

ACCREDITATION-CERTIFICATION OF CPD ACTIVITIES

Approval Authority: CEPD Governance Committee

Established On: 2024 10 17

Amendments: NA

Category: Continuing Education & Professional Development

1.0 POLICY STATEMENT

The Policy on Program Accreditation/Certification exists to guide staff, faculty, and Scientific Planning Committee members on NOSM University CEPD Office processes for program development that will be compliant with CFPC and RCPSC standards of certification/accreditation. The NOSM U CEPD Office is Accredited by the Committee on Accreditation of Continuing Medical Education (CACME) to provide CFPC Mainpro+ and RCPSC Maintenance of Certification (MOC) study credits for Continuing Professional Development and Faculty Development programs.

2.0 SCOPE

The NOSM U CEPD Office will review and approve activities developed by NOSM U faculty and preceptors for a northern Ontario audience who meet the eligibility requirements established by the CFPC and RCPSC. Providers will use CEPD resources and tools to develop CPD activities that meet the administrative, educational and ethical standards set by the CFPC, RCPSC, CACME, and the National standards on the Support of accredited CPD activities and the CMA Ethical Guidelines.

3.0 DEFINITIONS

Physician Organization (RCPSC):

A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its physician members through continuing professional development, provision of health care, and/or research.

Examples may include but are not limited to departments within a hospital or university or Local Education Groups (LEGs).

Provider Organization (CFPC):

An organization that assumes responsibility and accountability for the development, delivery, and evaluation of Mainpro+ certified CPD activities. The CPD provider organization must form a scientific planning committee—independent of sponsor influence—to conduct this work.

Examples include Not-for-Profit physician organizations, Canadian university faculty of medicine, Canadian hospital departments, medical societies/associations, and healthcare research organizations.

Scientific planning committee (SPC):

A group of target audience representatives responsible for identifying the educational needs of the intended target audience; developing educational objectives; selecting educational methods; selecting SPC members, speakers, moderators, facilitators and/or authors; developing and delivering content; and evaluating the outcomes of a certified CPD activity. SPCs may also include educational experts and people with lived experience (PWLEs).

******Representatives of a commercial interest (e.g., pharmaceutical company, medical cannabis producers/providers, medical device company, or marketing or communication firm) cannot participate as members of the SPC, nor may they participate as observers, scribes, etc., for SPC activities or meetings. ******

Health care/pharmaceutical industry (HPI) commercial interest:

For-profit entities that develop, produce, market, resell, or distribute drugs, devices, products, or other healthcare goods, services, or therapies that may be prescribed to patients or ordered by physicians or other regulated health professionals in the diagnosis, treatment, monitoring, management, or palliation of health conditions.

Examples include but are not limited to, pharmaceutical companies, medical device companies, medical and surgical supply companies, producers of non-prescription healthcare products, nutrition companies (infant formula, nutritional supplements), pharmacies, diet, fitness, and weight-loss companies, prosthetic and orthotic stores; hearing test centres; home care companies; etc., or clinical services that are owned or controlled by any of the above entities (CFPC Understanding Mainpro+ Certification, 2021). This category does not include medical software (electronic medical record) companies.

CFPC Certification and RCPSC Accreditation Statements:

Once a program has been approved, program providers are provided with certification/accreditation statements which can be used on correspondence and promotional materials. The statements must be presented exactly as they appear in the approval letter.

Providers must not state or indicate “application for CFPC Mainpro+ or RCPSC MOC credits pending” nor imply it through similar wording. Use of such a reference prior to review and Mainpro+ certification or MOC accreditation is a violation of standards and could impact approval of certification/accreditation requested.

Substantial Involvement:

Substantial involvement is required by all SPC members and must be attested to by the mandatory Practicing class (Active practice) CFPC and RCPSC member(s) identified on the planning committee. This is confirmed when the CFPC and/or RCPSC member attests that:

- They are a member of the SPC.
- They have had substantial input into the program being submitted for certification/accreditation.

- The program content is relevant to family medicine/the specialty area of the respective content developed.
- The planning, content, and delivery of the program meet pertinent ethical standards.
- They have been informed of any financial or non-financial incentives associated with the program.

