



**Canadian Cardiovascular
Society**

Leadership. Knowledge. Community.

**Société canadienne
de cardiologie**

Communauté. Connaissances. Leadership.

CPD Activity Approval Application Version 6.0

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Please direct inquiries to:

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CHECKLIST

Please use the checklist below to ensure you complete and submit all the necessary documentation

Checklist of supporting documents to be included with this application

- Needs Assessment documentation
- Planning Committee minutes (*if available*)
- Program template (Appendix A)
- Evaluation Form/Tool
- Budget (Appendix B)
- Conflict of Interest for Planning Committee (speakers to follow) (Appendix C)
- Faculty Honorarium Form (Appendix D)

Checklist of supporting documents to be submitted upon accreditation approval

- Honorarium Disbursements Form (Appendix F)
- Completed Faculty Honoraria Forms
- Conflict of Interest for Faculty (Appendix C)
- Copies of all promotional brochures/mail outs
- Copies of all on-site materials/handouts

Checklist of post-event documentation

- Registration list including, name, email, specialty for all attendees requiring certificates of attendance
- Summary of evaluation from attendees

References

Canadian Medical Association Policy: Link: [Guidelines for Physicians in Interactions with Industry \(Updated 2008\)](#)

Canada's Research-based Pharmaceutical Companies (Rx & D)
Policy - "Code of Ethics for Parties Involved in Continuing Medical Education"
[Relations between Medical Organizations and Business Corporations, January 2003](#)

[Conseil québécois de développement professionnel continu des médecins \(CQDPCM\) Policy](#)

Appendix A - Guidelines for Accreditation Statements, Acknowledgment of Funding, Use of CCS logo Policy

