Are you a new Planning Committee Chair?

As a new Planning Committee Chair of an accredited rounds, journal club or small group, you are taking on the exciting role of creating learning opportunities for your colleagues and peers, to enhance their professional practice. If you are taking over this role from someone else, please be sure to let the Royal College know that you are the new Planning Committee Chair.

To do this, simply complete the Self-Approval Checklist & Form and email to rounds@royalcollege.ca (on the form, select “This is to update the title or contact information of the Chair of an existing activity”). Once processed, you will receive a confirmation email from the Royal College.

Thank you in advance for your support in maintaining the accuracy of our records!

If you require assistance completing the required documentation, please do not hesitate to contact us at rounds@royalcollege.ca.

The Royal College Accreditation Statement

According to Educational Standard #1 of the accreditation standards for rounds, journal clubs, and small groups, “Once approved, the Royal College accreditation statement must be placed on the promotional material”. The promotional material includes program brochures and certificates of attendance.

When a participant identifies the Royal College accreditation statement on a program brochure or certificate of attendance for an activity, they are assured that the activity is accredited for Royal College MOC Program credits. This means that the Planning Committee of this round, journal club, or small group, has taken measures to ensure that the activity meets the administrative, educational, and ethical standards as defined by the Royal College.

In addition to the baseline quality that is associated with the accreditation statement, its use is important for a number of other reasons:

- When MOC Program participants record credits in the Mainport ePortfolio, the accreditation statement will signal to them whether the activity is recorded as an accredited or unaccredited Section 1: Group Learning activity. This will impact the number of credits they can claim for that activity.
- Similarly, when an MOC Program participant is selected to participate in Credit Validation, they are required to submit copies of their certificates of attendance to the Royal College. If the Royal College accreditation statement is not on the certificate, it becomes difficult to verify against Royal College records to ascertain whether the activity is accredited.

For your convenience, a certificate of attendance template is available in the Self-Approval Toolkit on the Royal College website.
Reminder – Royal College Accreditation Statement for rounds, journal clubs and small groups:

“The [insert exact title of rounds, journal club or small group as indicated on self-approval form] is a self-approved group learning activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada.”

Conflict of Interest Disclosure

Disclosure of conflicts of interest allows participants to make informed decisions about the information being presented to them. As such, Planning Committees of rounds, journal clubs, and small groups must have defined processes for disclosing potential conflicts of interest to participants.

Definition:
A conflict of interest may occur in situations where the personal and professional interests of individuals may have actual, potential or apparent influence over their judgment and actions.

All members of the Planning Committee, faculty, authors, moderators and any other individuals who have influence over content must sign a conflict of interest declaration form. Forms must be submitted to the Planning Committee prior to the start of the activity. Note: these forms are not submitted to the Royal College.

All members of the Planning Committee, faculty, authors, moderators and any other individuals who have influence over content must:

i. Disclose, in writing, all financial or ‘in kind’ relationships, regardless of the relevance to the subject being discussed, for the previous two (2) years. It is the presenter’s responsibility to ensure that their presentation (and any recommendations) are balanced and reflect the current scientific literature. Examples of relationships that must be disclosed include (but are not limited to):
   o Any direct financial interest in a commercial entity such as a pharmaceutical organization, medical devices company or communications firm (“ the Organization”)
   o Investments held in the Organization
   o Membership on the Organization’s Advisory Board or similar committee
   o Current or recent participation in a clinical trial sponsored by the Organization
   o Member of a Speakers Bureau
   o Holding a patent for a product referred to in the CME/CPD activity or that is marketed by a commercial organization

ii. Declare unapproved use of products or services within the presentation. The only caveat to this guideline is where there is only one treatment or management strategy.

iii. Disclose verbally, display in writing on a slide at the beginning of a presentation or within the written activity materials.

Failure to disclose or false disclosure may require the Planning Committee to replace the speaker.

While we’ve launched a suite of new tools for rounds, journal clubs and small groups, the accreditation process and standards have not changed. There is simply new packaging and additional detail, which we hope you find user-friendly and easily accessible. Click here to access these new resources.
Frequently Asked Questions

Do I need to apply to an accredited CPD provider to have my rounds, journal club or small group accredited?

No. To view the step-by-step accreditation process for rounds, journal clubs, and small groups, please consult the Royal College website.

For conferences, self-assessment programs, and simulation-based activities, you will need to apply to a Royal College accredited CPD provider for accreditation.

What are the responsibilities of the Planning Committee of an accredited round, journal club or small group?

The Planning Committee is responsible for:

- Identifying learning needs (perceived and unperceived) or the target audience
- Planning and implementing educational activities based on these learning needs
- Maintaining records of attendance
- Issuing certificates of attendance to all participants
- Choosing learning formats based on suitability to meet identified learning objectives
- Controlling the process by which the topics, content and speaker(s) are selected
- Conducting evaluations for individual sessions and the overall series
- Establishing a process to manage disclosed conflicts of interest
- Ensuring that presentations and all related materials be consistent in their use of either generic names or both generic and trade names
- Ensuring that funds received are in the form of an educational grant payable to the Planning Committee

How long is the Planning Committee required to retain attendance records?

The Chair of the Planning Committee is required to retain attendance records for a 5-year period. This requirement is in place to ensure that Fellows and other MOC Program participants are able to confirm their participation in accredited group learning activities for the duration of their MOC cycle.

Thank you for tuning in to this issue of the Self-Approval Newsletter! We hope that you have found this to be a useful and informative tool. Our next issue will be coming soon!

To have your ideas included in future issues or to provide feedback, please email rounds@royalcollege.ca