



COPYRIGHT POLICY

Category:	Continuing Medical Education
Number:	N/A
Responsibility:	Associate Dean, Continuing Medical Education
Approval:	College of Medicine Faculty Council
Date initially approved:	March 25, 2020, College of Medicine Faculty Council

Purpose:

The purpose of this policy is to ensure Continuing Medical Education's (CME) adherence to copyright standards in the development and delivery of Continuing Professional Development (CPD) activities.

This policy and related procedures are in accordance with the University of Saskatchewan's [Use of Materials Protected by Copyright Policy](#), [Information Technology Use Policy](#), [Data Management Policy](#) and WHOVA's [Terms of Use](#).

Principles:

CME respects intellectual property and the rights of copyright holders.

CME is accountable to act responsibly in providing materials to its learners.

Definitions:

Continuing Professional Development Content: Content can include programs, seminars, conferences, workshops, lectures, online programs, and the production of learning resources designed for participation or use by health professional learners.

Speakers: Participants invited as speakers, workshop leaders (including online facilitators), plenary speakers, and keynotes.

Scientific Planning Committee (SPC): A group of target audience representatives responsible for the identification of the educational needs of the intended target audience; development of educational objectives; selection of educational methods; selection of scientific planning

committee members, speakers, moderators, facilitators and/or authors; development and delivery of content; and evaluation of outcomes of an accredited CPD activity.¹

Scope of this Policy:

This policy addresses the educational materials and resources associated with the learning activities developed by CME.

Policy:

To ensure adherence and compliance with applicable professional and legal standards of copyright and data management guidelines.

Responsibilities:

- CME Event Coordinators are responsible to provide speakers with resources related to the use of copyright material.
- Speakers are required to submit their presentation in advance of the educational event so that CME staff may review for copyright infringement.
- Speakers are provided feedback on citation guidelines where infringements exist.
- Speakers are asked to provide consent to have their presentations uploaded electronically to the Event Management Application (WHOVA). WHOVA's [Terms of Use](#) provides details on the collection and use of information contained in the application.

Related documents include:

- Speaker confirmation letter



Template - Speaker
Confirmation Letter.doc

Non-compliance: (consequences)

Failure to follow this policy may:

- Incur intellectual property risk to CME.
- Negatively impact the reputation of CME by stakeholders.

Procedures:

¹ National Standard for Support of Accredited CPD Activities, 2017, V. 23.1, Glossary of Terms, page 10

Contact the [Division of CME](#) for the Event Procedures Manual, which includes procedures related to adherence to copyright standards.

Contact:

Associate Dean, Continuing Medical Education