

**CPD Activity Reviewer Form for Accreditation of Self-Assessment Program (SAP) (section 3 of the MOC Program framework)**

**Instructions:**

* Review the application against the CPD activity standards and provide your feedback below.

For additional clarity on applying the CPD activity accreditation standards refer to

* The Accredited Activity Standards
* Guideline for assigning hours for eligible credit

|  |  |
| --- | --- |
| **The following documentation is included with the application for the accreditation of a CPD activity.** | |
| **Attachment 1** | The preliminary program/brochure including activity schedule, speakers, and learning objectives for the overall activity and individual sessions. |
| **Attachment 2** | The final program including activity schedule, speakers, and learning objectives for the overall activity and individual sessions. |
| **Attachment 3** | Any other materials to promote or advertise the activity (for example, invitations, email announcements) (if applicable). |
| **Attachment 4** | Sample form and process for the collection, management, and disclosure of conflicts of interests. |
| **Attachment 5** | The (summarized) needs assessment results. |
| **Attachment 6** | The template evaluation form(s) developed for this activity. |
| **Attachment 7** | The budget for this activity that details the receipt and expenditure of all sources of revenue for this activity, including an indication of whether funds were received in an educational grant or in-kind support. |
| **Attachment 8** | The template certificate of attendance that will be provided to participants. |
| **Attachment 9** | The sponsorship and/or exhibitor prospectus developed to solicit sponsorship/exhibitors for the activity (if applicable). |
| **Attachment 10** | A copy of the answer sheet or assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes |
| **Attachment 11** | If sponsorship has been received for this activity, attach the written agreement that is signed by the CPD provider organization and the sponsor | If sponsorship has been received for this activity, attach the written agreement that is signed by the CPD provider organization and the sponsor |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Information** | | | | | | |
| Activity Title: | Click here to enter text. | | | | | |
| Activity Type: | Click here to enter text. | | | | | |
| Application Date :  (dd/mm/yyyy) | Click here to enter text. | | Activity Dates:  (dd/mm/yyyy) | | | Click here to enter text. |
| Application Review Date:  (dd/mm/yyyy) | Click here to enter text. | | If offered live, how many times will this event be held? | | | 1 2 3 4+ |
| Royal College Reviewer | Click here to enter text. | | 2nd Royal College Reviewer *If applicable* | | | Click here to enter text. |
| How many hours are required to complete the program? | Click here to enter text. | | | | | |
| **Applicant Information** | | | | | | |
| Name of physician organization requesting accreditation: | | Click here to enter text. | | | | |
| Name of Primary Contact for physician organization applying for accreditation: | | Click here to enter text. | | Email: | Click here to enter text. | |
| Phone number: | | Click here to enter text. | | Address: | Click here to enter text. | |
| Intended target audience of the activity: | | Click here to enter text. | | | | |

|  |
| --- |
| **Summary of findings and recommendations**  *[Use this section to describe the overall findings of the application and to specify any recommendations for improvement.]* |
| Click here to enter text. |

| **Review of activity against CPD activity standards** | | | |
| --- | --- | --- | --- |
| * The reviewer has the option to indicate whether the component of a specific standard has been met (“yes”), has not been met (“no”) or whether more information is required to make a decision (“unsure”). * If the reviewer is unsure whether a standard has been met, the reviewer can consult with his/her colleagues, the Royal College CPD Unit, or ask the applicant questions for clarification. | | | |
| **PART A: Administrative Standards** | | | |
| Source material: | Standard met? | | Comments: |
| **Administrative Standard 1**: All accredited group learning activities must be developed or co-developed by a [physician organization](http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/what-is-physician-organization-e) as defined by the Royal College.  *A physician organization is 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 and/or research.* | | | |
| * Application form: * Part A - Question 1 | Yes  No  Unsure | Click here to enter text. | |
| **Administrative Standard 2:** All accredited self-assessment programs must have a self-assessment development or scientific planning committee (SPC) that is representatives of the target audience. | | | |
| Correlation between the SPC list and the identified target audience.  Application form:   * Part A - Question 8 * Part B - Question 1 | Yes  No  Unsure | Click here to enter text. | |
| **Administrative Standard 3:** All accredited self-assessment programs must maintain attendance records and provide participants with a certificate of participation that includes the appropriate accreditation statement.  The certificate must specify the following elements:   1. The title of the activity. 2. The name of the physician organization (and co-developer if applicable) responsible for the activity. 3. The date(s) the activity took place. 4. The location of the activity (i.e. city, country, web-based). 5. The total number of *hours* the activity is accredited for. 6. The number of *hours* the registrant attended the activity (or a blank space for the registrant to complete themselves). 7. All applicable accreditation statements (include co-development statement when necessary). | | | |
| Attachments:   * # 8 - Certificate of participation | Yes  No  Unsure | Click here to enter text. | |

