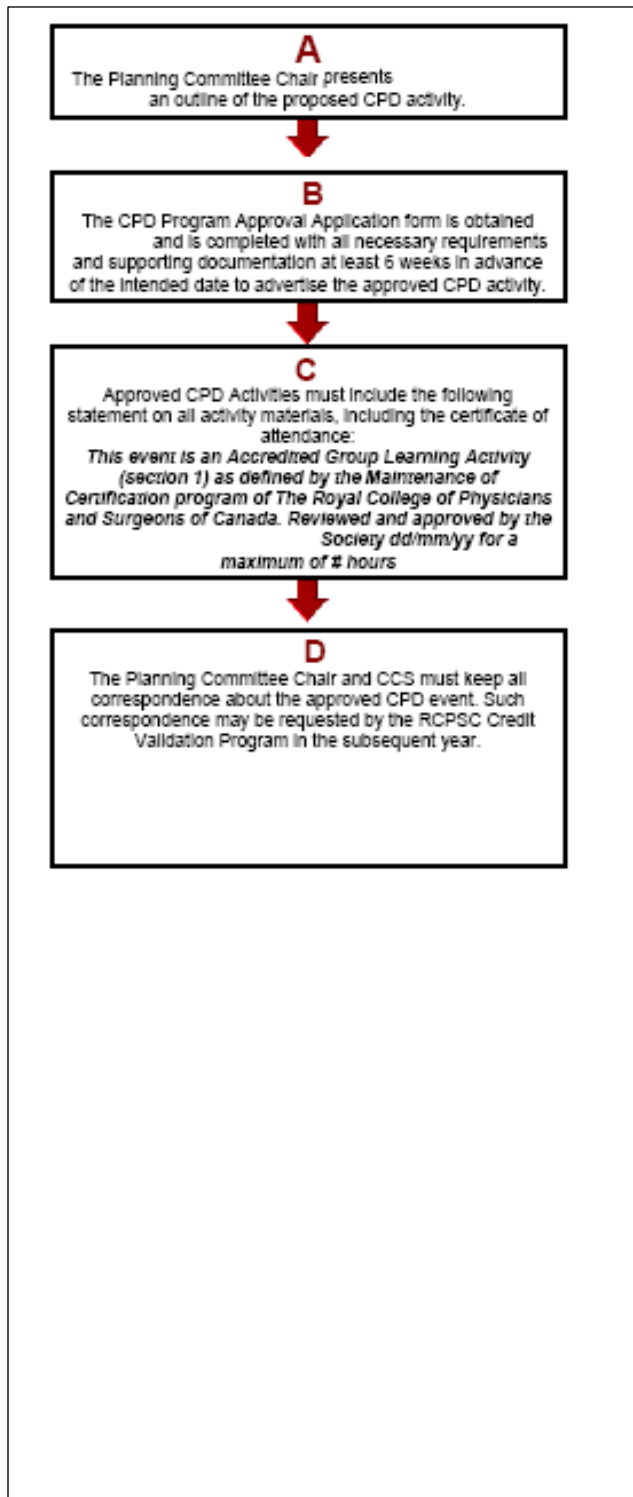


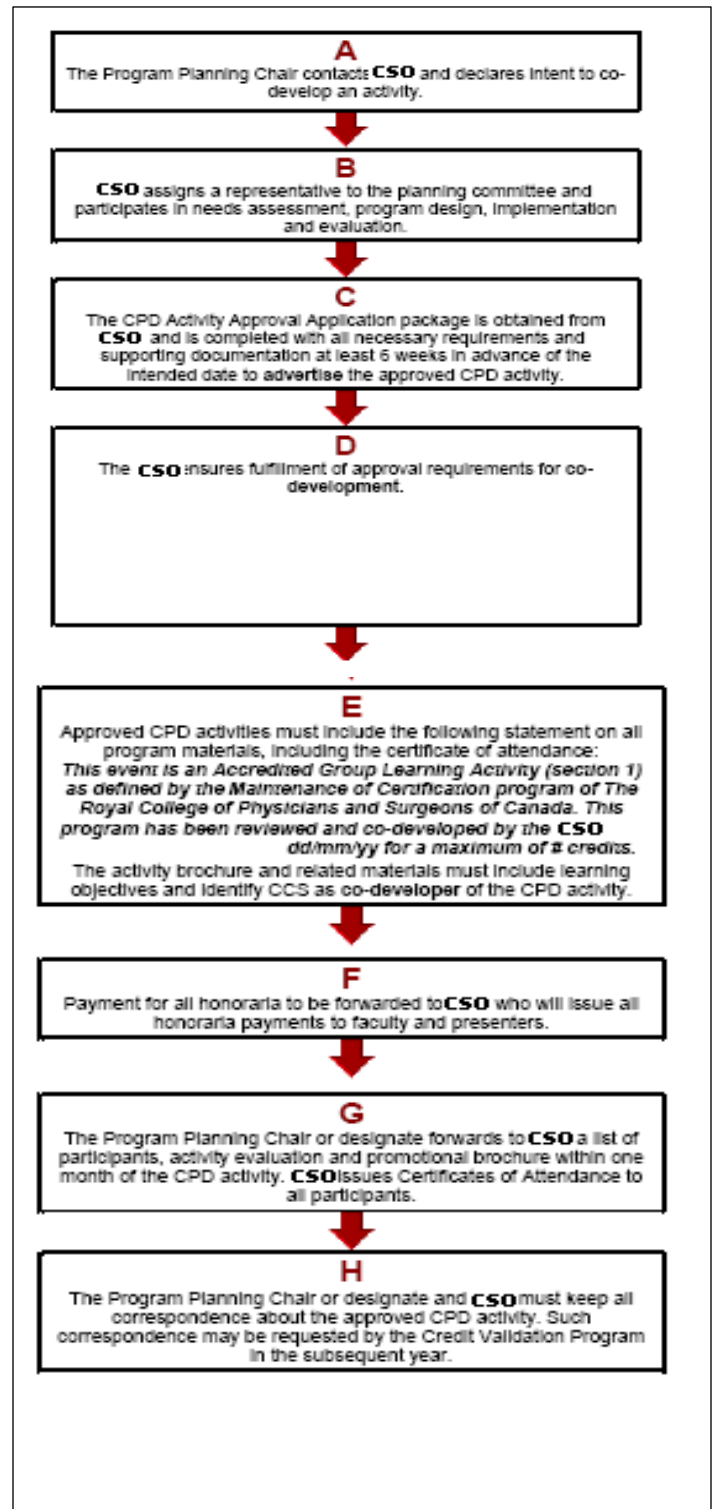


Policies and Procedures for Co-Development of CDP Activities with Physician and Non-physician Organizations

PHYSICIAN ORGANIZATIONS



NON-PHYSICIAN ORGANIZATIONS





Checklist of supporting documents to be included with the 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 E)
- 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

Key Hyperlinks

Canadian Medical Association Policy – Guidelines for Physicians in Interaction with Industry (2008) -

<http://policybase.cma.ca/dbtw-wpd/Policypdf/PD08-01.pdf>

Code of Ethics for parties involved in CME of the Conseil québécois de développement professionnel continu des médecins -

http://www.cemcq.qc.ca/en/documents/guide_ethique.pdf

Tools and resources for the development of learning objectives, various educational delivery methods, conducting needs assessments and creating evaluation tools –

<http://rcpsc.medical.org/opa/moc-accreditation/accred-toolkit/index.php>

Definitions and Guidelines

CSOHNS Mission Statement (revised May 2010):

<http://www.entcanada.org/10category10.asp>

CPD Activity Approval Application for Section 1 Learning Activities is based on the following definitions developed by the Royal College of Physician and Surgeons of Canada:

Accredited Provider of CPD Activities

A national specialty society of 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. The Canadian Society of Otolaryngology-Head and Neck Surgery is a recognized provider of continuing professional development (CPD) for 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 CSOHNS.

Continuing Professional Development (CPD)

Incorporating and extending beyond traditional continuing medical (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 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 Organizations

