Prior to developing a CPD activity, we strongly recommend to review and to follow the CPD Planning Process displayed below. To facilitate and expedite the accreditation/certification process and to safeguard attaining CPD credits for your activity, please ensure to follow the planning process described:

- CPD criteria for accreditation mandates to collaborate with a physician organization prior to developing a program. Physician organizations may also co-develop activities with non-physician organizations or an accredited CPD provider; [Definition of a Physician Organization](#)

- The SPC must ensure that funds received are in the form of an educational grant payable to the SPC/physician organization.

- To safeguard the integrity of CPD activities from the influence of sponsoring/funding organizations that could lead to bias, selection of the Scientific Planning Committee (SPC) must be achieved by consulting with the physician organization. To develop/plan a CPD activity to be held in Quebec and is funded by commercial entities, ensure to engage two Committees: 1) Scientific Planning Committee and 2) Organizing Committee; [Scientific Planning Committee (SPC): Chair, Selecting Members and Responsibilities](#)

- It is mandatory that the SPC conducts a needs assessment of the target audience; [Conducting a Needs Assessment](#)

- The SPC must determine/create the educational goals and learning objectives according to the needs assessment results; [CFPC - Criteria on Learning Objectives](#)

- The SPC must have control over and assume responsibility for topics, content and presenter selection, appropriateness of the learning format and environment for learning;

- The SPC will review content and ensure that key references are listed to provide evidence for all claims made.
  - The SPC will manage/review the conflict of interest and the scientific validity and objectivity of the content. Ensuring that there will be no industry influence over any of the planning, developing and implementing aspects of the activity; [Template - PPT - Displaying COI and Learning Objectives](#)
  - The SPC is responsible to ensure that content presented avoids copying images, videos, tables, cartoons, and graphs from copyright publications; [Copyright Criteria for PowerPoints](#)
Submitting the Accreditation/Certification Package and Supporting Documentation:

- The Chair of the SPC is responsible for the signing and submitting the CPD Accreditation/Certification Application Form and submitting mandated supporting documentation to the Continuing Professional Development Office (CPD);
  [CPD Accreditation/Certification Application Form; CPD Accreditation/Certification Step-by-Step Guide]
- The SPC must ensure that all resource persons, including the SPC members, communicate (verbal and with slides) a statement on conflict of interest to the audience;  [Quick Tips for Speakers]
- The SPC will ensure to have processes/strategies in place for managing/mitigating identified conflicts of interest: [Strategies for Mitigating COI]

Submitting the Post-Program Documentation:

No later than eight (8) weeks following the completion of the activity, the Chair of the SPC will complete a final report to be submitted to the Continuing Professional Development Office (CPD). The completed Final Report Form and all supporting materials are mandated to finalize the accreditation/certification process.

- The SPC is responsible for conducting evaluations for individual sessions and the overall program;
  [Final Report Form]

CPD Accreditation/Certification Criteria:

- College of Family Physicians of Canada (CFPC): Understanding MAINPRO+ Certification
  [CFPC - Understanding MAINPRO+ Certification]
- Royal College of Physicians and Surgeons of Canada (RCPSC): Maintenance of Certification (MOC)
  [RCPSC - Maintenance of Certification]
- National Standards for Support of Accredited CPD Activities
  [National Standards - Accredited CPD Activities]
- Canadian Medical Association’s (CMA) Guidelines for Physicians in Interactions with Industry
  [CMA Guidelines - Physicians in Interactions with Industry]
- Le Conseil Québécois de développement professionnel continu des médecins (CQDPCM): 2016 Code of Ethics for parties involved in Continuing Medical Education
  [CQDPCM - 2016 Code of Ethics]

Accreditation/Certification – Frequently Asked Questions (FAQ’s)

- Royal College of Physicians and Surgeons of Canada - RCPSC
  [Royal College Accreditation Toolkit - FAQ's]
- The College of Family Physicians of Canada – CFPC
  [College of Family Physicians - CPD FAQ’s]
- College of Family Physicians - Commonly Referenced Resources
  [CFPC - Commonly Referenced Resources]
- National Standard for Support of Accredited CPD Activities
  [RCPSC - FAQ's for Implementation of CPD National Standards]
  [CFPC - FAQ's for Implementation of CPD National Standards]

For questions regarding McGill CPD accreditation criteria, contact our accreditation advisor via email at [cpd.med@mcgill.ca](mailto:cpd.med@mcgill.ca)