| **PART B: Educational Standards** | | |
| --- | --- | --- |
| Source material: | Standard met? | Comments: |
| **Educational standard 1:** The self-assessment program must be planned to address the identified needs of the target audience with a specific subject area, topic or problem. | | |
| Application form:   * Part B - Questions 1,2   Attachments:   * # 2 - Final program * # 5 - Summarized needs assessment results | Yes  No  Unsure | Click here to enter text. |
| **Educational standard 2:** Learning objectives that address the identified needs of the target audience must be created for the overall program and each individual module (if applicable).  Learning objectives must be printed on the program, brochure and/or handout materials. | | |
| Application form:   * Part B - Question 3, 4   Attachments:   * # 1 - Preliminary program/brochure * # 2 - Final program * # 3 - Other materials used to promote the activity * # 5 – Summarized needs assessment results | Yes  No  Unsure | Click here to enter text. |
| **Educational standard 3:** Self-assessment programs must describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes. | | |
| Application form:   * Part B - Question 5, 9 | Yes  No  Unsure | Click here to enter text. |
| **Educational standard 4:** All accredited self-assessment programs must provide participants with a process to record their answers to the assessment questions. | | |
| Application form:   * Part B - Question 9   Attachments:   * # 10 - The answer sheet or assessment tool | Yes  No  Unsure | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Educational standard 5:** The self-assessment program must provide detailed feedback to participants on their performance to enable the identification of any areas requiring improvement through the development of a future learning plan.  Providing specific feedback on which answers were correct and incorrect with references enables specialists to determine if there are important aspects of their knowledge, skills, clinical judgment or attitudes that need to be addressed through engaging in further learning activities.  You may also wish to include a reflective tool that provides participants with an opportunity to document:   * Knowledge or skills that are up-to-date or consistent with current evidence * Any deficiencies or opportunities they identified for further learning * What learning strategies will be pursued to address these deficiencies; and * An action plan or commitment to change to address any anticipated barriers | | |
| Source material: | Standard met? | Comments: |
| Application form:   * Part B - Questions 9,10,11,12   Attachments:   * # 10 - The answer sheet or assessment tool | Yes  No  Unsure | Click here to enter text. |
| **Educational standard 6:** The self-assessment program must provide participants with an opportunity to evaluate the overall program and each individual module (if applicable).  Accredited self-assessment programs must provide participants with an opportunity to evaluate each individual module(s), if applicable, and the overall CPD activity. The evaluation system must:   * allow participants to identify whether the individual session and overall CPD activity learning objectives were met; * provide opportunities for participants to identify the potential impact for their practice; * ask participants to identify whether the content was balanced and free of commercial or other inappropriate bias; * provide opportunities for participants to identify the potential impact of the CPD activity for their practice.   Additional evaluation strategies may include:   * An intent to measure improved patient performance * An intent to measure improved health care outcomes * An option for participants to receive feedback related to their learning | | |
| Application form:   * Part B - Questions 13, 14, 14, 16   Attachments:  #6 - Template of evaluation form(s) | Yes  No  Unsure | Click here to enter text. |

