

Accrediting/Certifying Learning Events for Physicians

Program accreditation is granted by either the College of Family Physicians of Canada (CFPC), or the Royal College of Physicians and Surgeons of Canada (RCPSC), or in some cases, both colleges. The goals of accredited programs are aligned with those of the Faculty of Medicine. Careful review is undertaken to ensure programs are based on needs of physicians, are educationally sound, free from bias, and provide adequate interaction within the session. Although similar in their goals, each College has specific requirements and processes for credits to be granted.

Dalhousie Continuing Professional Development is an accredited provider and can accredit/certify programs for both the CFPC and the RCPSC. We have set up this document to provide program planners with the information they need to successfully plan their programs and apply for accreditation/certification without any undue inconvenience.

You may not indicate that an activity is accredited in published material in print or online until the entire process has been completed. Complete applications must be received by Dalhousie University CPDME at least 8 weeks prior to the event to allow time to review the application and remedy any deficiencies. Application for programs eligible for waived fees must also submit their application 8 weeks prior to the event. After this deadline all units will be charged the late fee.

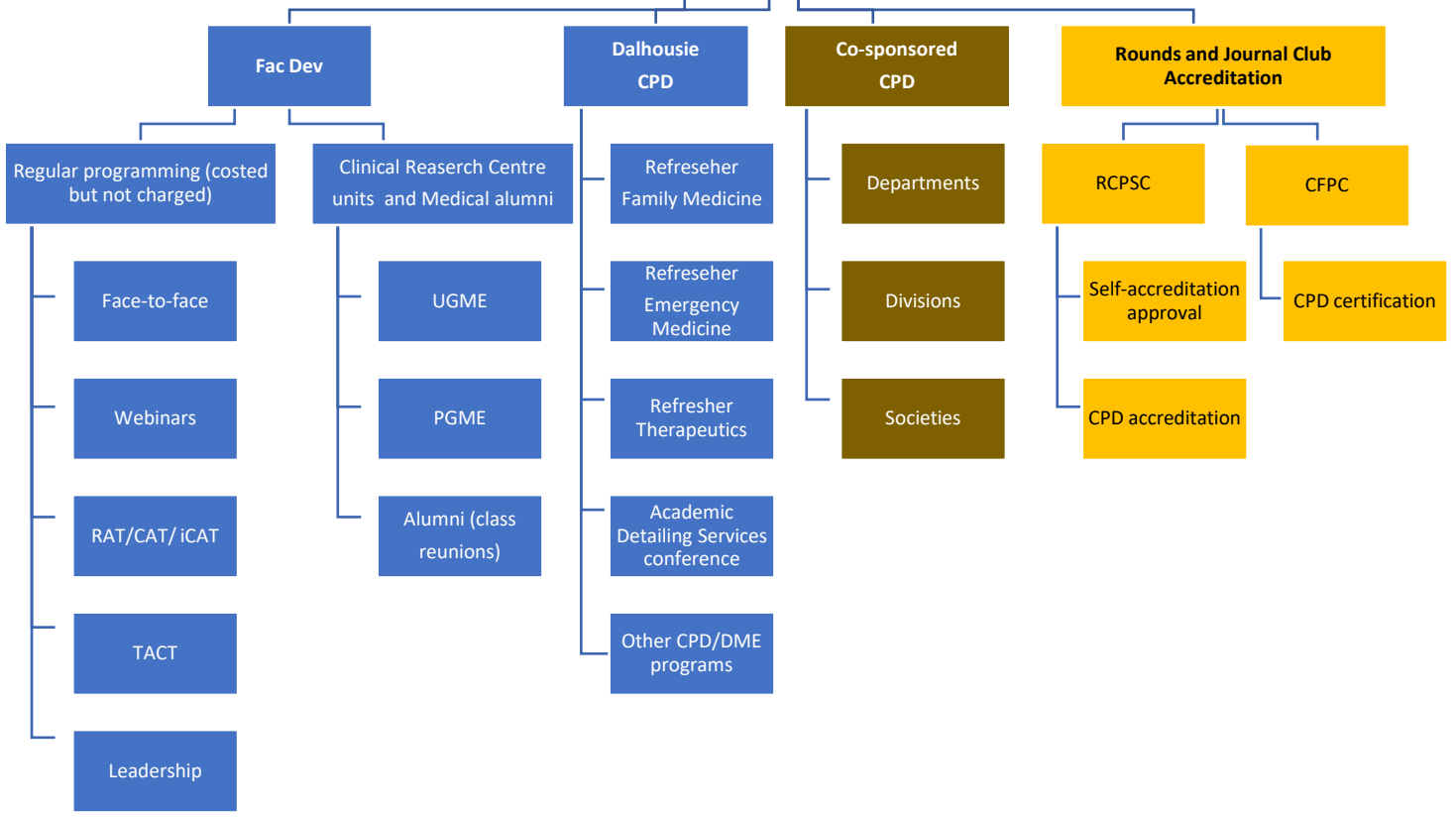
General Accreditation Requirements

- **Needs Assessment**
- Planning committee including a physician from the **RCPSC or the CFPC or both AND a physician from Dalhousie CPDME**
- Disclosure of conflict of interest for planners
- Learning Objectives
- Disclosure of conflict of interest for speakers
- **A program budget**
- The program brochure
- Evaluation form for the program that includes a question on perceived bias
- Application must be received 8 week prior to the event
- Provide the list of attendees and evaluation forms after the event

Fees: Effective June 1, 2018

- Conference or course: \$400 (received 8 or more weeks prior); Late applications \$500 (received fewer than 8 weeks prior)
- Rounds: flat fee annually \$600/department (maximum: 100 hrs/year); Late submissions \$750

CPD Accreditation/Certification processes



Type of fee	8 (or more) weeks prior to	7 (or less) weeks prior to
◆ Accreditation	\$400	\$500
◆ Rounds/journal clubs (yearly: Sept 1 to Aug 31)	\$600 per year	\$750
◆ Fees covered by Dalhousie Continuing Development	\$0	\$200 (non-negotiable)

Accreditation/Certification Information for Different Types of Programs

1. **Accreditation/Certification of a Conference, Course or Event (referred to here as “program”) Co-sponsored by Dalhousie CPDME**

Program accreditation for credits granted by either the CFPC, the RCPSC or both colleges require a completed application 8 weeks before the event. The fee per event is \$400 received 8 weeks prior to the event; \$500 received less than 8 weeks prior to the event. This category includes departments, divisions or programs holding events and larger national specialty societies or interest groups holding meetings locally.