A physician organization is a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its 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
- Physician research organizations
- Health authorities not linked to government agencies

Types of Organizations NOT considered Physician Organizations

- Disease-oriented patient advocacy organizations (e.g. Canadian Diabetes Association)
- Government departments or agencies (e.g. Health Canada, Public Health Agency of Canada)
- Industry (e.g. pharmaceutical companies, medical device companies, etc.)
- Medical education or communications (MEC) companies (e.g. CME Inc.)
- "For-profit" on-line educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming.

Section 1 Group Learning Activities

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



Summary of Approval Process:

Physician Organizations for which the Planning Committee Chair is a member of CSOHNS

The Planning Committee Chair submits the CPD Program Approval Application package to the CSOHNS. Group Learning Application Form, Approval of Accredited Group Learning Activities: Section 1 of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification program (MOC) Application form. The latest version must be downloaded from the Royal College Website: http://rcpsc.medical.org/opa/forms/Section-1_application_form_e.doc. The application and all supporting documentation (see checklist) must be submitted at least 2 months in advance of the intended date. Approved CPD Activities must include the following statement on all activity materials, including the certificate of attendance: This (*insert* program, workshop or seminar) was co-developed with Canadian Society of Otolaryngology-Head and Neck Surgery and was planned to achieve scientific integrity, objectivity and balance. 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. This program has been approved by the CSOHNS (*insert* date) for a maximum of (*insert* #) hours.

