UBC CPD
CONTINUING PROFESSIONAL DEVELOPMENT
FACULTY OF MEDICINE

APPLICATION FOR ROYAL COLLEGE (RCSPC) MOC CREDITS

PROGRAM DETAILS

Type and number* of credits sought for this CPD Activity

Credit Type	**# credit hours**
☐ MOC Section 1 Credits	_____
☐ MOC Section 3 Credits	_____

Number of credits requested is the number of hours of learning activity, excluding lunch and breaks.

Title of CPD activity _____

Venue/Location _____

Date(s) _____

Frequency (if more than once) _____

Number of Participants _____

Previous Applications

Has this organization received accreditation or certification from UBC CPD before?   ☐ Yes ☐ No

If "Yes" selected above, please list date(s) and name(s) of recently accredited/certified programs.

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Expedited

Is this application expedited (processing under 4 weeks)? See Fees for options.   ☐ Yes ☐ No

ETHICAL STANDARDS

Physician Organization

The CPD Activity must be developed by the physician organization requesting accreditation/certification. The physician organization develops the CPD Activity from needs assessment through to evaluation, is responsible for finances, selecting topics, content and presenters based on target audience needs, ensures the scientific validity and objectivity of the program, and appoints a Scientific Planning Committee (SPC).

Please confirm that this organization fits the stated definition of a Physician Organization:

☐ Yes, this organization fits the stated definition of 'Physician Organization'
☐ No, the organization does not fit the stated definition of 'Physician Organization'
Warning: If no, this activity will not comply with the Accreditation/Certification Standards and this application cannot proceed.

Name of physician organization that developed the CPD Activity:

Name of Physician Organization	
Address	
Email	
Phone	
Website	

UBC FoM

Is the physician organization a Department or Division within the University of British Columbia (UBC) Faculty of Medicine?
☐ Yes, the physician organization a UBC FoM Department or Division
☐ No, the physician organization is not a UBC FoM Department or Division

For Mainpro+: UBC FoM Affiliation

Is this a UBC-Affiliated CPD activity, denoted by a UBC Faculty of Medicine member on the SPC?
☐ Yes, there is a UBC Faculty of Medicine member representing UBC CPD
☐ No, there is no UBC Faculty of Medicine member on the SPC
Warning: If no, this activity will not comply with the Accreditation/Certification Standards and this application cannot proceed.

Co-Development

Is this CPD Activity being co-developed?

      ☐ Yes, this CPD Activity has been co-developed and the physician organization is fully responsible

      ☐ No, this CPD Activity has not been co-developed

If yes, enter the name of the **Co-Developing Organization**:

Scientific Planning Committee (SPC)

Accountable Physician

The accountable physician is the chair or member of the SPC representing the physician organization.

Name	
Organization	
Address	
Tel/Email	
Contact Name	
Contact Tel/Email	

List all members of the SPC, including their medical specialty or health profession. SPC membership must include one or more active member(s) of the College(s) for respective credit categories requested, and be representative of the target audience. UBC CPD requires a minimum of two physicians to sit on the SPC.

Names of SPC members	List specialty/family physician, or other health profession

Control of Content

Control of Content

Describe the process by which the SPC maintained control over the CPD program elements including: needs assessment, development of learning objectives, selection of educational methods, speakers, moderators and facilitators, development and delivery of content, and evaluation of outcomes:

Validity and Objectivity

Describe the process used to ensure the content developed for this activity is scientifically valid, objective, and balanced across relevant therapeutic options?

Informing Faculty of Standards

What is the process to inform persons involved with developing and delivering CPD content (e.g. speakers, moderators, facilitators, instructors, authors) of the accreditation/certification standards for which they are responsible? (Eg. Speaker Letter)

Disclosures

Disclosures of SPC

Outline the scientific planning committee's process for the collection and management of each others' financial relationships, including consideration of how they might be relevant to the CPD activity. Describe how this information is collected and disclosed to the physician organization and to learners attending the CPD activity.

Outline the scientific planning committee's process for the collection and management of the relevant financial relationships of speakers, authors, moderators, and facilitators. Describe how this information is collected and disclosed to learners attending the CPD activity.

COI Management

How are conflicts of interests handled?

Financial Accountability

Budget

Please submit the program budget with the application detailing all revenue (eg. registration and sponsorship) sources and expenses. Include any departmental/internal coverage for or in-kind support.

