

THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA



LE COLLÈGE DES
MÉDECINS DE FAMILLE
DU CANADA



Mainpro+[®] Manual

A continuing commitment to lifelong learning



MAY 2017

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THE BASICS

Mainpro+® (Maintenance of Proficiency) is the College of Family Physicians of Canada (CFPC) program designed to support and promote continuing professional development (CPD) for family physicians. Mainpro+ serves three key functions:

- 1** To provide CPD participation guidelines and standards for Canadian family physicians
- 2** To enable family physicians to conveniently track and monitor their CPD participation
- 3** To ensure high-quality, ethical CPD programming through a rigorous peer-review certification process

MAINPRO+ REQUIREMENTS

- To fulfill your Mainpro+ requirements, you must submit a minimum of 250 credits in each five-year cycle
- During the five year cycle, at least 125 credits must be certified credits
- The other 125 credits may be certified or non-certified
- At least 25 credits must be earned and reported in each year of your cycle
- Online credit reporting is mandatory for all members

NON-COMPLIANCE POLICY

What if credit requirements are not met within the five-year cycle?

There is a six-week grace period following the cycle end date during which members who have not yet fulfilled their cycle requirements have the opportunity to report their outstanding credits.

If credit requirements are still not met by the end of the six-week grace period, the member or non-member Mainpro+ participant will be placed in a two-year temporary cycle.

Individuals who fail to comply with the CFPC's requirements related to CPD and/or annual membership fees shall have their CFPC membership and the right to use any CFPC Special Designation suspended or revoked as per section 9.1.1. of the bylaws:

9.1.1 Failure to complete the Mainpro+ requirements may result in discontinuation of membership, which includes forfeiture of the privilege to use CFPC-related designations.

Upon receipt of notification from a licensing authority of the suspension or revocation of the licence of a CFPC member, the CFPC shall immediately suspend that individual's membership and/or rights to use Special Designations and shall notify the individual of these actions. Also, there is no refund of CFPC fees for an individual whose membership has been suspended.

Each CFPC member agrees to the right of the CFPC to suspend or revoke his or her membership and/or Special Designations according to the CFPC's bylaws (section 9.3 as stated below) and/or regulations and specifically waives any right or claim to damages as the result of this action.

9.3 Compliance. In all cases, Members and Non-Member Mainpro+ Participants, the CFPC reserves the right to report on continuing professional development participation and compliance to the Medical Regulatory Authorities.

CREDIT CATEGORIES:

Certified activities have been reviewed and approved by the College as meeting standards for certified CPD.

CERTIFIED ACTIVITIES

MAINPRO+ PARTICIPANTS MUST EARN AT LEAST 125 CERTIFIED CREDITS DURING A REPORTING CYCLE.

1



GROUP LEARNING

Activities that provide opportunities to learn with others

- Mainpro+® certified Group Learning activities bearing the CFPC Certification statement (conferences, medical rounds, interactive webinars, journal clubs)
- Mainpro+ certified small group activities (e.g., Practice Based Small Group Learning [PBSGL])
- American Academy of Family Physicians (AAFP) Formal Prescribed credits
- American Medical Association (AMA) PRA Category 1 Credits™ (maximum 50 credits per cycle)
- Advanced Life Support (ALS) programs (including ALARM)
- MOREOb Plus program
- Royal College of Physicians and Surgeons of Canada Maintenance of Certification (MOC) Accredited Section 1 activity credits (maximum 50 credits per cycle)

2



SELF-LEARNING

Activities planned and implemented by the individual, outside the context of a group

- Mainpro+ certified Self-Learning activities bearing the CFPC Certification statement
- CFPC Self Learning™ Program
- *Canadian Family Physician (CFP)* Mainpro+ articles
- Online CPD (e.g., InfoPOEMs, e-Therapeutics, UpToDate, DynaMed)
- Formal clinical traineeship
- Formal studies/university degree
- AAFP self-learning activities
- Linking Learning to Practice
- Linking Learning to Teaching
- Linking Learning to Research
- Linking Learning to Administration



ASSESSMENT

Activities that stimulate learning through analysis of data and provision of feedback about an individual or group (e.g., practice audit); assessment of learning materials may also qualify under this category

