



**Canadian Association of Physical Medicine and Rehabilitation
Association canadienne de médecine physique et de réadaptation**

**GUIDELINES FOR ACCREDITATION OF GROUP LEARNING ACTIVITIES UNDER SECTION 1 OF
THE ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF CANADA'S MAINTENANCE OF
CERTIFICATION PROGRAM**

The Canadian Association of Physical Medicine and Rehabilitation (CAPM&R) is an accredited provider of Continuing Professional Development (CPD) activities. As an accredited provider, the CAPM&R meets the Royal College of Physicians and Surgeons of Canada's (RCPS) strict standards for the provision of Continuing Medical Education. The CAPM&R currently offers two major CPD activities: its Annual Scientific Meeting as well as a bi-annual Canadian Comprehensive Review Course in Physical Medicine and Rehabilitation. As an accredited provider, CAPM&R's educational activities are automatically approved for Section 1 credits.

As an accredited provider, the CAPM&R has the authority to approve activities that satisfy the standards for accredited group events under Section 1 of the Framework of CPD Options within the Maintenance of Certification (MOC) program.

The CAPM&R can:

1. Approve programs developed by physician organizations.
2. Co-sponsor programs with physician organizations.
3. Co-sponsor programs with non-physician organizations.

The guidelines and procedures for each of these options are outlined in this document.

GUIDELINES AND PROCESS FOR ACCREDITATION OF A PHYSICIAN ORGANIZATION ACTIVITY

A **physician organization** is defined as a non-profit, physician led organization dedicated to enhancing the quality of continuing professional development, providing continuing professional development opportunities and/or undertaking research. These organizations tend to be specialty societies, provincial associations, hospital departments, etc.

Process

Physician organizations requesting accreditation through the CAPM&R must:

1. Contact the CAPM&R office at (613) 730-6245 or capmr@rcpsc.edu.
2. Obtain the CAPM&R application form.
3. Complete the application form.
4. Submit the application form along with the required documentation and application fee at least eight (8) weeks prior to the event.
5. Provide any further information requested by the assessor following the initial review of the activity.
6. If approved as a Section 1 activity, the program material must include the following statement:
“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Physical Medicine and Rehabilitation.”

Please note that approval of an activity is not guaranteed. The CAPM&R, as an accredited provider, has the following options:

- a. grant approval based on a successful application;
- b. grant approval conditional upon proof of one or more changes/clarifications;
- c. require another full review based upon major modifications that must be made to the event in order to meet Section 1 standards; or
- d. reject the application, as it does not meet the required standards.

The CAPM&R is committed to assist physician organizations in the process of providing accredited Section 1 activities, and will strive to assist the applicant through education and resources to meet the standards for Section 1 accreditation. As a result, a minimum of eight weeks is required for application review.

Fees for Physician Organizations

\$300 + GST if there is a member of CAPM&R on the program planning committee.

\$500 + GST if there is no member of CAPM&R on the program planning committee.

Minimum Requirements for Program Approval

In order for the application to meet the standards for Section 1 approval, at a minimum the program must meet the following requirements:

1. The planning committee must be representative of the target audience, which helps ensure the relevance of the program.
2. The content of the program must be determined based on the learning needs of the audience. The learning needs can be determined through methods such as needs assessments, surveys, focus groups, interviews. Learning needs can also be determined through practice audits and self-assessments.
3. The learning objectives indicating what participants will learn or achieve as a result of the activity must be clearly outlined on the program materials. Learning objectives for each session are encouraged, and should be phrased in active terms and describe what the attendee will be able to do by the end of the CME event.
4. At least 25% of the scheduled time for the education activity must be interactive, allowing the exchange of ideas between participants and faculty.
5. There must be an evaluation of the activity. The evaluation should link the learning objectives with the participant's practice to determine what participants have learned and how the information will change their practice.
6. The CMA Policy *Physicians and the Pharmaceutical Industry (Update 2001)* must be strictly followed. In particular:
 - All speakers must fully disclose any possible conflict of interest. This can be done verbally at the beginning of the presentation or by providing written documentation of their relationship with financial supporters in the event brochure.
 - All program content decisions must be made by the physician organizers.
 - Travel, accommodation and personal expenses of participants must not be paid by industry sponsors. All funds from a commercial source must be in the form of an unrestricted educational grant payable to the organization responsible for the CPD activity.