Financial Accountability

Does the physician organization retain overall accountability for the finances of the activity?

☐ Yes, the physician organization retains overall accountability for the finances

☐ No, the physician organization does not retain overall accountability for the finances

Warning: If no, this activity will not comply with the Accreditation/Certification Standards and this application cannot proceed.

Payment Process

Are payments of travel, lodging, and/or honoraria for SPC members, speakers, moderators, and/or facilitators made by the physician organization alone?

☐ Yes, the physician organization makes the payments

☐ No, the physician organization does not make the payments

If the responsibility for payments is delegated to a non-profit third party, please describe how the physician organization retains overall accountability for these payments:

Revenue

What is the intended purpose for any generated revenue?

Departmental/Internal Funding

Is this program internally funded or receive departmental support? (ie. program costs are fully or partially covered by the physician organization)

☐ Yes

☐ No

Registration Fee

Enter the approximate range of fees expected. (A registration fee must be charged when a CPD Activity has commercial support.)

Sponsorship

Has any financial or in-kind support been solicited from any for-profit or not-for-profit sponsors for this CPD activity?

☐ Yes

☐ No

If no SKIP to Educational Standards

UBC CPD Guidelines for Support

Have the UBC CPD Guidelines for Support been adhered to in preparing for this CPD activity?

☐ Yes

☐ No

Non-Compliance Process

All accredited/certified CPD activities must comply with the **UBC CPD Guidelines for Support**, which reflect the National Standard. If the SPC identifies that the content of their CPD activity does not comply with the ethical standards, what process would be followed? How would the issue be managed?

Confidentiality and Copyright

Has the physician organization ensured that their interactions with sponsors/supporters have met professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?

☐ Yes

☐ No

Sponsorship Agreements

Have the terms, conditions and purposes by which sponsorship is provided been documented in a written agreement (or MOA) that is signed by the physician organization and the sponsors?

Please submit a copy of the sponsorship agreement with the application.

☐ Yes

☐ No

Unapproved activities

What strategies were used by the scientific SPC or the physician organization to prevent the scheduling of unaccredited CPD activities occurring at time and locations where accredited activities were scheduled?

Sponsorship Type: Not for Profit

Has support for this CPD activity been solicited from one or more not-for-profit sponsors?

☐ Yes, one or more not-for-profit organizations have supported this program

☐ No not-for-profit organizations have sponsored this program

If no, SKIP to FOR Profit

Not for profit support sources

Please check all sources of financial or in kind support that apply:

☐ Government grant

☐ Health care facility

☐ Not-for-profit organization

☐ Other please specify _____

Not for Profit Support Amounts

Detail any not-for-profit support for this CPD activity, including the name of and amount of funding provided (or in-kind support) from each organization in the budget.

Sponsorship Type: FOR Profit

Has support for this CPD activity been solicited from one or more for-profit sponsors?

☐ Yes, one or more for-profit organizations have supported this program

☐ No for-profit organizations have sponsored this program

If no, SKIP to Educational Standards

Sponsorship Sources

Please check all sources of sponsorship that apply:

☐ Pharmaceutical companies

☐ Medical Device company

☐ For-profit organization

☐ Other please specify _____

Sponsorship Amounts

List the sponsoring company names and amounts (or indicate use of loaned equipment) in the budget.

Sponsorship Prospectus

Please submit the sponsorship prospectus with the application.

Sponsorship Opportunities and Prospectus

The sponsorship prospectus outlines the opportunities for supporting the CPD activity and is included with the sponsor invite. Please submit the sponsorship prospectus/invite with the application.

What opportunities are being offered to sponsors for supporting this CPD activity?
Please select all that apply.

☐ Table in exhibit area

☐ Tiered support (eg. gold, silver, etc.)

☐ Acknowledged on a poster, away from education

☐ Acknowledged in syllabus, separated from education

☐ Acknowledged in loop slides during breaks and lunch

☐ Thanked in opening remarks (unaccredited time)

☐ Grant only

☐ A few representatives may attend, non-participating

☐ None of the above

☐ Other_____

Exhibit Hall / No Exhibit Hall

The separation of education and promotion is achieved onsite by a geographically separate exhibit hall. Commercial exhibits must be arranged in a location that is clearly and completely separated from an accredited and/or certified CPD activity. NOTE: **In cases where there is no exhibit hall and only a few representative are attending, the following elements must still be in place**:

- The proportion of representatives is minimal
- Representatives must be clearly identified on their name badges so there is a visible difference between them and the physicians/other health care provider participants
- Representatives can go into the learning space but only as observers
- Representatives cannot market products at any point during the event (exhibit hall excepted)
- Representatives cannot complete evaluation forms or be considered in needs assessments

The SPC is responsible to communicate the above requirements to the pharmaceutical representatives and ensure that there is no participation in the education in order to protect the event from industry influence.

