

## Self-Assessment Programs

### Summary of Requirements for Accreditation

*Self-Assessment Programs are tools that enable physicians to assess aspects of their knowledge or practice and to identify opportunities to enhance their competence through further learning activities. Self-Assessment Programs are not tests but assessment strategies to assist physicians to develop an effective continuing professional development plan linked to their professional roles and responsibilities.*

*The following summarizes the main requirements for accreditation of self-assessment programs (SAP) by the Canadian Thoracic Society (CTS) under Section 3 of the framework of continuing professional development options of the Royal College of Physicians and Surgeons of Canada's Maintenance of Certification program.*

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

- SAPs must be developed or co-developed by a committee consisting of members of a physician organization.
- Self-assessment activities must be planned to address the identified needs of the target audience with a specific subject area, topic or problem.
- Learning objectives that address identified needs must be communicated to SAP participants.
- SAPs must describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes.
- SAPs must provide detailed feedback to participants on their performance to enable the identification of any areas requiring improvement through the development of a future learning plan. SAPs provide specific feedback on which answers were correct and incorrect, with references, enabling specialists to determine if there are important aspects of their knowledge, skills, clinical judgment or attitudes that need to be addressed through further learning activities.
- SAPs include a reflective tool that provides participants with an opportunity to document the following:
  - Knowledge or skills that are up-to-date or consistent with current evidence
  - Any deficiencies or opportunities they identified for further learning
  - What learning strategies will be pursued to address these deficiencies; and
  - An action plan or commitment-to-change form to address any anticipated barriers

- SAPS include an evaluation form that assesses the following:
  - Whether the stated learning objectives were achieved
  - Relevance of the SAP to the participant's practice
  - The thoroughness of the content reviewed
  - The ability of the program to assess knowledge
  - Whether or not CanMEDS competencies or roles were addressed by the SAP
  - Existence or appearance of bias
- SAPS direct participants to document their learning in MAINPORT.
- SAP planning committees are in complete control over the selection of the subject or topic and authors recruited to develop SAPs.
- No representative from industry, either directly or indirectly, participates on SAP development committees that select the authors or content.
- SAP development committees and authors disclose to participants all financial affiliations with any commercial organization(s) regardless of their connection to the subject or topic of the SAP.
- All funds received in support of the development of SAPs are provided in the form of an educational grant. Funding is payable to the physician organization and the physician organization is responsible for distribution of these funds, including the payment of honoraria.
- No drug or product advertisements appear on any of the SAP written materials.
- Generic names should be used rather than trade names consistently and fairly throughout the SAP written materials
- Section 3 approval must be recognized by the following statement on program materials:

*This program is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program of The Royal College of Physicians & Surgeons of Canada, and approved by the Canadian Thoracic Society, on dd/mm/yy. The program expires mm/yy. Remember to visit MAINPORT (<https://www.mainport.org/mainport/>) to record your learning and outcomes. You may claim a maximum of # hours (credits are automatically calculated).*