Additional Information for Physician Organizations

1. Applicants must note that the ultimate accountability for content, educational and ethical standards lies with the physician organization, and not the accredited provider.
2. The physician organization is responsible for maintaining records of attendance and providing attendees with certificates of attendance.
3. The physician organization will provide records of the CPD activity (materials, attendance) to the Royal College Credit Validation program upon request.

GUIDELINES AND PROCESS FOR ACCREDITATION OF A CO-SPONSORED PHYSICIAN ORGANIZATION ACTIVITY

A **physician organization** is defined as a non-profit, physician led organization dedicated to enhancing the quality of continuing professional development, providing continuing professional development opportunities and/or undertaking research. These organizations tend to be specialty societies, provincial associations, hospital departments, etc.

In a co-sponsored event, the accredited provider (CAPM&R) jointly sponsors an event with a non-accredited provider. The ultimate authority and accountability for content, educational and ethical standards lie with the accredited provider (CAPM&R).

Guidelines

1. The CAPM&R must be involved in planning all aspects of the continuing professional development event with the physician organization from the beginning.
2. The representative of the CAPM&R will be selected by the CAPM&R CPD Committee Chair.
3. The CAPM&R must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation.
4. The CAPM&R must have ultimate authority over all decisions and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for events under Section 1 have been appropriately implemented.
5. Co-sponsorship of the continuing professional development event by the CAPM&R must be recognized on program materials.
6. The CAPM&R accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.
7. Section 1 approval will be recognized by the following statement on program materials:
“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Physical Medicine and Rehabilitation.”

Process

Physician organizations requesting accreditation through the CAPM&R must contact the CAPM&R office at (613) 730-6245 or capmr@rcpsc.edu before beginning the planning process to discuss the possibility of a co-sponsorship arrangement and to share your ideas for the event with the CAPM&R.

If the CAPM&R agrees to co-sponsor the event, the CAPM&R must be represented on the planning committee and involved in the implementation of the program, including the needs assessment, program design and evaluation components.

The program material must include the following statement:

“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Physical Medicine and Rehabilitation.”

Fee for Co-Sponsorship with a Physician Organization

\$1,000 + GST

Minimum Requirements for Program Approval

In order for the application to meet the standards for Section 1 approval, at a minimum the program must meet the following requirements:

1. The planning committee must be representative of the target audience, which helps ensure the relevance of the program.
2. The content of the program must be determined based on the learning needs of the audience. The learning needs can be determined through methods such as needs assessments, surveys, focus groups, interviews. Learning needs can also be determined through practice audits and self-assessments.
3. The learning objectives indicating what participants will learn or achieve as a result of the activity must be clearly outlined on the program materials. Learning objectives for each session are encouraged, and should be phrased in active terms and describe what the attendee will be able to do by the end of the CME event.
4. At least 25% of the scheduled time for the education activity must be interactive, allowing the exchange of ideas between participants and faculty.
5. There must be an evaluation of the activity. The evaluation should link the learning objectives with the participant’s practice to determine what participants have learned and how the information will change their practice.
6. The CMA Policy *Physicians and the Pharmaceutical Industry (Update 2001)* must be strictly followed. In particular:
 - All speakers must fully disclose any possible conflict of interest. This can be done verbally at the beginning of the presentation or by providing written documentation of their relationship with financial supporters in the event brochure.
 - All program content decisions must be made by the physician organizers.
 - Travel, accommodation and personal expenses of participants must not be paid by industry sponsors. All funds from a commercial source must be in the form of an unrestricted educational grant payable to the organization responsible for the CPD activity.