What arrangements are used to separate commercial exhibits in a location that is clearly and completely separated from the accredited CPD activity? Or, if no exhibits, how are the above elements managed onsite?

EDUCATIONAL STANDARDS

Needs Assessment

Needs Assessment Strategies

What needs assessment strategies were used to identify the learning needs (perceived/unperceived) of the target audience? Check all that apply:

Perceived Needs
Self-recognized:
- ☐ Survey
- ☐ Interview
- ☐ Focus Group Interview
- ☐ Key Informant,
- ☐ Representative SPC
- ☐ Meetings with Colleagues
- ☐ Evaluation of Previous CPD Activity
- ☐ Other _____

Unperceived Needs
Unknown to the learner:
- ☐ Knowledge test
- ☐ Chart Audit
- ☐ Critical Incident Reports
- ☐ Duplicate Prescription/ Health Care Diary
- ☐ Expert Advisory Group
- ☐ Patient Feedback
- ☐ Direct Observation of Practice Performance
- ☐ Data from Electronic Medical Records (EMR)
- ☐ Provincial and national datasets
- ☐ Other _____

Learning Gaps

What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the SPC identify from the needs assessment for this activity?

Needs Assessment Tools

Please submit the summary of the needs assessment with the application.

Practice Relevance

Indicate how the program addresses practice relevance.

Target Audience

Target Audience

Please enter the specific target audience for this CPD activity. Select from list: ubccpd.ca/accreditation/target-audience

If applicable, please indicate if this course is also intended to include other health professionals.

Learning Objectives

Development of Objectives

How were the identified needs of the target audience used to develop the overall and session-specific learning objectives?

> For example:
> - *Did the SPC use the needs assessment results to define the learning objectives for the speakers?*
> - *Did the SPC share the needs assessment results with the speakers for them to develop the learning objectives?*

Learner-centered Objectives

List the learning objectives for the overall CPD Activity and for individual sessions (or upload with program agenda). See proper format: ubccpd.ca/accreditation/learning-objectives

CanMEDS/CanMEDS-FM Roles

Which CanMEDS/CanMEDS-FM competencies are addressed in the development of learning objectives? Check all that apply:

- ☐ Medical/Family Medicine Expert
- ☐ Communicator
- ☐ Collaborator
- ☐ Leader
- ☐ Health Advocate
- ☐ Professional
- ☐ Scholar

Educational Strategies

Learning Format

What learning methods were selected to help the CPD activity meet the stated learning objectives?

☐ Conference   ☐ Journal Club

☐ E-learning   ☐ Seminar Series

☐ Simulation   ☐ Self-Assessment Tool

☐ Workshop   ☐ Rounds (for M+ only)

If Mainpro+ hospital or clinical rounds selected above, is the SPC accountable to the head of the department, chief of staff, or equivalent?

Group Learning

(For Assessment credits, skip this question)

Interactivity

What learning methods were selected to incorporate a minimum of 25% interactive learning?

Assessment Activities

(For Group Learning credits, skip this section)

Follow all the standards for Group Learning activities (minus the group interactivity component) and determine whether the CPD activity is an assessment of knowledge or performance to complete this section. Meeting the requirements for MOC Section 3 (SIM or SAP) will also qualify for Mainpro+ Assessment credits.

For MOC Section 3 credit count, validate the number of credit hours by having a few physicians complete the activity and take an average time. (MOC Section 3 credits are auto-tripled once claimed by the participant, upon entry into MAINPORT.)

Describe the process that that allows participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes (eg. skills lab, simulation, web based assessment tools, etc.)?

Choose assessment activity type:

☐ **MOC Section 3: Performance Assessment (Simulation)**

(SIM) How will individualized feedback be provided to participants on their performance to enable the identification of any areas requiring improvement?

(SIM) Are learners provided with a reflective tool to develop of a future learning plan? Please attach a copy of the reflective tool.