Appendix B - Conflict of Interest

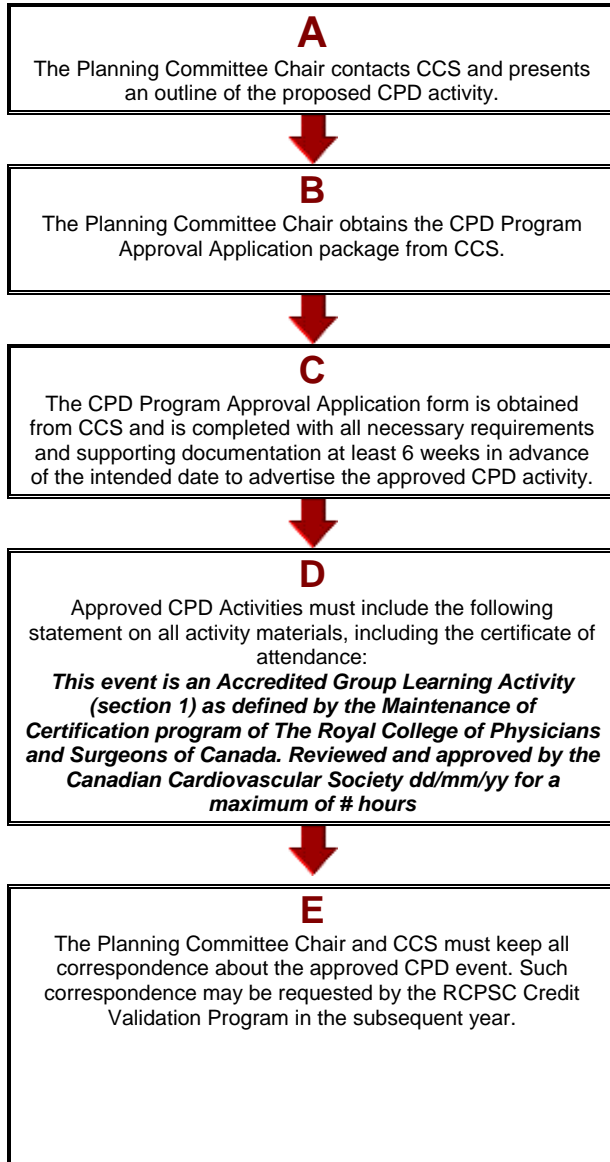
Appendix C - Budget

Appendix D - Program template

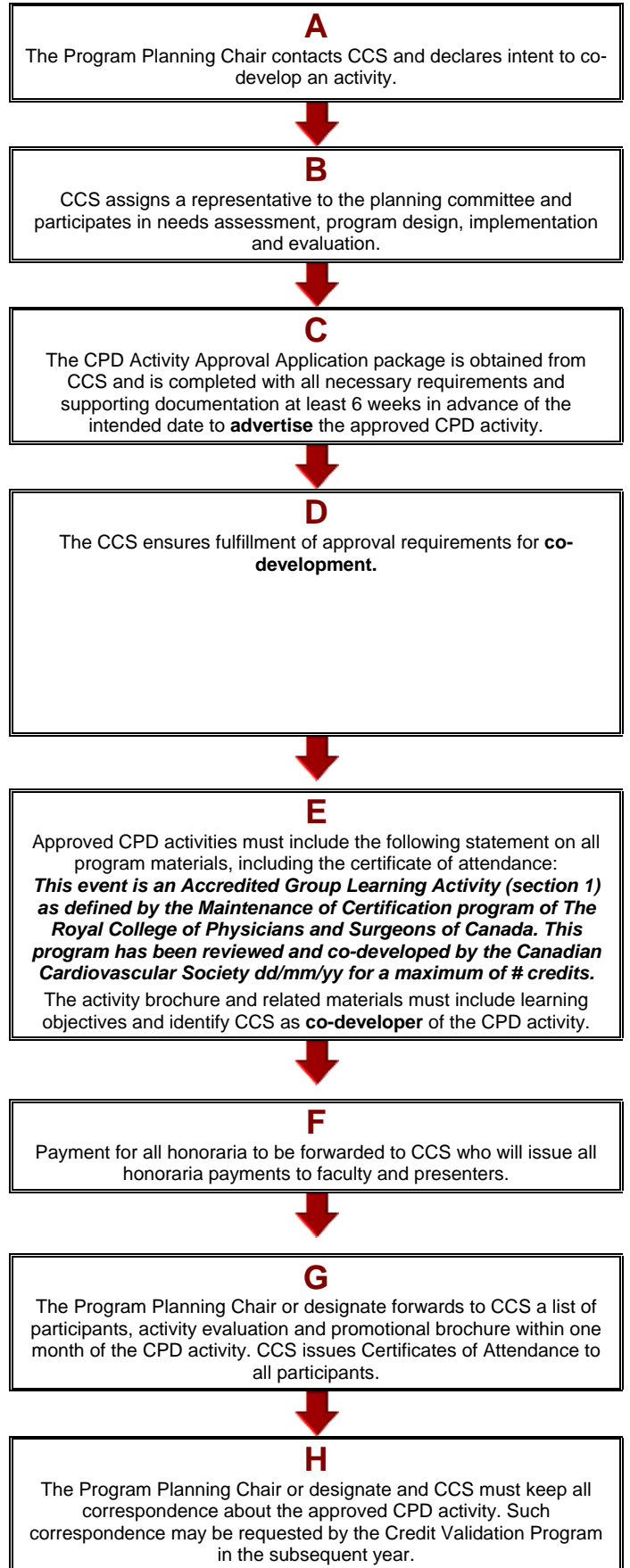
Appendix E - Faculty Honoraria form

Samples of Conflict of Interest slides and evaluation forms are available from CCS.

CCS Approval Process: Physician Organizations



CCS Approval Process: Non-Physician Organizations



INTRODUCTION

The Canadian Cardiovascular Society is a recognized provider of continuing professional development (CPD) for the Maintenance of Certification (MOC) program of the Royal College of Physicians and Surgeons of Canada. The CPD Activity Approval Application is developed and maintained by the Continuing Professional Development Committee of the CCS.