No publicity indicating that a program is accredited may be posted until the application is complete and the program has received accreditation/certification. There is a requirement that all speakers and all planning committee members sign a disclosure statement (known as the conflict of interest form). Disclosure is also necessary at the outset of each presentation. The planning committee must include at a minimum one physician of Dalhousie CPDME (directors from any portfolio) in addition to one from each of the targeted physician groups (CFPC, RCPSC or both).

Evaluation forms must include a question asking participants about perceived or lack of bias.

NOTE: For all programs whose target audience includes family physicians: If the program's content contains **presentations on opioids or cannabinoids**, the actual contents of such presentations **MUST** be reviewed by Dalhousie Continuing Professional Development **BEFORE** the program can be accredited/certified

Checklist: Please note ALL are essential.

Pre Event: (part of complete application)	Date	Time	Location
Contact person (administrative and physician)	Needs assessment	Planning committee membership list	Planning committee disclosure forms
Budget including sources of funding	Learning objectives	Speaker list	Speaker disclosure forms
Program brochure	Evaluation form	Financial disclosure form	National Standard acceptance form
Post Event:	Compiled evaluation of event	List of attendees (including e-mail and mailing addresses with family physicians clearly indicated)	

2. Accreditation/Certification of Rounds and Journal Clubs Co-sponsored by Dalhousie CPDME

Departments or Divisions who wish to apply for **rounds and journal clubs** to be accredited/certified include two distinct subsets:

- Groups RCPSC only physicians (ENT surgeons, cardiac surgery, etc.) – to self-accredit rounds for RCPSC physicians, click this link: [RCPSC Guidelines](#).
- Groups including CFPC physicians (Emergency Medicine, Geriatrics, Palliative care, etc.)

The annual fee is \$600.00. The year will run from September 1- August 31 the following year. Late submissions will cost \$750.00 for the year. Rounds included may total a maximum of 100 hours. Journal club may be included; however, funding sources for food and beverage must be included in the budget. Lists of rounds, speakers, journal club foci and attendees for each event and the duration of each event must be submitted within 8 weeks of completion of the cycle (i.e., by October 31st each year).

The required documentation for rounds includes a description of the planning committee and process in addition to completed evaluations, schedule and attendees.

At the outset of the year: May or June

- Description of the process used to determine needs for the physician groups included
- Description of the types of rounds included: grand rounds, morbidity and mortality rounds, visual stimulus rounds, simulation rounds, journal club, etc.)
- Time of rounds
- Contact person (administrative and physician lead)
- Planning committee membership list
- Planning committee disclosure forms
- Budget including sources of funding (sponsorship agreement if applicable)
- Global learning objectives

At the end of the year:

- Speaker list
- Speaker disclosure forms
- Topic list
- Evaluation form
- List of attendees with their email and mailing addresses