| **PART C: Ethical Standards** | | |
| --- | --- | --- |
| **Element 1: Independence** | | |
| * 1. Every accredited CPD activity must have a scientific planning committee (SPC) that includes representatives of the intended target audience. The SPC is the group responsible for all decisions noted throughout the Standard. | | |
| Source material: | Standard met? | Comments: |
| Correlation between the SPC list and the identified target audience.  Application form:   * Part A - Question 8 * Part B - Question 1 | Yes  No  Unsure |  |
| * 1. The SPC may consider data or advice from all sources, but must ensure that decision-making related to the following CPD program elements is under its exclusive control:  1. Identification of the educational needs of the intended target audience; 2. Development of learning objectives; 3. Selection of educational methods; 4. Selection of speakers, moderators, facilitators and authors; 5. Development and delivery of content; and 6. Evaluation of outcomes. | | |
| Application form:   * Part C - Question 6 | Yes  No  Unsure |  |
| * 1. Representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to CPD program elements a) through f) within 1.2 | | |
| Application form:  Are there any sponsors on the planning committee?   * Part A - Question 8 * Part C - Questions 3 | Yes  No  Unsure |  |
| **Element 2: Content Development** | | |
| 2.1 The SPC must have mechanisms in place to support the development of content and/or materials that address the identified educational needs of the intended target audience.  Specific interests of any sponsor must have no direct or indirect influence on the content and/or materials of an accredited CPD activity. | | |
| Application form:   * Part C – Question 6   Attachment:   * # 5 – The needs assessment results | Yes  No  Unsure |  |
| 2.2 A process must be in place to ensure that those responsible for developing or delivering content are informed about:   * the identified needs of the target audience, * the need to ensure that the content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area. * the intended learning objectives for the activity, * ensuring that the description of therapeutic options utilize generic names (or both generic and trade names) and not reflect exclusivity and branding. | | |
| Application form:   * Part C – Question 7 | Yes  No  Unsure |  |
| 2.3 The SPC must have a process to collect from participants their assessment of the degree to which the accredited CPD activity:   * met the stated learning objectives, * achieved appropriate balance, * was perceived to be biased. | | |
| Attachment:   * # 6 – The template evaluation form(s) | Yes  No  Unsure |  |
| 2.4 The SPC must have a process in place to deal with instances where CPD activities are not in compliance with the Standard. | | |
| Application form:   * Part C – Question 9 | Yes  No  Unsure |  |
| **Element 3: Conflict of interest** | | |
| 3.1 All members of the SPC, speakers, moderators, facilitators and authors must provide to the CPD provider organization a written description of all relationships with for-profit and not-for-profit organizations over the previous 2 years including (but not necessarily limited to):   1. Any direct financial payments including receipt of honoraria; 2. Membership on advisory boards or speakers’ bureaus; 3. Funded grants or clinical trials; 4. Patents on a drug, product or device; and 5. All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity. | | |
| Application form:   * Part C – Question 8,9, 10   Attachment:   * # 4 – conflicts of interests form and process | Yes  No  Unsure |  |
| 3.2 The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity | | |
| Application form:   * Part C – Question 10,11,12   Attachments:   * # 4 – conflicts of interests form and process | Yes  No  Unsure |  |
| 3.3 All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in 3.1 | | |
| Application form:   * Part C – Question 9,10,11, 12   Attachment:   * # 4 – conflicts of interests form and process | Yes  No  Unsure |  |
| 3.4 Any individual who fails to disclose their relationships as described in 3.1 and 3.3 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity | | |
| Attachment:   * # 4 – conflicts of interests form and process | Yes  No  Unsure |  |
| **Element 4: Receiving Financial and in-kind Support** | | |
| 4.1 The CPD provider organization or SPC is responsible to receive any financial and in-kind support for the development of an accredited CPD activity. | | |
| Attachments:   * # 7 – budget for the activity * #10 – written agreement (sponsorship) | Yes  No  Unsure |  |
| 4.2 The SPC cannot be required to accept advice from a sponsor as a condition of receiving financial and in-kind support. Specific interests of any sponsor must have no direct or indirect influence on any aspect of the development, delivery or evaluation of an accredited CPD activity. | | |
| Attachments:   * # 9 – The sponsorship and/or exhibitor prospectus   #10 – written agreement (sponsorship) | Yes  No  Unsure |  |
| 4.3 The terms, conditions and purposes by which sponsorship is provided must be documented in a written agreement signed by the CPD provider organization or SPC and the sponsor. | | |
| Attachment:   * #10 – written agreement (sponsorship) | Yes  No  Unsure  Not applicable |  |
| 4.4 The CPD provider organization or SPC can assume or delegate to a third party the payment of travel, lodging, legitimate out of pocket expenses and any honoraria offered to members of the SPC, speakers, moderators, facilitators and/or authors. The CPD provider organization or the SPC must approve what payments are delegated and retain overall accountability for these payments. | | |
| Attachment:   * # 7 – budget for the activity | Yes  No  Unsure |  |
