



# CPD Activity Accreditation Standards for the Maintenance of Certification (MOC) Program

## Small Group Learning Activities Checklist (Section 1)

January 2018 (v.2)

*The accreditation of rounds and other hospital-based educational activities is accomplished through a self-approval process. Once accredited, MOC Section 1 credits may be claimed for these group learning activities*

The accreditation of a **small group** is accomplished through a self-approval process in which the following standards must be met.

Before completing this form, review the Accreditation Standards.

**What do I need to know?**

- A. Administrative Standards
- B. Educational Standards
- C. Ethical Standards

**How do I know that my activity is eligible for accreditation?**

Complete this form. If you answer “no” to any of the questions below, your activity is not eligible for accreditation.

## Administrative Standards

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Has a group of health care professionals (12 or less) been formed?
<input type="checkbox"/>	<input type="checkbox"/>	Does the group function as the planning committee?
<input type="checkbox"/>	<input type="checkbox"/>	Are educational activities planned and implemented based on the perceived and/or unperceived needs of the group?
<input type="checkbox"/>	<input type="checkbox"/>	Does the planning committee Chair maintain records of attendance and provide confirmation of attendance to participants?

## Educational Standards

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the activity occur at least 4-6 times per year?
<input type="checkbox"/>	<input type="checkbox"/>	Are activities planned and advertised in advance?
<input type="checkbox"/>	<input type="checkbox"/>	Are learning objectives circulated to target audience in advance?
<input type="checkbox"/>	<input type="checkbox"/>	Are a variety of learning formats used to support the learning objectives?
<input type="checkbox"/>	<input type="checkbox"/>	Is 25% of the activity allocated toward interactive learning?
<input type="checkbox"/>	<input type="checkbox"/>	Are participants given the opportunity to evaluate both the series and individual activities?

## Ethical standards

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does this series comply with <a href="#">CMA Guidelines for Physicians interactions with Industry</a> and the <a href="#">National Standard for the Support of Accredited CPD Activities</a>
<input type="checkbox"/>	<input type="checkbox"/>	Does the planning committee have control over selection of topics, content and speakers?
<input type="checkbox"/>	<input type="checkbox"/>	Does the planning committee ensure scientific validity and objectivity of content?
<input type="checkbox"/>	<input type="checkbox"/>	Have all planning committee members and faculty completed conflict of interest forms?
<input type="checkbox"/>	<input type="checkbox"/>	Are all funds received provided in the form of an educational grant payable to the planning committee?
<input type="checkbox"/>	<input type="checkbox"/>	Is the planning committee responsible to receive any financial and in-kind support for the development of an accredited CPD activity.
<input type="checkbox"/>	<input type="checkbox"/>	Does the planning committee ensure that no drug or product advertisements appear on, or with, any of the written or presented materials for the activity?
<input type="checkbox"/>	<input type="checkbox"/>	Are generic names, or both generic and trade names, used on all presentations and written materials?

### SELF-APPROVAL PROCESS

#### SMALL GROUP LEARNING

#### What steps do I follow for accreditation?

When do I need to complete this form?

**STEP 1:** Review the Royal College accreditation standards, the CMA Policy: Guidelines for Physicians in Interactions with Industry (2007) and the National Standard for the Support of Accredited CPD Activities.

**STEP 2:** Save the self-approval checklist and form to your desktop. Open the form in Adobe Reader or in Preview (if you have a Mac). The Adobe Reader software can be obtained free from the Adobe website.

**STEP 3:** Complete all required fields in the self-approval checklist and form, and save.

**STEP 4:** Attach the form to an email addressed to rounds@royalcollege.ca.

**STEP 5:** The Royal College will send a confirmation email to the planning committee Chair.

**STEP 6:** Keep a copy of the self-approval checklist and form and confirmation email for your records.

- To request MOC Section 1 accreditation of a small group, or
- To update the title or contact information of the Chair of a small group

**When do I need to complete this form?**

This is STEP 3. To self-approve small groups, complete this form then proceed to STEP 4.

**USEFUL WEB LINKS**

- [Frequently Asked Questions \(FAQ\)](#)
- [Self-Approval Checklist & Form](#)
- [Self-Approval Toolkit \(including COI disclosure form, evaluation, certificate of participation, etc.\)](#)
- [Needs assessments](#)
- [Learning objectives](#)
- [CMA Guidelines](#)
- [National Standard for the Support of Accredited CPD Activities](#)
- [Maintenance of Certification \(MOC\) Program](#)

**SMALL GROUP** *(please use exact title entered below in accreditation statement/certificates of attendance)*

Title of small group:

Number of Participants:

Hospital/Institution:

Department:

Other Participating or Affiliated Institution:

**Committee chair (please indicate Chair information not the administrator details)**

Name (for updates, include name of former Chair):

Email:

Phone:

Ext:

**BUSINESS MAILING ADDRESS**

Address line 1:

Address line 2:

City:

Province:

Postal Code:

**Declaration**

As the chair of the planning committee, I accept 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 Policy: Guidelines for Physicians in Interactions with Industry (2007) and the National Standard for the Support of Accredited CPD Activities have been met in preparing for this activity.

Planning Committee Chair

Date