Additional Information for Co-Sponsorship with Physician Organizations

1. The ultimate accountability for content, educational and ethical standards lie with the CAPM&R.
2. The CAPM&R is responsible for maintaining records of attendance and providing attendees with certificates of attendance.
3. The CAPM&R will provide records of the CPD activity (materials, attendance) to the Royal College Credit Validation program upon request.

GUIDELINES AND PROCESS FOR ACCREDITATION OF A NON-PHYSICIAN ORGANIZATION ACTIVITY

Non-physician organizations are disease-oriented organizations, pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies or other for profit organizations. Non-physician organizations do not meet the definition of a physician organization and include for-profit physician organizations or groups as well as industry.

A non-physician organization **must** have their event either co-sponsored by an accredited provider or a non-accredited physician organization before it is eligible to seek approval for Section 1 credits.

In a co-sponsored event, the accredited provider (CAPM&R) jointly sponsors an event with a non-accredited provider. The ultimate authority and accountability for content, educational and ethical standards lie with the accredited provider (CAPM&R).

Guidelines

1. The CAPM&R must be involved in planning all aspects of the continuing professional development event with the physician organization from the beginning.
2. The representative of the CAPM&R will be selected by the CAPM&R CPD Committee Chair.
3. The CAPM&R must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation.
4. The CAPM&R must have ultimate authority over all decisions and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for events under Section 1 have been appropriately implemented.
5. Co-sponsorship of the continuing professional development event by the CAPM&R must be recognized on program materials.
6. The CAPM&R accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.
7. Section 1 approval will be recognized by the following statement on program materials:
“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Physical Medicine and Rehabilitation.”

Process

Physician organizations requesting accreditation through the CAPM&R must contact the CAPM&R office at (613) 730-6245 or capmr@rcpsc.edu before beginning the planning process

to discuss the possibility of a co-sponsorship arrangement and to share your ideas for the event with the CAPM&R.

If the CAPM&R agrees to co-sponsor the event, the CAPM&R must be represented on the planning committee and involved in the implementation of the program, including the needs assessment, program design and evaluation components. The representative of the CAPM&R will be selected by the CAPM&R CPD Committee Chair.

The program material must include the following statement:

“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Physical Medicine and Rehabilitation.”

Fee for Co-Sponsorship with a Non-Physician Organization

\$1,000 + GST

Minimum Requirements for Program Approval

In order for the application to meet the standards for Section 1 approval, at a minimum the program must meet the following requirements:

1. The planning committee must be representative of the target audience, which helps ensure the relevance of the program.
2. The content of the program must be determined based on the learning needs of the audience. The learning needs can be determined through methods such as needs assessments, surveys, focus groups, interviews. Learning needs can also be determined through practice audits and self-assessments.
3. The learning objectives indicating what participants will learn or achieve as a result of the activity must be clearly outlined on the program materials. Learning objectives for each session are encouraged, and should be phrased in active terms and describe what the attendee will be able to do by the end of the CME event.
4. At least 25% of the scheduled time for the education activity must be interactive, allowing the exchange of ideas between participants and faculty.
5. There must be an evaluation of the activity. The evaluation should link the learning objectives with the participant’s practice to determine what participants have learned and how the information will change their practice.
6. The CMA Policy *Physicians and the Pharmaceutical Industry (Update 2001)* must be strictly followed. In particular:
 - All speakers must fully disclose any possible conflict of interest. This can be done verbally at the beginning of the presentation or by providing written documentation of their relationship with financial supporters in the event brochure.
 - All program content decisions must be made by the physician organizers.

- Travel, accommodation and personal expenses of participants must not be paid by industry sponsors. All funds from a commercial source must be in the form of an unrestricted educational grant payable to the organization responsible for the CPD activity.

Additional Information for Co-Sponsorship with Non-Physician Organizations

1. The ultimate accountability for content, educational and ethical standards lie with the CAPM&R.
2. The CAPM&R is responsible for maintaining records of attendance and providing attendees with certificates of attendance.
3. The CAPM&R will provide records of the CPD activity (materials, attendance) to the Royal College Credit Validation program upon request.