



CPD ACCREDITATION/CERTIFICATION APPLICATION FORM

Continuing Professional Development (CPD) Faculty of Medicine, McGill University

The Continuing Professional Development (CPD) Office, McGill University, is accredited by the Committee on Accreditation of Continuing Medical Education (CACME) and is an accredited CPD provider for the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

McGill CPD Office Mission Statement:

The CPD Office accredits continuing medical education/professional development activities for health care professionals and provides continuing professional development for physicians in order to sustain their competence in the CanMEDS roles in caring for the diverse patient populations in Quebec's practice environment. The CPD Office contributes to lifelong learning by means of relevant and learner-centered onsite and distance educational programs. It carries out research and scholarship driven by and contributing to best practices.

Prior to Developing/Planning a CPD Activity:

We strongly recommend to read the CPD Planning Process: [CPD Accreditation/Certification Planning Process](#)

Learn about CPD Updates: [CPD Updates](#)

Helpful Templates to Help Plan an Activity :

Evaluation Forms:

[TEMPLATE - Evaluation Form - Per Presentation](#)

[TEMPLATE - Evaluation Form - Several Presentations](#)

Participant Lists:

[TEMPLATE - Excel Spreadsheet – All Participants List](#)

[TEMPLATE - Excel Spreadsheet – All Participants List - Per Date](#)

Sign-In Sheet:

[TEMPLATE - Sign-in Sheet](#)

Certificate Request Form:

[Certificate Request Form](#)

Conflict on Interest Form – To be completed by all Resource Persons:

[Conflict of Interest Form](#)

Completed Conflict on Interest Form - Listing

[Activity Resource Person List - Completed COI Forms Submitted](#)

Final Report Form:

[Final Report - Submit 8 weeks after the end of the accreditation period](#)

Conflict of Interest and Learning Objectives Slides:

[TEMPLATE - Conflict of Interest and Learning Objectives Slides](#)

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](#)

CPD 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](#)
[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](#)

CPD McGill University Policies and Documentation:

- <http://cme.mcgill.ca/policies/current.php>
- <http://cme.mcgill.ca/php/documents.php>

CPD CRITERIA:

The aim of the CQDPCM code of ethics is to safeguard the integrity of CPD activities from the influence of sponsoring organizations that could lead to bias. Accordingly, to develop and plan a CPD activity, in particular for activities being held in Quebec, ensure to engage two (2) Committees:

1. Scientific Planning Committee (SPC): includes representatives of the target audience and as such consists of members of the RCPSC and/or members of the CFPC. The SPC does not include representative(s) of commercial interests. **View our Quick Tips for SPC document:** [Quick Tips - Scientific Planning Committee \(SPC\)](#)
2. Organizing Committee: is responsible for planning, organizing and managing a CPD activity and as such consists of scientific planning committee member(s) and administrative staff and/or organization on behalf of a physician organization.

To apply for Accreditation/Certification:

- You **must** develop/co-develop the program with a physician organization/accredited CPD provider. Physician organizations may also co-develop activities with non-physician organizations or an accredited CPD provider. (see definition of a physician organization on page 3 and 4)

- The SPC conducted a needs assessment of the target audience. [Conducting a Needs Assessment](#)
- The activity objectives have been defined according to the needs assessment results. [CFPC - Criteria on Learning Objectives](#)
- The SPC had/has control over and assumes responsibility for topics, content and presenter selection; appropriateness of the format and environment for learning; conflict of interest management and the scientific validity and objectivity of the activity. There was/will be no industry influence over any of the planning aspects for this activity. [Template - PPT - Displaying COI and Learning Objectives](#)
- The SPC had/has the responsibility to ensure that content presented avoids copying images, videos, tables, cartoons, and graphs from copyright publications. Copyright Criteria:
 - Use your own material. Avoid copying images, videos, tables, cartoons, and graphs from copyright publications. If you do need to do so, it is best to redraw graphs and tables and fully reference the source on the slides;
 - No patients' images permitted, unless you have written consent and/or the patient cannot be identified. Also there should be no names, hospital numbers or other patient IDs on your content;
 - If you use material from other sources, reference the slide(s): (e.g. table/graph name of journal article)
- The SPC had/has the responsibility to ensure that content lists key references providing evidence for all claims made.
- Appropriate evaluation will be conducted and includes an opportunity to evaluate the activity. Including: assessment of bias; learning objectives; reflection; balance and identification of the CanMEDS roles.
- A minimum 25% of the activity is defined as interactive learning.
- Presenters were/will be provided with specific instructions regarding the criteria for disclosing conflicts of interest to participants; Guidelines provided include: [CMA Guidelines for Physicians in Interactions with Industry](#), the [Innovative Medicines Canada Code of Ethical Practices](#); and for programs delivered in Quebec the [Code of Ethics for Parties involved in Continuing Medical Education of the Conseil Québécois de développement professionnel continu des médecins?](#)
View our Quick Tips for Speakers document: [Quick Tips - CPD Speaker](#)
- All funding organizations will be identified to participants using appropriate sponsor acknowledgement. Exhibits will be located in a separate room from the educational activity. No tagging is permitted; On promotional materials, sponsors will be acknowledged using the following criteria (not permitted on material containing educational content): "This program has received an educational grant from (name of funding organization(s))"; The sponsors will be listed in one place and will be displayed with the same font: identical appearance and font size; No logos are permitted; Content will enclose generic product names and no commercial names are permitted, a balanced view of therapeutic options will be presented and will be free of commercial bias.
- Budget Transparency: all sources of revenue, expenses and intent for any profits related to this activity (detailed budget, letter of agreements, etc....) must be submitted to the CPD office for review. Kindly ensure that all funds received in support of this activity were provided in the form of an educational grant payable to the physician organization for management and disbursement.
- Declaration of potential conflict of interest forms (CoI) will be completed by the SPC and organizing committees and all resource persons. All completed CoI forms must be submitted with the completed certification application form to the McGill CPD Office for review.