REQUIREMENTS FOR APPROVAL

In order for CCS to approve accreditation for a CPD activity under Section 1, the following requirements must be fulfilled:

Physician or Non-Physician Organizations Co-Developed Activities (see definitions on page 7)

At the program outset, in consultation with the applicant, **the CCS will designate a person to be appointed to the Planning Committee as the CCS Representative.** CCS will provide the Representative with an honorarium for their work on the planning committee. The CCS-designated member of the Planning Committee will participate fully in the activities of the Planning Committee including needs assessments, and program design, implementation, and evaluation. The CCS –designated member will be required to sign an agreement as part of the application process confirming that he/she agrees to carry out the responsibilities outlined by the CCS for this role. This includes adherence to the activity content and process requirements outlined here and communication with the CCS concerning the draft program and drafts of the promotional material. Contact CCS before initial planning begins to obtain approval to co-develop and to assign CCS Representative on the Planning Committee. Complete forms included within this application and submit to CCS.

Physician Activities

Ultimate accountability for content, educational and ethical standards lie with the physician organization. No CCS representative required. Complete forms included within this application and submit to CCS.

All activities:

The applicant will abide by the Canadian Medical Association policy, *Guidelines for Physicians in Interaction with Industry* and/or the “Relations between Medical Organizations and Business Corporations” guide developed by Conseil québécois de développement professionnel continu des médecins.

The information contained in the application shall be the product of the Planning Chair, who shall be responsible and accountable for compliance with the requirements for approval.

MANDATORY EDUCATIONAL REQUIREMENTS

A **Planning Committee** of specialists representing the target audience must be in place.

Criteria 1

The applicant will have conducted a formal **assessment of needs** to validate the need for the activity. (<http://rcpsc.medical.org/opd/moc-accreditation/accred-toolkit/index.php>)

Criteria 2

Learning Objectives describing what the participants will learn or achieve must be formulated from the needs assessment. (<http://rcpsc.medical.org/opd/moc-accreditation/accred-toolkit/index.php>). The learning objectives will be sent to presenters and moderators, advertised in the promotional materials and the final program, and, evaluated following the activity.

Criteria 3

The program for the learning activity will provide for a period for discussion and **interaction, which must be at least 25% of the time of the learning activity.**

Ethics & Finance

The applicant will ensure that any potential **conflicts are declared by the presenter, moderators, and members of the Planning Committee** and are conveyed to the respective audience within the printed/online program and/or as part of the presentation. Disclosure forms accompany this application. Any financial assistance provided to reimburse physicians or their families for attending an educational event would result in non-approval of this application.

Honoraria Payment Process

Faculty honoraria must be disbursed by the physician organization developing or co-developing the educational event. General sponsorship funds may be used to pay for speaker/faculty honoraria. However, specific sponsor cannot be linked to the speaker/faculty honoraria (CCS).

To meet Canada Customs & Revenue Agency regulations, CCS requires the Social Insurance Number or Business GST number of the recipient. Please have all recipients complete the Faculty Honorarium form included in this package. This form must be completed and returned to CCS prior to payment of honoraria. (Appendix D)

Prior to the learning activity, the non-physician organization provides the CCS with a list of the honoraria to be paid, with names and addresses of recipients, and a cheque for the total of all honoraria within five (5) business days of the end date of the learning activity. (Appendix F)

Criteria 4

An **evaluation** process for the activity must be in place and include the following:

- Evaluation of whether the learning objectives were met
- Identify what learning took place
- A question on whether audience noted any bias in the program or presentations
- Evaluation of the individual presenters and/or presentations (results to be communicated to them)
- Include this question “Did the activity comply with the Code of Ethics for parties involved in Continuing Medical Education
- Sample evaluation forms are available by contacting CCS or by visiting the following link:
<http://rcpsc.medical.org/opd/moc-accreditation/accred-toolkit/index.php>

General Information:

- When co-developing an activity, CCS requires copies of all Planning Committee minutes, promotional notices, on-site handouts, event materials, and website links related to the activity. The CCS will keep and provide records of the CPD activity (e.g., program materials, registration list of attendees, and a copy of the evaluation summary) to the Royal College of Physicians & Surgeons of Canada (RCPSC) Credit Validation Program on request or in the event of an audit by the RCPSC.
- **CCS will issue Certificates of Attendance to participants of all co-developed activities.**