☐ **MOC Section 3: Knowledge Assessment (Self-Assessment Program)**

(SAP) Does the program provide participants with references justifying the appropriate answer?

(SAP) Describe how the references/resources for further information are provided to participants.

Program Development

Content Development

State the sources of information selected by the SPC to develop the content of this activity:

(E.g. scientific literature, clinical practice guidelines, etc.)

Speaker Selection

What process did the SPC use to select the presenters?

[ ]

Incorporation of Evidence

How are presenters instructed to provide references within presentations to evidence used to create the content?

[ ]

Implementation

Program Agenda

Please submit the program agenda with the application.

Evaluation

Evaluation Strategy

How will the overall group learning activity and individual sessions be evaluated by participants?

[ ]

Evaluation Form – required questions

Have the following questions been included in the evaluation form?

☐ Yes   ☐ No

    I.   *Did the program meet the stated learning objectives? Yes   No*

   II.   *Did you perceive any bias, whether industry or other, in any part of the program? Yes   No | If yes, please explain:*

  III. *Reflecting on the program content, I am motivated to change my practice in the following ways: Text response*

    (Optional) Did the program content offer balanced views across all relevant options related to the content area?

    (Optional) Can you identify any barriers to incorporating what you learned today into your practice?

Outcomes Assessment

What measures are in place for participants to assess self-reported learning, or change in what participants know or know how to do as a result of the CPD program or activity?

Healthcare Outcomes *(Optional)*

If the evaluation strategy intends to measure improved health care outcomes, please describe.

ATTACHMENTS

NEW: Needs Assessment tools, summary, results
NEW: Declaration Forms
Disclosures of SPC
Budget
Agenda/Brochure/Registration form
Evaluation form
Speaker Letter
Certificate sample
Sponsorship Prospectus/Invite
NEW: Sponsorship Agreement sample
Assessment Activity tools (If applying for MOC 3 or Mainpro+ Assessment credits): *Attach a copy of or link to the assessment tool that allows participants to demonstrate knowledge, skills, clinical judgment or attitudes and shows how feedback will be provided to the participants.*

DECLARATIONS

Formal declarations are made by Scientific Planning Committee (SPC) members to confirm that they have understood and have agreed to be responsible for the CPD program which they are developing and delivering, and the application being submitted. The declaration signature forms can be found below and online at ubccpd.ca/accreditation/declarations.

Accountable Physician (All credit types)
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 outlined in this document and for following the UBC CPD Guidelines for Support in preparing and implementing the CPD activity for MOC and Mainpro+ credits.

RCPSC Member (MOC credits only)
The RCPSC member represents the target audience of specialists and certifies that they have had substantial input into the planning and development of the CPD Activity for MOC credits.

UBC CPD
CONTINUING PROFESSIONAL DEVELOPMENT
FACULTY OF MEDICINE

DECLARATION OF ACCOUNTABLE PHYSICIAN

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
- All presentations are submitted in time for content review by SPC
- 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 use 2-step 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 created, 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 overall OR Assessment activities assess learner knowledge or 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 accept responsibility for upholding the Accreditation/Certification Standards outlined in the UBC CPD Planning Guide on behalf of my 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**

DECLARATION OF RCPSC MEMBER FOR MOC® CREDITS

DECLARATION OF RCPSC SPECIALIST MEMBER

In order for the University of British Columbia, Faculty of Medicine, Division of Continuing Professional Development (UBC CPD) to provide MOC credits, a member of the Royal College of Physicians and Surgeons of Canada (RCPSC) needs to represent a target audience of specialists by being significantly involved in the planning, organization, development and implementation of the program as stipulated by the Royal College. In this role, the RCPSC member verifies having had substantial input into the program by:

- Being a member of the Scientific Planning Committee (SPC)
- Represents the target audience of specialists by ensuring the content is relevant to the specialty
- Contributing the consideration of learning needs, the determination of learning objectives, development of program content, and the choice of speakers or presenters
- Being informed of any financial or non-financial incentives associated with the program

NAME: _____   MEMBER RCPSC# _____

EMAIL: _____   TEL: _____

DECLARATION

☐ I certify that I am a specialist of the Royal College of Physicians and Surgeons of Canada (RCPSC).

☐ I have had substantial input into the CPD activity being submitted for accreditation.

☐ The content of the CPD activity is relevant to specialists.

X _____   _____

Signature   **Date**