****Eligible and Ineligible Topics (CFPC and RCPSC):**

In addition to the clinical and therapeutic topics traditionally addressed in family physicians' CPD activities, please review the [eligibility requirements for the CFPC and RCPSC](#) for a summary of eligible topics.

****Ineligible:**

Any topic outside the generally accepted scope of medical practice or peripheral to it is not acceptable for Mainpro+ certification. Please review [Eligible topics for CFPC Mainpro credits within the RCPSC MOC Framework](#).

4.0 POLICY TERMS OR PROCEDURES

4.1 Educational Activities Certified on Behalf of the CFPC for MainPro+ Credits for CFPC members or accredited on behalf of the RCPSC for Maintenance of Certification (MOC) Credit

The NOSM U CEPD Office is authorized by the Committee on Accreditation of Continuing Medical Education (CACME) to approve CFPC Mainpro+ and RCPSC MOC credits for CPD activities in which they or their faculty have had substantial involvement regarding planning, organization, development, and implementation, provided that the activity meets the Quality Criterion for MainPro+ certification and the CPD administrative, educational and ethical standards of both the CFPC and the RCPSC.

The CEPD Office will provide guidance, tools and resources to assist scientific planning committees with their program development, design and delivery, and will provide guidance related to conflict of interest and bias mitigation strategies.

4.1.1 NOSM U CEPD as the Lead Developer

CPD activities for which the NOSM U CEPD Office is considered the "lead developer" are activities determined by the CEPD Needs Assessment resources or the CEPD and NOSM U Strategic Plans.

A CEPD committee, sub-committee or the CEPD Office initiate NOSM U CEPD Office-developed activities. They are designed for NOSM faculty and other primary care providers. These activities are developed by CEPD faculty, leadership, researchers and support staff and are delivered primarily by NOSM U faculty. The financial risks and benefits of CEPD-developed activities normally accrue to the NOSM U CEPD Office itself.

NOSM U CEPD Office-developed activities are reviewed in the same way that faculty-developed activities are reviewed to ensure an objective assessment of compliance with all applicable standards. The NOSM U CEPD Office will maintain all documentation (Pre and post-activity) to demonstrate compliance with the administrative, educational and ethical standards and the Quality Criterion of the CFPC for all CEPD Office-developed activities.

4.1.2 NOSM U CEPD Office as Co-Developer

CPD programs for which the NOSM U CEPD Office is considered a "co-developer" are jointly planned and delivered with a planning committee or physician organization, with the CEPD Office being identified as a primary or secondary physician organization. These partnerships may be initiated by the CEPD Office or one of its committees, reaching out to or being approached by a planning committee that may not meet the requirements of being a physician organization or who may wish to collaborate on a project. The target audience for these activities are NOSM U faculty and preceptors, and northern Ontario physicians and other health professionals.

The primary role of NOSM U CEPD in co-developed programs is to ensure compliance with administrative, educational and ethical standards of the CFPC, RCPSC and CACME. Co-development may also include involvement in developing a needs assessment strategy that aligns with the NOSM U CEPD needs assessment and/or NOSM U CEPD's strategic plan, integrated with the needs identified by the community/community of practice of the co-development partner. Topic selection, determination of learning objectives and corresponding CanMEDS roles, selection of speakers and evaluation strategies may also be areas of co-development.

The CEPD Office will provide logistical support provided for co-developed programs and may be outlined in a service agreement signed by a CEPD Office lead, and the lead of the co-developing organization.

4.2 Programs Accredited on Behalf of the Royal College (RCPSC) for MOC Credits for RC Specialists

The NOSM U CEPD Office is authorized by the Committee on Accreditation of Continuing Medical Education (CACME) to approve Maintenance of Certification Section 1 and 3 (Simulation and Self-Assessment) learning hours for CPD programs targeting Royal College Fellows.

The NOSM U CEPD Office may also review and accredit educational programs developed or co-developed by a 'physician organization' with or without direct involvement of the CEPD Office.

4.3 Programs Seeking US Accreditation

Activities accredited by the CEPD Office for Royal College MOC credits in the following categories may be eligible for conversion through the [International CPD Recognition agreements established by the RCPSC](#).