- Mainpro+ certified Assessment activities bearing the CFPC Certification statement
- CFPC Examination of Added Competence in Emergency Medicine—CCFP (EM)
- American Board of Family Practice (ABFP) Certification or Recertification Examination
- American Board of Emergency Medicine (ABEM) Certification or Recertification Examination
- Linking Learning to Assessment
- Pearls™
- Pearls.ce/Alternative Route to Certification (ARC) Pearls
- Examiner for major medical examinations such as the Certification Examination in Family Medicine, the CCFP (EM) examination, or the LMCC
- Provincial practice review and enhancement programs
- Practice audits/quality assurance programs

4

CREDIT CATEGORIES:

Non-certified activities have not been formally reviewed by the College but comply with the College's definition of CPD, are non-promotional in nature, and provide valuable professional learning opportunities.

1



GROUP LEARNING

Activities that provide opportunities to learn with others

NON-CERTIFIED ACTIVITIES

- Other (non-certified) educational conferences, medical rounds, webinars
- Other (non-certified) small group activities
- AAFP Elective credits
- Royal College of Physicians and Surgeons of Canada section 2 credits

Promotional meetings or events are not eligible for non-certified credits.

2



SELF-LEARNING

Activities planned and implemented by the individual, outside the context of a group

- Developing a curriculum for a medical education event or activity
- Educational planning
- Committee participation
- Self-study using enduring materials (podcasts, monographs, audio/videotapes, eLearning modules, etc.)
- Journal reading
- Teaching activities (clinical or academic)
- Preparing for and presenting at conferences, speaking engagements, lectures
- Preparing/submitting manuscripts for publication

3



ASSESSMENT

Activities that stimulate learning through analysis of data and provision of feedback about an individual or group (e.g., practice audit); assessment of learning materials may also qualify under this category

- Review of learning materials
- Family medicine curriculum review
- Manuscript review for medical journals
- Review of clinical practice guidelines

MAINPRO+ CREDIT VALUES

The following list summarizes the credit values of a number of program and activity types but is not an exhaustive list:

- Advanced life support programs: The following are eligible for two certified credits per hour: ACLS, ATLS, APLS, PALS, NRP, ALARM, ACoRN, ACES, WALS
- BLS/CPR is eligible for one non-certified credit per hour
- Any non-certified activity is generally eligible for one non-certified credit per hour
- Practice audits and provincial practice reviews are eligible for six certified credits per form
- Linking Learning exercises are eligible for five certified credits per form
- University courses are eligible for 20 certified credits per course/form
- Formal clinical traineeships/fellowships are eligible for 50 certified credits

MAINPRO+ CREDIT POLICY FOR INDUSTRY-SPONSORED EVENTS

A new policy regarding industry-sponsored events came into effect in June 2016 with the launch of Mainpro+. Industry-sponsored events and meetings that have the CFPC Certification statement are eligible for Mainpro+ certified credits. Events and meetings that have met the requirements of the CFPC Certification guidelines and have been reviewed and approved by the CFPC are awarded the statement. **Industry-sponsored meetings that do not bear the CFPC Certification statement are not eligible for any type of Mainpro+ credits.**



INDUSTRY-SPONSORED
MEETINGS THAT DO
NOT BEAR THE CFPC
CERTIFICATION STATEMENT
ARE NOT ELIGIBLE FOR
ANY TYPE OF
MAINPRO+ CREDITS.

AGREEMENTS WITH OTHER ORGANIZATIONS



The CFPC has agreements regarding credit reporting and reciprocity with the following partner organizations:

American Academy of Family Physicians (AAFP)

The AAFP is the accrediting body for family medicine CPD/continuing medical education (CME) in the United States.

About our reciprocal credit agreement:

- CFPC members who complete any CPD/CME program accredited by the AAFP for prescribed credit can claim the equivalent number of certified credits
- CFPC members who complete any CPD/CME program accredited by the AAFP for elective credit can claim the equivalent number of non-certified credits

American Medical Association (AMA)

Members may claim certified credits for any AMA PRA Category 1 credits, up to a maximum of 50 credits per five-year cycle. Any additional credits are eligible as non-certified credits.