| 4.5 Participants (who are not members of the SPC, speakers, moderators, facilitators and/or authors) cannot accept payment or subsidies for their travel, lodging or other out of pocket expenses to participate in an accredited CPD activity. This provision does not preclude participants’ claiming and receiving compensation from residency programs, employers or provincial CPD support funds, even when activities they attend have received support from these sources. | | |
| Attachment:   * # 7 – budget for the activity | Yes  No  Unsure |  |
| 4.6 The travel, lodging or other out of pocket expenses of spouses, partners or other family members of: the SPC, speakers, moderators, facilitators, authors or participants cannot be paid for or subsidized by the CPD provider organization, sponsor or any organization hired by a sponsor. | | |
| Attachment:   * # 7 – budget for the activity | Yes  No  Unsure |  |
| 4.7 Social activities associated with CPD activities cannot occur at a time or location that interferes/competes with or takes precedence over accredited CPD activities. | | |
| Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity * # 7 – budget for the activity | Yes  No  Unsure |  |
| 4.8 Upon request, CPD Providers must disclose how the financial and in-kind support was used for the accredited CPD activity. | | |
| Application form:   * Part C – Question 3,4 | Yes  No  Unsure |  |
| 4.9 The CPD provider organization or SPC has an obligation to ensure that their interactions with sponsors meet professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations. | | |
| Application form:   * Part C – Question 14   Attachment:   * #10 – written agreement (sponsorship) | Yes  No  Unsure |  |
| **Element 5: Recognizing Financial and in-kind Support** | | |
| 5.1 The SPC must recognize and disclose to participants all financial and in-kind support received from sponsors of CPD activities as part of a sponsorship acknowledgement page separate from the educational content. | | |
| Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity * # 9 – The sponsorship and/or exhibitor prospectus | Yes  No  Unsure |  |
| 5.2 Beyond the standard acknowledgement statement of financial and in-kind support outlined in 5.1, the linking or alignment of a sponsor’s name (or other branding strategies) to a specific educational session or section of an educational program within an accredited group learning activity is prohibited. | | |
| Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity * # 9 – The sponsorship and/or exhibitor prospectus | Yes  No  Unsure |  |
| **Element 6: Managing Commercial Promotion** | | |
| 6.1 Product-specific advertising, promotional materials or branding strategies cannot be included on, appear within, or be adjacent to:   * any educational materials, slides, abstracts and handouts used as part of an accredited CPD activity; * activity agendas, programs or calendars of events (preliminary and final); * any webpages or electronic media containing educational material. | | |
| Application form:   * Part C – Question 15   Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity * # 9 – The sponsorship and/or exhibitor prospectus | Yes  No  Unsure |  |
| 6.2 Product-specific advertising, promotional materials or branding strategies cannot be included on/appear within locations where accredited CPD sessions are occurring (e.g. lecture halls, small group discussion rooms) immediately before, during or immediately after an accredited CPD activity. | | |
| Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity   # 9 – The sponsorship and/or exhibitor prospectus | Yes  No  Unsure |  |
| 6.3 Commercial exhibits or advertisements must be arranged in a location that is clearly and completely separated from the accredited CPD activity. | | |
| Application form:   * Part C – Question 16   Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity * # 9 – The sponsorship and/or exhibitor prospectus | Yes  No  Unsure |  |
| 6.4 The SPC cannot be required by an exhibitor or advertiser to accept advice concerning the CPD activity development, delivery or evaluation as a condition of their exhibit or advertisement. Specific interests of any exhibitor or advertiser must have no direct or indirect influence on any aspect of the CPD activity development, delivery or evaluation. | | |
| N/A | Yes  No  Unsure |  |
| 6.5 Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization. | | |
| Application form:   * Part C – Question 18 | Yes  No  Unsure |  |
| **Element 7: Unaccredited CPD Activities** | | |
| 7.1 The SPC/CPD provider organization cannot schedule unaccredited CPD activities to take place at times and locations that interfere or compete with accredited CPD activities. | | |
| Application form:   * Part C – Question 19   Attachments:   * # 1 – preliminary brochure * # 2 – final brochure * # 3 – materials used to promote the activity | Yes  No  Unsure |  |
| 7.2 Unaccredited CPD activities cannot be listed or included within activity agendas, programs or calendars of events (preliminary and final). | | |
| Application form:   * Part C – Question 19   Attachments:   * # 1 – preliminary brochure * # 2 – final brochure   # 3 – materials used to promote the activity | Yes  No  Unsure |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Summary** | | | |
| This application for CPD accreditation is: | | | |
| Approved for a maximum of Click here to enter text. hours\*   * \*If approved, calculate the maximum number of hours eligible for CPD credits.   All educational time should be included in this calculation. If partial hours are assigned, please round up to the nearest .25 hour. | | Not approved | Requires more information from the applicant prior to approval |
| Application Review Date: | | Click here to enter a date. | |
| Name of reviewer: | | Click here to enter text. | |
| I agree | By clicking “I agree” you are attesting that you have completed the accreditation review of the CPD activity in accordance with the Royal College CPD accreditation standards. | | |
| **Next steps**   * The results of this review will be communicated to the applicant. * This report must be archived for a period of 6 years. | | | |

