you have a Mac). The Adobe Reader software can be obtained free from the Adobe website.

**STEP 3:** Complete all required fields in the self-approval checklist and form, and save.

**STEP 4:** Attach the form to an email addressed to rounds@royalcollege.ca.

**STEP 5:** The Royal College will send a confirmation email to the planning committee Chair.

**STEP 6:** Keep a copy of the self-approval checklist and form and confirmation email for your records.
  - To request MOC Section 1 accreditation of rounds, or
  - To update the title or contact information of the Chair of rounds

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**SELF-APPROVAL PROCESS**

**ROUNDS**

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- To request MOC Section 1 accreditation of rounds, or
- To update the title or contact information of the Chair of rounds
When do I need to complete this form?
This is STEP 3. To self-approve rounds, complete this form then proceed to STEP 4.

USEFUL WEB LINKS
- Frequently Asked Questions (FAQ)
- Self-Approval Checklist & Form
- Self-Approval Toolkit (including COI disclosure form, evaluation, certificate of participation, etc.)
- Needs assessments
- Learning objectives
- CMA Guidelines
- National Standard for the Support of Accredited CPD Activities
- Maintenance of Certification (MOC) Program
ROUNDS (please use exact title entered below in accreditation statement/certificates of attendance)

Title of rounds:

Number of Participants:

Hospital/Institution:

Department:

Other Participating or Affiliated Institution:

Committee chair (please indicate Chair information not the administrator details)

Name (for updates, include name of former Chair):

Email:

Phone: Ext:

BUSINESS MAILING ADDRESS
Address line 1:

Address line 2:

City: Province: Postal Code:

Declaration
As the chair of the planning committee, I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the CMA Policy: Guidelines for Physicians in Interactions with Industry (2007) and the National Standard for the Support of Accredited CPD Activities have been met in preparing for this activity.

Planning Committee Chair Date