

August 30, 2019

To Whom It May Concern:

RE: CPD Accreditation for Specialists

Thank you for your inquiry regarding Continuing Professional Development accreditation. We would be interested in working with you in planning high quality, educationally appropriate CPD clinical sessions. **Our policy regarding co-sponsorship of CPD events is below.** If your committee wishes to proceed with the accreditation, please complete and return the mandatory contract and application form for Maintenance of Certification credits of the Royal College of Physicians and Surgeons of Canada.

Basically, the difference in approval or co-sponsorship of an event is in the level of our involvement in planning, implementing, and record keeping for the event. Guidelines for approval of CPD activities developed by a physician organization (from the RCPSC website) are listed below:

- 1) A planning process involving target audience representatives to identify educational needs, and to establish topics of interest and educational objectives. Records of this planning process, minutes and a draft program must be sent to and kept by CPD for a period of seven years.
- 2) Please note: the event planning committee chair is responsible for all payments to speakers, facilitators, etc.
- 3) The accredited provider (Dal CPD) reviews and approves continuing professional development events that meet the educational and ethical standards (CMA guidelines or equivalent) for programs included under Section 1.
- 4) The non-accredited physician organization is responsible and accountable for the implementation of the event based on the plan approved by the accredited provider.
- 5) The accredited provider that approved the event will be recognized on the program materials and **will review and approve** all program promotional materials at all stages **before print.**
- 6) The physician organization accepts the responsibility to maintain records of attendance for seven years and provide the attendees with certificates of attendance.
- 7) Section 1 approval will be recognized by the following statement on program materials.
NOTE: NO statement of accreditation can be advertised until approval of credits has been granted.

FACULTY OF MEDICINE | Continuing Professional Development

Clinical Research Centre, Room C-106 | 5849 University Ave. | PO Box 15000 | Halifax NS B3H 4R2 Canada
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DAL.CA

"As an accredited provider, Dalhousie University, CPD, designates this continuing professional development activity for up to ____ credit hours as an accredited group learning Section 1 activity as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada.

Through an agreement between the Royal College of Physicians and Surgeons of Canada and the American Medical Association, physicians may convert Royal College MOC credits to AMA PRA Category 1 Credits™. Information on the process to convert Royal College MOC credit to AMA credit can be found at <http://www.ama-assn.org/go/internationalcme> ."

- 8) **Evaluation** of all programs must occur to assess their effectiveness in reaching educational objectives. **A copy of the evaluation summary will be required for our file.** The following evaluation question is required:

Did you perceive any degree of bias in any part of this program? _Yes _No
If yes, please explain:

- 9) **A statement pertaining to commercial support of a program** should appear on all announcements of educational events, where applicable (e.g. "This program is supported by an educational grant from [name of sponsoring organization]"). It is useful to have a statement if no commercial support has been included (e.g. "This program has not received any commercial support"). The planning committee must acknowledge and follow the *National Standard for Support of Accredited CPD Activities* (available at our CPD Accreditation webpage (bottom section) <https://medicine.dal.ca/departments/core-units/cpd/conferences/conference-services/accreditation.html>)

- 9) **Conflict of Interest (COI) – form included in your application package:**

All planning committee members and all speakers must disclose all relationships with for-profit and not-for-profit organizations over the previous two years. These COIs must be submitted to CPD prior to the program as part of this application. The planning committee must also retain a copy of all COIs.

- a. At the event all speakers **must disclose verbally and using a slide at the beginning of the presentation.** Examples of relationships that should be disclosed include, but are not limited to:
- Any direct financial payments including receipt of honoraria;
 - Membership on the advisory board or speakers' bureaus;
 - Funded grants or clinical trials;
 - Patents on a drug, product or device;
 - All other investments or relationships which could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
- b. If the speaker has no involvement with any for-profit or not-for-profit organization, he/she should inform the audience that he/she has nothing to disclose, i.e., cannot identify any potential conflict of interest. It is the sole responsibility of the individual speaker to make such disclosure to the audience at the time of the presentation

- 10) **Communication with Speakers:** Dalhousie CPD must have a sample copy of your communication with speakers and evidence that the following are addressed. A sample communications-with-speakers letter is included in your package.

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- **Evidenced-based Approach:** Speakers must supply best evidence for their assertions.
 - Examples include: systematic review/meta-analysis of studies (RTCs or cohort case control studies) and literature review of topics.
 - Lack of evidence for assertions or recommendations must be acknowledged.
 - If a single study is the focus or select studies are omitted, speakers must provide rationale to support this decision.
 - Graphs and charts cannot be altered to highlight one treatment or product.
 - Both potential harms and benefits should be discussed. An efficient way to present this to clinicians is number needed to treat (NNT) and the number needed to harm (NNH), as well as absolute and relative risk reduction.
- **Barriers to Change:** Educational design includes discussion of commonly encountered barriers to practice change. If the topic is non-clinical, this does not apply.

Example of communication: “Please note that as a scientific conference, we look forward to your presentations making specific reference to the evidence used to support your topic. This must include at least one slide that affords delegates the opportunity to see the references that you considered in your work. In addition, an important outcome of the conference is the ability for delegates to apply the information you present in their local settings. Accordingly, we ask that your presentation specifically address any barriers to implementation that you experienced or that you foresee. In addition to being reflective of best practice, these elements are a requirement of our educational accreditation and is subject to external review/approval”.

- **Use of Copyright Protected Material:** Speakers in Dalhousie CPD-accredited programs are required to abide by the Dalhousie University’s policy on the use of copyright protected material. Please see the Fair Dealing Guidelines available at <http://www.dal.ca/dept/copyrightoffice/fair-dealing/fair-dealing-guidelines.html>.

In summary, you may not distribute to course participants, in hardcopy or electronically, any copyright protected material unless you have obtained explicit permission to do so from the copyright holder. It is the speaker's responsibility to obtain and document any such permission.

Slides used in live presentations may include appropriately referenced copyright protected material (i.e., diagrams, drawings, photographs) without

explicit permission from the copyright holder. However, such material (including cartoons, quotations, etc.) may not be included in any material posted online without the explicit permission of the copyright holder. **NOTE: Industry slides are not permitted nor is the use of colours/images that emulate those of industry.**

- **Privacy of Patient Information:** Explicit patient identifiers, as well as potentially recognizable marks, jewelry, etc. must not appear in presentations, unless patient consent has been obtained.

11) **Costs:** As a full cost recovery unit of the Faculty of Medicine, we must charge for our involvement.

- Our accreditation and review charge is a minimum of **\$400**.
- Further accreditation charges will apply if more than five hours of the CPD planner's time is required.

12) **Post event:** At the end of your event, CPD must receive:

- A compiled evaluation summary of the event (not individual evaluations)

If you have any questions, please do not hesitate to contact me. My full contact information is listed below.

Sincerely,



Deirdre Harvey
Co-Sponsored Programs Coordinator