**Guideline for assigning hours for eligible credit**

**About this document**

This document intends to provide guidance to the Royal College accredited CPD provider responsible to determine the number of hours for which an accredited CPD activity is approved within the CPD Framework for Section 1–Accredited Group Learning or Section 3–Assessment.

Once a Royal College accredited CPD provider has determined that a CPD activity meets the CPD activity accreditation standards, it is the responsibility of the accredited CPD provider to determine the number of hours for which a participant is eligible to record MOC credit. The total number hours for which the activity is accredited must be included within the CPD activity accreditation statement.

|  |  |  |  |
| --- | --- | --- | --- |
| **CPD Activity component** | **Counted in the accredited hours?** | | **Section** |
| **Yes** | **No** |
| Group learning educational sessions that have been deemed to meet the CPD activity accreditation standards (for example, workshops, lectures, debates, panel discussions) | • |  | Section 1 – Accredited Group Learning |
| Opening remarks |  | • | None\* |
| Closing remarks |  | • | None\* |
| Health breaks |  | • | None\* |
| Meals (including breakfast, lunch, and dinner) |  | • | None\* |
| Social activities/networking events |  | • | None\* |
| Facilitated poster sessions | • |  | Section 1 – Accredited Group Learning |
| Non-facilitated poster sessions |  | • | None\* |
| Awards presentations (a non-educational session) |  | • | None\* |
| Visiting exhibits in an exhibit hall |  | • | None\* |
| Debrief – at the end of a group learning activity | • |  | Section 1 – Accredited Group Learning |
| Debrief – following a simulation scenario | • |  | Section 3 – Assessment |
| Pre-brief (for example, a didactic session prior to a simulation scenario to prepare learners and explain the process) | • |  | Section 3 – Assessment |
| Reflection – at the end of a group learning activity | • |  | Section 1 – Accredited Group Learning |
| Reflection – at the end of an assessment activity | • |  | Section 3 – Assessment |
| Completing evaluations (could be online or face-to-face) | • |  | Section 1 – Accredited Group Learning |

|  |  |  |  |
| --- | --- | --- | --- |
| **CPD Activity component** | **Counted in the accredited hours?** | | **Section** |
| **Yes** | **No** |
| Question and answer/discussion sessions following a lecture (could be online or face-to-face) | • |  | Section 1 – Accredited Group Learning |
| Discussing individual or team feedback/assessment data with a mentor/peer/coach | • |  | Section 3 – Assessment |
| Completing knowledge assessment modules | • |  | Section 3 – Assessment |
| Observing others complete a simulation activity without completing the activity oneself | • |  | Section 1 – Accredited Group Learning |
| Topic-based lectures delivered before a simulation activity (that are not pre-brief sessions) | • |  | Section 1 – Accredited Group Learning |
| Pre-reading/Pre-work to be completed before participation in a group learning or assessment activity |  | • | Section 2 – Self-Directed Learning |

*\*While these components are not eligible for credit within Section 1 or Section 3, they may help answer the physician’s self-identified clinical questions. In this case, the physician may choose to record this time in Section 2 - Self-Directed Learning.*