- Processes/strategies for managing/mitigating identified conflicts of interest are required to have in place: [Quick Tips - Mitigating Identified Cols](#)

DEFINITION OF A PHYSICIAN ORGANIZATION: [Definition of a Physician Organization](#)

As per the CQDPCM Code of Ethics: A for-profit or non-profit organization that has more than one health care professional as a member.

Types of organizations that are considered Physician Organizations:

- Educational institutions
- Medical clinics
- Professional associations, scientific organizations and physician groups
- Faculties of medicine
- Other medical organizations at the provincial or national level

As per the National Standards for Support of Accredited CPD Activities: 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
- Research

Types of organizations that are considered Physician Organizations:

- Faculties of medicine
- Hospital departments, units or divisions: **NOTE:** Hospitals are not considered Physician Organizations
- Medical (specialty) societies
- Medical associations
- Medical academies
- Physician research organizations
- Health authorities not linked to government agencies

Types of organizations that are not considered Physician Organizations:

- Industry: pharmaceutical companies and their advisory groups, medical and surgical supply companies, medical device companies, communication companies and other for-profit organizations
- Government departments or agencies (e.g. Health Canada, Public Health Agency of Canada, CIUSS, etc...)
- For-profit online educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming
- Disease-oriented patient advocacy organizations (e.g. Canadian Diabetes Association)

Three (3) physicians from the same department within a faculty of medicine that are developing the activity as members of the department are considered to be a physician organization. If the three physicians are from different departments within a faculty of medicine, the group cannot be equated as a physician organization because physician organizations must have a formal governance structure, accountable to and serving, among others, its specialist physician members.

Under the current CPD National Standards, the physician organization is responsible for the management and disbursement of funds, including honoraria payments to all resource persons; payment of honoraria cannot be delegated; it is the responsibility of the physician organization developing the CPD activity.

CQDPCM CODE OF ETHICS - ACTIVITIES HELD IN QUEBEC:

As per the CQDPCM code of ethics, CPD accredited and non-accredited must comply with the following:

Logos or tagging are not permitted:

- It is not permissible to include logos within the header or footer for PowerPoint slides, handouts, etc.
- It is not permissible to use colors and/or color schemes commonly associated with a company and/or one or more of its products for PowerPoint slides, handouts, etc.
- Funding organizations must be listed together in one location at the same time in the activity materials without logos; the names must all be the same size; the names must all be the same font.
- Funding organizations booths should be located in a separate room from conference rooms where education content is being presented.
- Funding organizations may be disclosed on materials not containing educational content or accreditation statements as per the following: This program has received an educational grant from.....

FINANCIAL CONSIDERATIONS:

It is mandatory to link with a physician organization prior to developing a program.

- All financial contributions made from all sources (example: pharmaceutical, government agency, physician organization, medical department, etc....), must be made in the form of an educational grant payable to a physician organization and must be disclosed to the CPD provider via this application form.

APPLICATION REVIEW FEES:

An invoice or quote indicating all fees (processing fee, type of event fee, and etc..., + applicable taxes) linked to your activity will be submitted to you once the accreditation/certification review process has been completed

NEW - our invoicing system has changed, please see the classifications listed below to identify which system applies to you.

1. External to McGill:

McGill's Accounts Receivable Office will be sending you a detailed invoice with all applicable fees.

2. Hospital Departments: This is a hospital policy.

We require a Purchase Order number (PO) document from your Purchasing Department. **Request to be made once you receive a quote from our Office at the end of the accreditation review process.** Please issue the PO number under the Vendor/Supplier indicated below:

McGill University
Accounts Receivable
3465 Durocher St., Suite #323
Montreal, QC H2X 0A8

Contact: Maria Anania – maria.anania@mcgill.ca
Telephone: 514-398-2311 | Fax: 514-398-1327

3. McGill University Offices/Units - paying via FOAPAL:

The CPD Office will be sending you a detailed invoice with all applicable fees. Insert the FOAPAL to be charged on page 29 Note: Invoices paid via FOAPAL are GST and QST exempt

APPLICATION SUBMISSION DEADLINE:

This completed CPD Accreditation/Certification Application Form, including all supporting documents, must be submitted 8 weeks prior to the start date of the activity. NOTE: all required supporting documents are to be submitted at the same time as the application form.

- Approval and accreditation/certification are not retroactive.
- Organizers who fail to submit their completed application form and all supporting materials prior to the deadline might not receive approval in time for their first session.
- Organizers must submit the completed accreditation/certification application form and all supporting materials at the same time. Late fees will apply if the application form and/or supporting documents are received less than 8 weeks prior to the start date of the activity. Should the McGill CPD Office receive missing documents less than 8 weeks prior to the start date of the activity, late fees will apply.

Ready to Submit a CPD Application Form

Step-by-Step Guide of the McGill CPD Accreditation Process:

[Step-by-Step Accreditation/Certification Guide](#)

Submit your accreditation/certification application form and supporting materials via email: cme.med@mcgill.ca

[Should you be submitting your accreditation application form and supporting material via Drop Box or another file hosting service, please ensure to provide access for at least a 4 week duration and admission to multiple users.](#)

Continuing Professional Development (CPD)

McGill University

TEMPORARY ADDRESS:

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Montreal, QC H2W 1S6

CPD Web Site: <http://cme.mcgill.ca>