Royal College of Physicians and Surgeons of Canada (Royal College) Maintenance of Certification (MOC)

- Accredited Section 1 credits are eligible for certified credits, up to a maximum of 50 credits per five-year cycle; any additional credits are eligible as non-certified credits
- Accredited Section 2 activity credits are eligible for non-certified credits, with no maximum

For any other international activities done outside of North America, the Request for Individual Consideration form can be filled out to determine whether certified or non-certified credits can be awarded.



HOW-TOS



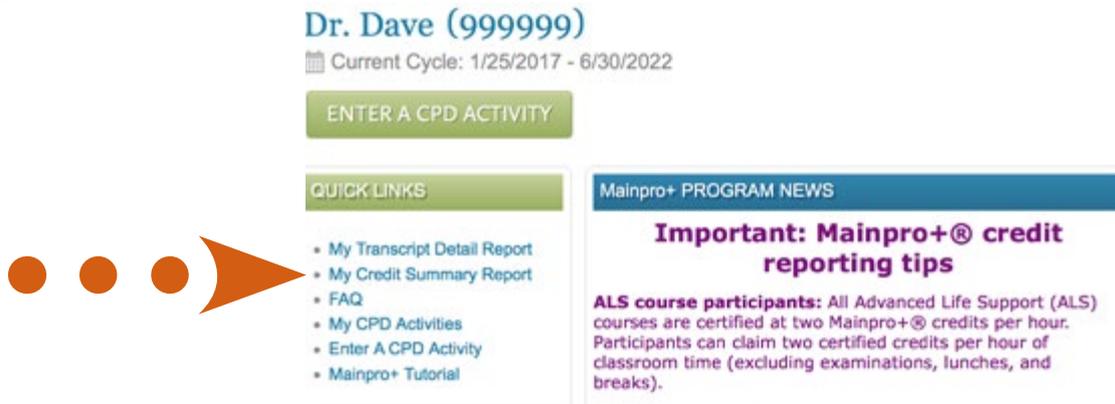
LINKS TO QUICK INSTRUCTIONAL VIDEOS

1. If you are having trouble entering your credits, look no further! This short video will guide you through the steps to reporting your activity: <https://youtu.be/RFzHE8BGJ4w>
2. Have you noticed one of the new functionalities that Mainpro+ has to offer, the “Holding Area”? To learn more about this feature, please watch this short video: <https://youtu.be/yChSFzjHzGA>
3. This video will walk you through how to review all the activities you have entered into the Mainpro+ platform: <https://youtu.be/I46NM3OWccc>
4. This video will help you discover how you can view and print all types of reports: https://youtu.be/eAPHvabO_eo
5. If you require assistance navigating the new dashboard, please watch this video: <https://youtu.be/mOxCcV0VpNQ>
6. Another great new feature of Mainpro+ is “My CPD Planning.” Please watch this video to learn more about creating personal learning plans: <https://youtu.be/tmuRx4Kxr14>
7. The full Mainpro+ tutorial, which includes all the videos listed above, is available here: <https://youtu.be/lptwfcPm-m0>

HOW TO ACCESS YOUR HISTORICAL TRANSCRIPT

To view all activities reported in the old Mainpro system prior to the launch of Mainpro+, please follow the steps below:

- 1 Log in to your account and click on “My Credit Summary Report” in the Quick Links box:



The screenshot shows a user interface for Dr. Dave (999999) with a current cycle of 1/25/2017 - 6/30/2022. A green button labeled 'ENTER A CPD ACTIVITY' is visible. Below it is a 'QUICK LINKS' section with a list of options: My Transcript Detail Report, My Credit Summary Report, FAQ, My CPD Activities, Enter A CPD Activity, and Mainpro+ Tutorial. An orange arrow points from the left towards the 'My Credit Summary Report' link. To the right is a 'Mainpro+ PROGRAM NEWS' section with a blue header and text about credit reporting tips for ALS course participants.

