

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 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 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

