



## DECLARATION OF ACCOUNTABLE PHYSICIAN

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The accountable physician is the chair or member of the scientific planning committee (SPC) representing the physician organization, and as such agrees to assume ultimate responsibility for upholding the accreditation/certification standards and for following the UBC CPD Guidelines for Support in preparing and implementing the CPD activity.

### Ethical Standards

- The physician organization is accountable for the program in its entirety and assumes responsibility for finances, topics, content and presenters, and ensures the scientific validity and objectivity of the program
- A scientific planning committee (SPC) has been appointed by the physician organization, representative of target audience including RCPSC specialist(s) and/or CFPC family physician(s)
- SPC does not include any representative of commercial interests, and ensures there is no industry influence over topics, content or speaker selection
- If co-developed, the physician organization maintains control over all aspects of the planning and finances
- SPC meeting minutes are kept, with dates and attendees
- Faculty are informed of accreditation/certification standards (eg. speaker letter)
- Content and materials meet professional standards and legal requirements, including the protection of privacy, confidentiality and copyright
- Budget details expenses, revenue, and plan for surplus or deficit
- Disclosure forms are completed by the SPC and submitted to UBC CPD for review
- The SPC reviews the disclosures completed by the presenters and ensures appropriate conflict of interest management
- Presenters disclosure to participants, both in slides (disclosure, management) and verbally
- All disclosures of both planners and presenters are summarized and made available to all participants (eg. program website, page in program, etc.) for transparency
- Unaccredited/uncertified activities are listed separately, and announcements of them should not be distributed to participants by the physician organization
- A registration fee must be charged when a CPD activity has commercial support
- Sponsorship follows the UBC CPD Guidelines for Support. If commercial sponsorship, the prospectus outlines all sponsorship opportunities, and sponsorship agreements are signed and countersigned

### Educational Standards

- Needs assessment of the target audience has been conducted by the SPC to inform content development
- Group Learning includes minimum 25% interactivity OR Assessment activities assess learner knowledge/performance
- Learner-centered objectives are developed for overall program and individual sessions, address identified needs, and are included in program materials
- Agenda is confirmed and credit hours counted
- Presenters include references in their presentations of evidence used to create content
- Barriers to change are discussed in educational design (*Mainpro+ only*)
- Proper evaluation is conducted and includes opportunity for participants to assess bias, learning objectives, balance and reflect on practice impact and used by SPC to inform future needs assessments

### Administrative Standards

- All participants must be able to register and receive a receipt or record of registration, and attendance records are kept by the physician organization for 6 years
- Certificates including the appropriate approval statement(s) are provided to all attendees

### DECLARATION

- I \_\_\_\_\_ (PRINT NAME) accept responsibility for upholding the accreditation/certification standards outlined in the UBC CPD Planning Guide on behalf of the physician organization.
- I certify that the [UBC CPD Guidelines for Support of Accredited/Certified CPD Activities](#) have been met in preparing for this CPD Activity.

**X**\_\_\_\_\_  
**Signature of Accountable Physician**\_\_\_\_\_  
**Date**