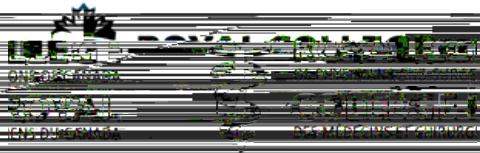




CPD Activity Accreditation Standards for the Maintenance of Certification (MOC) Program Self -assessment programs (Section 3)

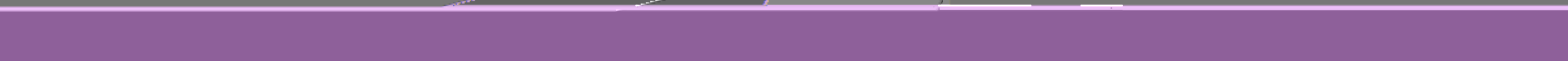
January 2018 (v. 3)

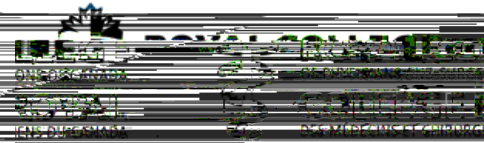
In order for an activity to be accredited in the Royal College Maintenance of Certification (MOC) Program, it must be developed or co-developed with a physician organization, planned to meet the following accreditation activity standards, and reviewed by a Royal College accredited CPD provider.



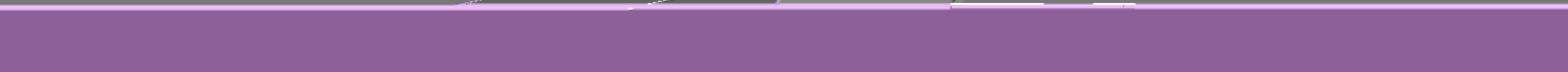
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Administrative Standard 1 _____ : All accredited self -assessment programs must be developed or





Administrative Standard 2 : All accredited self



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Educational Standard 1 : The self -assessment program must be planned t o address the identified needs of the target audience with a specific subject area, topic or problem.

Self -Assessment Programs must be based on a needs assessment of the target audience that must be performed to identify areas of knowledge, skills, performance and/or health outcomes that the CPD activity intends to address or improve. The needs assessments can identify either perceived or unperceived needs and should be used to inform:

- x the development of learning objectives
- x the identification of appropriate educational or delivery methods
- x the selection of relevant educational content
- x the development of evaluation strategies.

Educational Standard 2 : Learning objectives that address the identified needs of the target audience must be created for th e overall program and each individual module (if applicable). Learning objectives must be printed on the program, brochure and/or handout materials.

The identified learning needs of the target audience should be utilized in the creation/development of the learning objectives.

Self learning objectives must clearly describe the intent of the educational activity, be written from the perspective of the learner, and express the expected outcomes determined by the Scientific Planning Committee and faculty.

Learning objectives must be made available to participants prior to the activity and must be incorporated into the evaluation strategy (See Educational Standard 6). The planning committee must ensure that the selected educational methods and delivery are consir*-6(e)6((c BT 196 Tf [() TJ E

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2.3 The SPC must have a process to collect from participants their assessment of the degree to which the accredited CPD activity:

- x met the stated learning objectives,
- x achieved appropriate balance,
- x was perceived to be biased.

2.4 The SPC must have a process in place to deal with instances where CPD activities are not in compliance with the Standard.

Element 3: Conflict of interest

This section describes the processes and requirements for gathering, managing and disclosing conflicts of interest to participants.

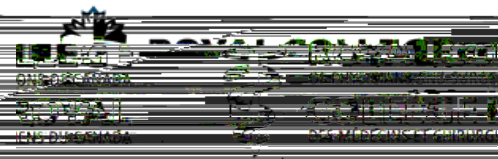
3.1 All members of the scientific planning committee (SPC), speakers, moderators, facilitators and authors must provide to the SPC a written description of all relationships with for-profit and not-for-profit organizations over the previous 2 years including (but not necessarily limited to):

- a) Any direct financial payments including receipt of honoraria;
- b) Membership on advisory boards;
- c) Funded grants or clinical trials;
- d) Patents on a drug, product or device; and
- e) All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.

3.2 The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity.

3.3 All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in 3.1

3.4 Any individual who fails to disclose their relationships as described in 3.1 and 3.3 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity.



Element 4: Receiving Financial and in-kind Support

This section provides a description of the requirements for the scientific planning committee (SPC) in receiving and distributing financial and in-kind support.

4.1 The SPC is responsible to receive any financial and in-kind support for the development

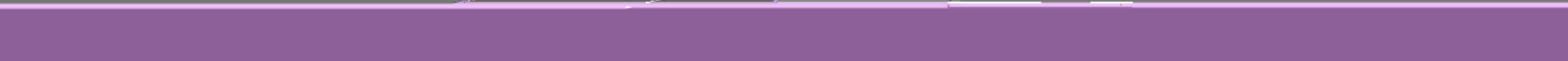
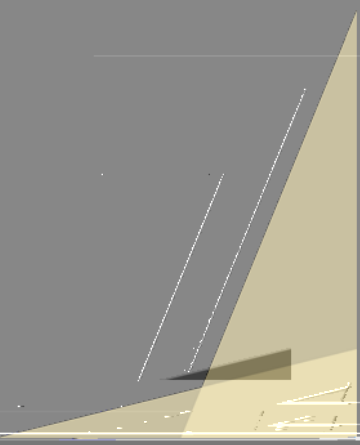


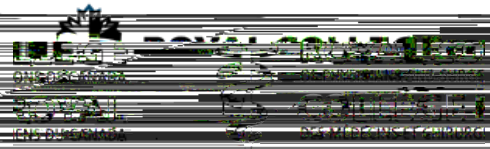
Element 5: Recognizing Financial and in-kind Support

This section provides a description of the requirements for the SPC in recognizing financial and in-kind support received from sponsors.

5.1 The SPC must recognize and disclose to participants all financial and in-kind support received from sponsors of CPD activities as part of a sponsorship acknowledgement page separate from the educational content.

5.2 Beyond the standard acknowledgement statement of financial and in-kind support (e.g., "The following organizations provided financial and in-kind support for this activity: [list of organizations]"), the SPC must include a statement of financial and in-kind support (e.g., "The following organizations provided financial and in-kind support for this activity: [list of organizations]. The SPC has reviewed the support provided by each organization and has determined that the support does not constitute a conflict of interest.") to a specific educational activity (e.g., "The following organizations provided financial and in-kind support for this activity: [list of organizations]. The SPC has reviewed the support provided by each organization and has determined that the support does not constitute a conflict of interest.")





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ACCREDITATION PROCESS