Satellite events at Congress:

The CCS requests that presenters accept no more than 2 satellite speaking engagements in a given year. The intent of this guideline is to provide the best and broadest input of ideas possible into CME events, and to further identify and spotlight the widest range of talent across Canada. This policy is in response to feedback from attendees. We ask that all satellite planners and speakers work together to respect the guideline and its intent. Note that the limit on speaking engagements does not affect the number of times an individual can chair a session.

Submission process:

- Allow 6 weeks for processing this application.
- Please ensure that the application is complete and contains all the information and the signatures required.
- CCS section 1 approval will only apply to those additional program offerings and local sessions that occur within one year of the approval date.
- Breaks, meal functions and non-educational content is not included in calculating credit hours

The CCS reserves the right to request additional information to assist in the review.

Notification of Approval

Section 1 approval will be recognized by the following statement on the learning activity materials: “This event is an accredited group learning activity under Section 1 as defined by the Royal College of Physicians & Surgeons of Canada for the Maintenance of Certification program. Approved by the Canadian Cardiovascular Society: dd/mm/yy for a maximum of # credits.”

Refer to Appendix E for information on statements, acknowledgement of funding and use of CCS logo.

No reference may be made to the CCS or its' CPD approval system prior to the actual notification that approval has been granted. Do not state **"MOC/CPD credit applied for"** or similar wording in any preliminary documentation relating to the learning activity.

The CCS will notify the RCPSC that the event is accredited under Section 1 and will promote the learning activity through the Professional Development section on the CCS website (www.ccs.ca)

Both the applicant and CCS must retain a copy of the completed application.

Fee Schedule

Physician Organizations \$1,000 + GST

Non-Physician Organizations* \$7,500 + GST

Additional fee of \$750 for each recurrence of identical program offered within one calendar year

Satellite* \$7,500 + GST

**Fee includes honorarium to CCS Representative where applicable*

Payment in full must follow submission of your application

DEFINITIONS

The CPD Activity Approval Application for Section 1 learning activities is based upon the following definitions developed by the Royal College of Physicians and Surgeons of Canada (RCPSC):

Accredited Provider of CPD Activities

A national specialty society or university office of CME deemed by the Provider's Accreditation Review Team to satisfy Mission, Resource, Needs Assessment, Education Objective, Evaluation, Sponsor Relationship and Co-development guidelines of the RCPSC. An Accredited Provider can approve Section 1 programs submitted by either Physician or Non- Physician Organizations. CCS is an Accredited Provider of CPD Activities.

Approval of a CPD Activity

An accredited CPD provider approves a CPD Activity for Section 1 of the Maintenance of Certification program of the RCPSC.

Continuing Professional Development (CPD)

Incorporating and extending beyond traditional continuing medical education (CME), CPD includes learning opportunities wherein learners define competencies relevant to individual practice needs and a wide variety of education and content delivery formats are utilized

Continuing Professional Development (CPD) Activity

An educational event for specialists, which is based upon identified needs, has a purpose or objectives, and is evaluated to insure that the needs are met.

Co-development of a CPD Activity

Sponsorship of a CPD activity by two institutions or organizations when only one is an accredited provider. The accredited provider assumes responsibility for the CPD activity.

Physician Organization

A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, specialist physician members through:

- Continuing professional development;
- Provision of health care; and/or
- Research

This definition includes (but is not limited to) the following groups:

- Faculties of Medicine
- Hospital Departments or Divisions
- Medical Societies
- Medical Associations
- Medical Academies
- Health branch of the Canadian forces

Non-Physician Organization

All other groups not following within the definition of Physician Organization above. This definition includes pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, or other for-profit organizations and venture/activities.

Section 1 Group Learning Activities

Workshops, meetings, education sessions, courses and other group learning activities provided or sponsored by an Accredited Provider of CPD Activities.