



## Purpose

The purpose of this policy is to outline the requirements and the process for co-developing continuing professional development (CPD) educational activities by a non-physician organization directly with CCS.

## Background

Co-development is defined by the Royal College as the process by which two or more organizations-at least one of which must be a physician organization-prospectively collaborate to develop and implement an accredited educational activity, learning resource or tool. CCS will constitute as the physician organization for accreditation of all co-developed CPD activities.

## Requirement

- CCS **must** be involved in planning and all aspects of the CPD activity from the beginning of the development process.
- CCS is responsible to receive all financial and in-kind support for the development of the accredited CPD activity.
- CCS is responsible to identify the Chair for the Scientific Planning Committee (SPC).
- The Scientific Planning committee (SPC) chair is responsible for the selection of planning committee members. The SPC membership should be approved by CCS.
- CCS must be represented on the scientific planning committee.
- It is **encouraged** that all logistical support is provided by CCS.
- If required, the Scientific Planning Committee may outsource part of the logistics *upon* written approval from CCS.
- If any services are outsourced, all third-party relationships must be disclosed with a written contract/agreement outlining roles and responsibilities.
- Co-development of the CPD activity will be recognized by the following statement (in addition to the usual accreditation statements) on all program materials: **This [program/workshop/seminar/activity] was co-developed with [name of organization(s)] and was planned to achieve scientific integrity, objectivity, and balance.**
- **All involved parties are required to adhere to:**
  - » CCS Policy for Accreditation (Sponsorship or Co-Development).
  - » CCS Policy for Single Industry Funding. (Sponsorship or Co-Development).
  - » Co-Development policy and requirements set by the Royal College.
  - » CMA Guidelines for Physicians in Interactions with Industry 2021.
  - » The National Standard of Support for Accredited CPD Activities 2018.
  - » Third Party Contract/Agreement CCS Policy.
- CCS **must** be contacted, **before** the non-physician organization starts planning the educational offering, to discuss the possibility of establishing a co-development relationship.

- After initial consultation, the non-physician organization should provide CCS with a “letter of intent” outlining the following:
    1. Preliminary topic, title, and purpose of the proposed CPD Activity.
    2. Source of funding from for-profit and not-for-profit organizations (sponsors).
  - ***Non-physician organization is considered a third party that may be involved in logistics, if any.***
  - **Description of CPD activity including:**
    - » Intended target audience
    - » Delivery (webinar, live events, online, synchronous, or asynchronous)
    - » Length of the program
    - » Single event vs. reoccurring activity (include number of events per year)
    - » Available preliminary needs assessment
    - » Names and bios of suggested speakers if any (ultimate selection of speakers is at the discretion of the Planning Committee)
    - » Preliminary budget outline including sponsorship funds
1. Acknowledgment that a copy of this policy was reviewed and a commitment to adhere to all requirements and procedures.
  2. A non-refundable fee of \$2,500 should accompany the letter of intent.
  3. CCS Manager or delegate will review the “letter of intent” and provide a preliminary approval letter within 4 weeks in conjunction with an outline of additional CCS fees required for the co-development.
  4. Written contracts between the non-physician organization and CCS will be completed before any planning commence.
  5. Base funds to support the development of the CPD activity must be received by CCS prior to the planning process.
  6. Written contracts between CCS and all sponsors will be required.
  7. CCS will maintain full control of the scientific content and logistical support throughout the planning, development, and delivery of the CPD activity. This includes but not limited to planning committee selection, needs assessment, development of learning objectives, speaker selection, program design, implementation, and evaluation.
  8. Sponsor cannot participate in the planning process or be on the planning committee, select speakers nor be involved in the development of learning objectives.
  9. The CPD activity will be developed to meet all the administrative, educational requirements of all CCS Activities and those of the accrediting College (The Royal College of Physicians and Surgeons of Canada.)

**References:**

<https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/cpd-guidelines-process-for-codevelopment-with-accredited-provider.html>