

SUMMARY OF REQUIREMENTS FOR ACCREDITATION

The following summarizes the main requirements for accreditation of programs as Accredited Group Learning Activities (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada.

For full requirements, please review the Application Form.

Applications for accreditation can be obtained from the CTS secretariat. Applications should be submitted at least 8 weeks prior to program delivery.

General Requirements

The program or course is developed by a physician organization or co-developed by a physician organization and another physician organization (or a non-physician organization), with the physician organization assuming full responsibility for the program.

The physician organization must be involved in the planning process from inception and retain control over the topics, content and speakers selected for the event.

The planning committee includes members of the target audience.

The physician organization must assume responsibility for ensuring the scientific validity and objectivity of the content of this event.

The physician organization must disclose to participants all financial affiliations of faculty, moderators or members of the planning committee (within the past two years) with any commercial organization(s), regardless of its connection to the topics discussed or mentioned during this event (conflict of interest declarations).

All funds received in support of the event must be provided in the form of an educational grant (formally referred to as an unrestricted grant) payable to the physician organization. The physician organization assumes responsibility for the distribution of these funds, including the payment of honoraria to faculty.

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.

Sponsor recognition on program materials must be modest and secondary to program information.

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

The program is based on a needs assessment that identifies the perceived and unperceived needs of the target audience.

Based on the needs assessment, learning objectives are developed for the program as a whole, and for each individual session. The learning objectives must be printed on the program brochure and/or handout materials. Learning objectives should state what a learner will know or be able to do after attending a session.

A program evaluation has been developed and specifically addresses the question of whether or not the program and individual session objectives were met. The evaluation also provides opportunities for participants to identify what they have learned and its potential impact for their practice. It also asks whether or not any bias was perceived in the program.

At least 25 per cent of the total education time must be devoted to interactive learning.

Requirements – Following Program Delivery

A copy of the completed program evaluation forms and/or a summary of those evaluations is provided to the CTS Secretariat.

A list of the people who attended the CME program is provided to the CTS Secretariat; the list should identify the profession of each attendee.

Attendees are provided with a certificate of attendance that includes the following statement:

“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, and approved by the Canadian Thoracic Society.”