

August 30, 2019

Dear Sir or Madam:

RE: CPD Certification for Family Physicians

Thank you for your enquiry regarding Continuing Professional Development certification for your upcoming program. We would be interested in working with you in planning a high quality, educationally appropriate CPD clinical session. **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 MAINPRO + College of Family Physicians credits.

For us to accredit/certify a program, we must be involved from the start of its planning. We interpret this requirement to mean that the Continuing Professional Development (CPD) office must be formally represented on the planning committee, and most often this role falls to Dr. Michael Fleming, our Director of Family Physician Programs. This involvement may, in fact, be as a corresponding member of the planning committee. Please contact him to discuss this involvement and to obtain answers to any questions you may have: michael.fleming@dal.ca, or (902) 494-2106.

Briefly, to meet the certification requirements, the following are required:

- 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. Dalhousie CPD must be formally represented on the planning committee and be involved in the planning from the initial stage.**
- 2) **Please note: the event planning committee chair is responsible for all payments to speakers, facilitators, etc.**
- 3) Dalhousie CPD must **review all program promotional materials at all stages before print.** Dalhousie must be an educational co-sponsor of the part of the program for physicians; our name must appear on all brochures -- i.e. "Educationally co-sponsored by Dalhousie University Continuing Professional Development"-- preferably with the Dalhousie University logo (this will be included in your application package). We are happy to provide an electronic version of the usual layout. **A copy of the final brochure must be sent to us for our files.**

- 4) **The following statement must be printed on your brochure. NOTE: NO statement of accreditation can be advertised until approval of credits has been granted.**

“This one-credit-per-hour Group Learning program meets the certification criteria of the College of Family Physicians of Canada and has been certified by Dalhousie University Continuing Professional Develop CPD for up to _____ MAINPRO + credits.”

- 5) **To provide attendance certificates**, Dalhousie CPD must receive a complete list of all registrants, including names and full addresses with postal codes and email addresses, after the program. Please clearly identify family physicians if others are also involved as certificates will be issued to all unless otherwise directed.
- 6) **Evaluation of all programs** must occur to assess their effectiveness in reaching educational objectives. A copy of the evaluation summary is required for our files. 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:
- 7) **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>)
- 8) **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.

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- 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

9) **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 as part of your package.

- **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 designed 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

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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.

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

- Our certification 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.

10) **Post program/event:** At the end of your program/event, CPD must receive:

- A full registration list (including names, e-mail addresses, mailing addresses and clear information on whether participants are family physician or other) on an Excel spreadsheet or a Word table document (pdfs or handwritten attendance sheets are not acceptable).

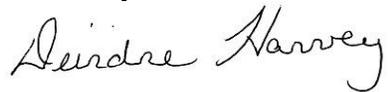
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- A **compiled evaluation summary** of the program/event (not individual evaluations)

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

Sincerely,

A handwritten signature in cursive script that reads "Deirdre Harvey".

Deirdre Harvey
Co-Sponsored Programs Coordinator