- 2 Click “Here” to generate a PDF copy of your transcript:



The screenshot shows a browser window titled 'COLLEGE OF FAMILY PHYSICIANS OF CANADA'. The page is titled 'My Credit Summary'. It instructs the user to 'Select a cycle from the following dropdown list and then click the Create Report button below to generate the report.' The 'Cycle:' dropdown menu is set to '1/25/2017 - 6/30/2022'. A blue button labeled 'CREATE REPORT' is visible. An orange arrow points from the right towards the text 'Click Here to generate a PDF copy of your transcript'.

HOW TO REPORT CERTIFIED ACTIVITIES THAT ARE NOT LISTED ON THE MAINPRO+ WEBSITE

In the “Activity Type” section, select “Other Certified Group Learning Activities” and then manually enter the information regarding that event or activity. Please see the screen shot below:

DASHBOARD CREDIT SUMMARY HOLDING AREA CPD ACTIVITIES LIST CPD PLANNING REPORTS

Enter a CPD Activity

Dr. Dave (999999)

Current Cycle: 1/25/2017 - 6/30/2022

To enter an activity, choose from the options below. [Need Help?](#)

*Indicates Required Field/Question

Category:

Certification Type: Certified Non-Certified

Activity Type:
Please select
AAFP and ABFM Activities
Advanced Life Support Programs (Participant)
American Medical Association PRA Category 1
CFPC Certified Mainpro+ Activities
Foundation for Medical Practice Education (FMPE)
MORESM Plus Program
Quebec Category 1 Credit
Request for Individual Consideration
Royal College MOC Accredited Section 1
Other Certified Group Learning Activities

[To view a full list of activities please click here](#)

[Need Help?](#)

LINKING LEARNING EXERCISES

What are Linking Learning exercises?

Linking Learning exercises are self-administered, semi-structured exercises that allow you to look at day-to-day activities as learning opportunities. The Linking Learning submission forms help you identify a question and then guide you through a series of critical inquiry and practice reflection exercises on your way to answering the question.

Each completed Linking Learning exercise earns five Mainpro+ certified credits and there is no limit to the number of exercises you may complete in a cycle.

What types of activities are eligible?

The questions that form the foundation Linking Learning exercises can stem from a variety of clinical and non-clinical activities, such as:

LINKING LEARNING EXERCISE

Linking Learning to Practice

Linking Learning to Research

Linking Learning to Administration

Linking Learning to Assessment

Linking Learning to Teaching

ELIGIBLE ACTIVITIES

- Volunteering in a resource-poor setting
- Attending a non-certified conference that stimulated further reflection
- Preparing a manuscript for publication
- Conducting research relevant to family medicine
- Preparing for and presenting at conferences
- Preparing a poster for presentation
- Researching a new treatment protocol
- Participating on a committee
- Serving as a planning committee member
- Reviewing clinical practice guidelines
- Reviewing manuscripts for a medical journal
- Reviewing a family medicine curriculum
- Participating on an accreditation survey team
- Teaching (clinical or academic)
- Developing the curriculum for a medical education event
- Lecturing
- Serving as an educational leader, such as programmer or administrator

Sample Linking Learning questions

1. You recently attended medical rounds on breast cancer. You learn that the local breast cancer screening program is using a different set of recommendations than those used in your office. You ask yourself: “Which recommendations apply best to my patients, and how can I be sure that all of my eligible patients are being screened by either me or the local program?” Document the process and resources you use to answer this question in a Linking Learning to Research exercise.
2. You spent six months volunteering in the Philippines providing prenatal care to women from families with low incomes. Document how this experience will have an impact on your current practice in a Linking Learning to Practice exercise.
3. You attended an industry-sponsored event that is not eligible for certified or non-certified credits. The physician speaker introduced a new treatment option for COPD of which you were not aware. You decide to further research the new treatment option and compare it with your current treatment protocol. Document your comparison and research of the two options in a Linking Learning to Practice exercise.

How do I start?

It's simple. All the Linking Learning forms are available on our Mainpro+ portal. Linking Learning to Practice, Teaching, Research, and Administration are categorized as certified Self-Learning activities, and Linking Learning to Assessment can be found under certified Assessment activities. Once you have formulated a question to ask or a scenario to describe you can begin to fill out the online form. At any point during the process you can save your form to complete at a later time. Once some time has passed (typically six to 12 weeks) during which you have assessed the impact of your decision, you can return to your Holding Area to complete the form. Click, submit, and you're done!