The Planning Committee Chair and the CSOHNS must keep all documents and correspondence related to the approved CPD event for at least 5 years.

Other physician organizations or non-physician organizations

The Program Planning Chair contacts CSOHNS and declares intent to co-develop an accredited educational activity.

CSOHNS assigns at least one and up to three, representatives to the planning committee. The assigned representative(s) is/are active member(s) of the CPD committee of the CSOHNS and will actively participate in the needs assessment, program design, implementation faculty selection as well as evaluation of the educational activity.

Group Learning Application Form, Approval of Accredited Group Learning Activities:

Section 1 of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification program (MOC) Application form. The latest version must be downloaded from the Royal College Website: http://rcpsc.medical.org/opa/forms/Section-1_application_form_e.doc. The application and all supporting documentation (see checklist) must be submitted at least 2 months in advance of the intended date.

The CSOHNS ensures fulfillment of all approval requirements for co-development.

Payment for all honoraria has to be forwarded to the CSOHNS who will issue all payments and reimburse expenses of the faculty and presenters.

Approved CPD Activities must include the following statement on all program materials, including the certificate of attendance: This (program, workshop or seminar) was co-developed with the Canadian Society of Otolaryngology-Head and Neck Surgery and was planned to achieve scientific integrity, objectivity and balance. 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. This program has been approved by the CSOHNS (*insert* date) for a maximum of (*insert* #) hours.



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The Program Planning Chair forwards to CSOHNS a list of all participants, activity evaluation and promotional brochure within one month of the CPD activity.

CSOHNS issues Certificates of Attendance to all participants.

The Program Planning Chair and CSOHNS must keep all documentation and correspondence about the approved CPD activity for at least five years from the date of the activity.

CSOHNS reserves the right to reject any incomplete application, or any application that does not comply with all regulations as well as the mission of the CSOHNS. A rejected application may not be reconsidered for resubmission. The CSOHNS reserves the right to request additional information to assist in the review process.

Requirements for Approval of Co-Developed Activities

In order for the CSOHNS to approve accreditation for a CPD co-developed activity by a Physician or Non-Physician Organizations, the following requirements must be fulfilled:

At the program outset, in consultation with the applicant, the CSOHNS will designate a minimum of one, and up to three persons to be appointed to the Planning Committee as the CSOHNS Representative(s). The designated member(s) will participate fully in the activities of the Planning Committee including needs assessments, program design, implementation, faculty selection, and program evaluation. Completed forms included within the application have to be submitted to the

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

The applicant has to 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.

When co-developing an activity, CSOHNS requires copies of all Planning Committee minutes, promotional notices, on-site handouts, event materials and website links related to the activity. The CSOHNS 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 and Surgeons of Canada Credit Validation Program on request or in the event of an audit by the RCPSC.

CSOHNS will issue Certificates of Attendance to participants of all co-developed activities.

Please allow 8 weeks for processing this application. Please ensure that the application is complete and contains all the information and the signatures required.

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.

Criteria 2

Learning Objectives describing what the participants will learn must be formulated from the needs assessment. The learning objectives have been listed in the promotional materials and the final program, and, are to be evaluated following the activity.

Criteria 3

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

Ethics and 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 are provided and must 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

Physician organization developing or co-developing the educational event: Faculty honoraria must be disbursed by the CSOHNS or the physician organization developing or co-developing the educational event. Specific sponsorship cannot be linked to the speaker/faculty honoraria. CSOHNS requires the Social Insurance Number or Business GST number of the recipient.

Non-physician organization: Prior to the learning activity, the non-physician organization provides the CSOHNS with a list of the honoraria to be paid, with names and addresses of recipients, and a cheque for the total of all honoraria prior to the end date of the learning activity.

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 (results to be communicated to them).
- A question as to whether the activity complied with the Code of Ethics for parties involved in Continuing Medical Education

Notification of Approval

Section 1 approval will be recognized by the following statement on the learning activity materials: This (program, workshop or seminar) was co-developed with the Canadian Society of Otolaryngology-Head and Neck Surgery and was planned to achieve scientific integrity, objectivity and balance. 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. This program has been approved by the CSOHNS (*insert date*) for a maximum of (*insert #*) hours.



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No reference may be made to the CSOHNS 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 working in any preliminary documentation relating to the learning activity. The CSOHNS 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 CSOHNS website.

Both applicant and the CSOHNS must retain a copy of the completed application for a minimum of 5 years after the event.

Fee Schedule

Physician Organization with CPD Chair member of CSOHNS – No Charge

Other Physician Organizations - \$500 + HST/GST

Non-Physician Organization - \$10,000 + HST/GST (with an additional fee of \$1,000 for each recurrence of identical program offered within one calendar year)

(2) Original policy framework inspired from the Canadian Cardiovascular Society