



Accreditation Application Form

Section 3 Self-Assessment (SAP) Maintenance of Certification (MOC)

Royal College of Physicians and Surgeons of Canada

The standards contained within this sample application must be met and supporting documentation provided in order for an educational event to be approved under Section 3 of the MOC program. The Office of Continuing Medical Education, University of Saskatchewan will determine if your event meets these standards.

Please keep a copy of the completed application form for your records, and **do not** send this form to the Royal College.

1. Self-Assessment Activity Title:
2. Name of Developing Organization:
3. Event Start/End Date:

Part A: Organization Requesting Approval

Self-Assessment Programs approved under Section 3 must be developed or co-developed by a development committee consisting of members of a Physician organization (see definition below).

Please select the option that applies to your organization:

Option 1

We are a physician organization that is planning this educational event alone or in conjunction with another physician organization.

Option 2

We are a physician organization that is co-developing this educational event with a non-physician organization. We (the physician organization) have been prospectively involved in planning this event and accept accountability for its entire program.

Physician Organization: A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its specialist physician members through:

- Continuing professional development
- Provision of health care; and/or
- Research

This definition includes (but is not limited to) the following groups:

- Faculties of medicine
- Hospital departments or divisions
- Medical (specialty) societies
- Medical associations
- Medical academies
- Physician research organizations
- Health authorities not linked to government agencies
- Canadian provincial medical regulatory authorities (MRAs)

Types of organizations that 'Are Not' considered Physician Organizations

- Disease-oriented patient advocacy organizations (e.g. Canadian Diabetes Association)
- Government departments or agencies (e.g. Health Canada, Public Health Agency of Canada)
- Industry (e.g. pharmaceutical companies, medical device companies, etc.)
- Medical education or communications (MEC) companies (e.g. CME Inc.)
- For-profit online educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming



Please list below all of the organizations developing or co-developing this educational event.

Physician Organization	Non-Physician Organization

Has the program been previously accredited? YES NO

If the answer to the question above was YES, when was the program content and format last reviewed? (Contents of SAPs must be reviewed every three years)

The number of hours required to complete the program is _____ hours.

Date of Application:

Chair of the Development Committee:

Fax Number:

Phone Number:

E-mail Address:

Part B: Mandatory Educational Requirements

Criteria 1: Self-Assessment activities must be planned to address the identified needs of the target audience with a specific subject area, topic or problem.

Self-Assessment Programs (SAP) must be based on an assessment of need including but not limited to changes to the scientific base, established variation in the management of application of knowledge or skills by physicians, variation in the quality of care or health care outcomes experienced by patients.

Please provide an explanation or supporting documentation for each of the following:

1. Describe the identified target audience for this event. If applicable, please indicate if this event is also intended to include other health professionals.



2. List all members of the SAP development committee, including their medical specialty or health profession.

Name	Specialty/Health Profession

3. How was the need for the development of this SAP established?

4. Please list the learning objectives established for this SAP.



EVALUATION

Criteria 3: The SAP must include detailed feedback to participants on their performance to enable their identification of any areas requiring improvement through the development of a future learning plan.

Providing specific feedback on which answers were correct and incorrect with references enables specialists to determine if there are important aspects of their knowledge, skills, clinical judgement or attitudes that need to be addressed through engaging in further learning activities.

Written/online activities:

1. **Please describe** the process by which participants will provide answers to individual questions (through the creation of an answer sheet and scoring key). **Please provide a copy** of the answer sheet or assessment tool.

2. **Please describe** how participants will receive feedback on the answers they provided. Will participants be able to know which answers were answered correctly or incorrectly?

3. Does the program provide participants with references justifying the appropriate answer?

YES

NO

Please describe how the references are provided to participants.



4. How do participants receive feedback on their performance?

5. Do you include a reflective tool that provides a participant with an opportunity to document:

- | | | |
|--|-----|----|
| a. Knowledge or skills that are up-to-date or consistent with current evidence | YES | NO |
| b. Any deficiencies or opportunities they identified for further learning | YES | NO |
| c. What learning strategies will be pursued to address these deficiencies | YES | NO |
| d. An action plan or commitment to change to address any anticipated barriers | YES | NO |

Provide a sample of the reflective tool and **describe** the process.



6. Does the program provide participants with an evaluation form that assesses:
- | | | |
|---|-----|----|
| a. Whether the stated learning objectives were achieved | YES | NO |
| b. Relevance of the SAP to the participant's practice | YES | NO |
| c. The thoroughness of the content reviewed | YES | NO |
| d. The ability of the program to assess the knowledge | YES | NO |
| e. Ability to identify CanMEDS competencies or roles | YES | NO |
| f. Identification of bias | YES | NO |

Please provide a copy of the evaluation form(s).

7. Does the program direct participants to document their learning in MAINPORT?
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|

Please identify the CanMEDS-FM roles addressed in this program:

- Collaborator
- Communicator
- Medical Expert
- Health Advocate
- Leader
- Scholar
- Professional

ETHICAL STANDARDS

Criteria 4: The content of the SAP must be developed independent of the influence of any commercial or other conflicts of interest.

Each of the following ethical standards must be met for a SAP to be approved under Section 3.

- The planning committee was in complete control over the selection of the subject or topic and authors recruited to develop this SAP.
 We comply with this standard. YES NO
- No representative from industry, either directly or indirectly participated on the SAP development committee that selected the authors or content.
 We comply with this standard. YES NO



3. The SAP development committee and authors will disclose to participants all financial affiliations with any commercial organization(s) regardless of their connection to the subject or topic of the SAP.

We comply with this standard. YES NO

4. All funds received in support of the development of this SAP were provided in the form of an educational grant. Funding must be payable to the physician organization and they are responsible for distribution of these funds, including honoraria payment.

We comply with this standard. YES NO

Please provide a copy of the budget that identifies each source of revenue and expenditure for the development of this SAP.

5. No drug or product advertisements may appear on, or with, any of the written materials (preliminary or final programs, brochures, or advanced notifications) for this event.

We comply with this standard. YES NO

Please provide a copy of the preliminary program, brochure, or advanced notifications for this event.

6. Generic names should be used rather than trade names on all presentations and written materials.

We comply with this standard. YES NO

Check-list of mandatory supporting documentation to be sent with this application form:

- Budget (**must** state that all funds are received in the form of an unrestricted educational grant)
- Signed COI Forms (for all planning committee members, speakers, authors, moderators or facilitators)
- Overall Event Learning Objectives
- Session Specific Learning Objectives
- Evaluation Form(s)
- Description/Copy of Needs Assessment
- Copy of Answer Sheet and Assessment Tool
- Copy of Reflective Tool
- Brochure/advertising poster (overall event learning objectives must be listed)
- Sponsorship Agreement



Declaration:

As the chair of the planning committee (or equivalent), I accept the responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the CMA's guidelines, entitled CMA Policy: Guidelines for Physicians in Interaction with Industry (2007), have been met in preparing for this event. If this event is held in Québec, we are aware that it is mandatory to adhere to the Conseil québécois de développement professionnel continu des médecines Code of Ethics entitled, Code of Ethics for parties involved in Continuing Medical Education.

Signature:

Date:

Note: Applicants should keep a list of attendees for a period of five years.

This section is to be completed by the Accredited CPD Provider and returned to the program planner.
 (The Accredited CPD Provider should keep a copy of the completed application form.)

This application is:

Approved	Requires Revisions Prior to Approval	Denied
	Revisions Approved	

Name of assessor:

On behalf of the Division of Continuing Medical Education, University of Saskatchewan

Date of Review:

Approved by the Accreditation Director and Associate Dean, CME