Do not use Linking Learning forms to claim Mainpro+ certified credits for any of the following activities: traineeships and fellowships, examinations, university degree programs, audits and quality assurance activities, or provincial practice review programs. These require specific forms.

FREQUENTLY ASKED QUESTIONS

What is the Impact Assessment Questionnaire?

Do I need to complete it for every activity I enter in Mainpro+?

A new feature in Mainpro+ is the Impact Assessment Questionnaire. It allows you to demonstrate the impact an activity has had on your practice and provides an easy way to report any bias you may have perceived during an activity.

The Impact Assessment Questionnaire will be included in many activity submissions and responses will be required for your credits to be processed. The CFPC will use the data collected from these submissions to understand what types of activities physicians are doing and to help direct the creation of new CPD programs.

I participated in an activity for which the credits were automatically entered into my Mainpro+ account (Direct Credit Entry). Why don't I see these credits in my cycle totals?

A new feature in Mainpro+ is a "Holding Area" for activities that require more information. Your Direct Credit Entry activities will be sent to your Holding Area. Once you have completed the required Impact Assessment Questionnaire, your activities will be approved and the credits will count toward your cycle total and be visible on your dashboard.

To view a list of activities in your Holding Area:

- Log in to your Mainpro+ account
- Click "Holding Area" from the top menu, or:
- Select the activity from the "Incomplete CPD Activities" section on your main dashboard

To submit your credits:

- Select an activity from the Holding Area or Incomplete CPD Activities Section
- Answer questions 1 to 6 in the Impact Assessment
- Click "Submit"



WATCH THE VIDEO TUTORIAL ON ACCESSING ACTIVITIES IN YOUR HOLDING AREA [HERE](#).

**I often attend conferences and events certified by the Royal College and the AMA.
Where do I view my credit totals for those activities?**

Activities certified/accredited by the Royal College and the AMA are subject to a maximum of 50 certified credits per five-year cycle. To view your cycle totals for these activities, please click the text at the bottom of the Credit Summary section:

CREDIT SUMMARY

CYCLE - Credits Applied to Date
1/25/2017 - 6/30/2022

	Required	Applied	Requirement Met
Certified	125	94	No
Non-certified	N/A	8	N/A
Total	250	102	No

CURRENT YEAR - Credits Applied to Date
1/25/2017 - 6/30/2018

	Required	Applied	Requirement Met
Certified	N/A	94	N/A
Non-certified	N/A	8	N/A
Total	25	102	Yes

[VIEW DETAILS](#)

[Click Here to view your maximum credit standings for the current cycle](#)

Do I need to keep my certificate of completion or proof of participation?

Yes. You should keep your certificate of completion/proof of participation for a minimum of six years in case you are selected for a random audit. We encourage you to upload an electronic copy of your certificate when you enter an activity in Mainpro+. You can upload any file type into Mainpro+, such as PDFs, Word documents, or images.

How do I access a report of all my previous Mainpro-M1, Mainpro-M2, and Mainpro-C activities?

All your Mainpro-M1, Mainpro-M2, and Mainpro-C credits from your current five-year cycle have been migrated into Mainpro+. A cycle credit summary is available on your Mainpro+ dashboard; a sample Mainpro+ dashboard is available [here](#). For a detailed report of your previous Mainpro-M1, Mainpro-M2, and Mainpro-C activities please follow these steps:

- Log in to your Mainpro+ account
- Click the “Reports” tab on the top menu
- Under “My Credit Summary” click “Run Report”
- In the pop-up window you will see small text that reads “Click here to access your historical cycle report”
- From there you can download your report to view or print

A certified conference I attended offered an evening presentation on financial planning for physicians. Can I claim credits for this session?

Sessions on financial planning are not eligible for any type of credit, certified or non-certified. If these types of sessions are offered as a part of a certified conference or event, it should be indicated clearly that the financial planning session is not eligible for Mainpro+ credits.

CONTACT US



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