



## 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 responsibility for upholding the educational, and administrative standards for accreditation/ certification and for following the UBC CPD Ethical Standard 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.
- If co-developed, the physician organization maintains control over all aspects of the planning and finances.
- A scientific planning committee (SPC) has been appointed by the physician organization, consists of a minimum of two practicing physicians, and is representative of target audience including RCPSC specialist(s) and/or CFPC family physician(s).
- SPC excludes representatives of health care/pharmaceutical industry commercial interests (HPI), and ensures there is no industry influence over topics, content or speaker selection.
- The SPC has a procedure for addressing non-compliance.
- Recommendations for patient care are based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
- Content contributors (presenters, authors, instructional designers, facilitators, moderators, etc.) are informed of accreditation/certification standards (e.g. speaker communications)
- Budget details expenses, revenue, and plan for surplus or deficit.
- Disclosure forms are completed by all SPC members and all content contributors. Disclosures of SPC members are submitted to UBC CPD for review.
- SPC reviews all disclosures, including each other's, and ensures appropriate conflict of interest (COI) management.
- Relevant financial relationships are disclosed to participants; for speakers, both written and verbally.
- Content and materials meet professional standards and legal requirements, including the protection of privacy, confidentiality and copyright.
- Unaccredited/uncertified activities are listed separately, and announcements of them should not be distributed to participants by the physician organization.
- If the CPD activity has commercial sponsorship, management follows the UBC CPD Ethical Standards, Element 4.

### 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.
- Educational materials include references to 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 on behalf of the physician organization.
- I certify that the UBC CPD Ethical Standards have been met in preparing for this CPD activity.

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Signature of the Accountable Physician

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Date