Credits:

- Section 1: live face-to-face group learning, web-based synchronous, web-based asynchronous.
- Section 3: self-assessment programs and simulation activities.

As needed, the NOSM U CEPD Office shall ensure that events meet all AMA PRA Category 1 standards as defined by the AMA and described in The Physician's Recognition Award and credit system guide, found at AMA - RC Guide. All promotional materials should include the following statement:

“Through an agreement between the Royal College of Physicians and Surgeons of Canada and the American Medical Association, physicians may convert Royal College MOC credits to AMA PRA Category 1 Credits™.”

[Information for U.S. participants on converting Royal College MOC credits to AMA credits.](#)

4.4 Programs for Health Sciences Professionals

The NOSM U CEPD Office strives to develop educational programs for audiences that include a team-based learning approach or content relevant to health sciences professionals. The NOSM U CEPD Office shall include a 'CEPD Office approval credit statement' for Health Science Professionals when planning meets administrative, educational and ethical standards and prioritizes the involvement of health sciences professionals as representatives of the target audience on respective scientific planning committees.

4.5 Management of Program Accreditation

The NOSM U CEPD Office will ensure that faculty, preceptors, staff and other interested parties shall have access to up-to-date information on the certification and accreditation frameworks of the CFPC, the Royal College, CACME and the National Standard for the support of accredited CPD activities.

Members of the NOSM U CEPD Office involved in the review of applications for MainPro+ and MOC Section 1 and 3 credits shall maintain up-to-date knowledge of the accreditation frameworks of the Royal College, CFPC, CACME, the National Standard for the support of accredited CPD activities, CMA Guidelines on Ethical Standards and Innovative Medicines Canada.

4.5.1 Documentation

The NOSM U CEPD Office and its planning committees shall maintain all documentation demonstrating compliance with the Royal College, CFPC, and CACME accreditation/certification frameworks.

4.5.2 Program Application Fees for Accreditation/Certification

The NOSM U CEPD Office will levy fees for the review of CPD Programs for accreditation/certification. Invoices will be issued to the chair or designate of the scientific planning committee when the application is received. Expedited review fees will be charged when the SPC requests a review with less than a two-week turn-around is requested by the applicant. Application fees will not be refunded if the CPD activity is determined to be ineligible for accreditation/certification.

4.5.3 Accreditation/Certification Approval

At the time of accreditation/certification, the NOSM U CEPD Office will inform the respective College (CFPC/RCPSC) of the program details to facilitate physician credit/learning hours reporting. For Mainpro+-approved programs, Cert+ ID numbers will be generated and provided to SPCs within the approval letter.

5.0 ROLES AND RESPONSIBILITIES

The NOSM U CEPD Office will develop, co-develop and guide SPCs in the development of programs using CEPD-developed resources and tools accessible to SPCs via the Program Development Toolbox on the CEPD website and with access to the CEPD team for consultation and support.

Scientific Planning Committees will review guidelines provided by the CEPD office and will use the CEPD tools and resources to ensure that the planning, design and delivery of accredited programs are eligible for accreditation/certification.

6.0 INTERPRETATION

Questions regarding the interpretation or application of this policy or its procedures will be referred to the CEPD Office at cepd@nosm.ca

7.0 RELATED DOCUMENTS

University Documents and Information

- [CEPD Office Program Development Toolbox](#)
- [Eligible and Ineligible topics for CFPC Mainpro+ credits and within the RCPSC MOC Framework](#)
- [CEPD Privacy Policy Final](#)
- [CEPD Information Management and Record Retention Guidelines](#)
- [CEPD Ethics Policy Sponsorship and Exhibition Final](#)
- [CEPD Policy Accreditation and Educational Planning Final](#)
- [CEPD Policy CEPD Conflict of Interest Final](#)
- [CEPD Policy Compensation Final](#)

- [CEPD Policy Event Cancellation Final](#)
- [CEPD Policy Review and Compliance](#)

Legislation and Information

- [Committee on the Accreditation of Continuing medical Education \(CACME\) Standards](#)
- [National Standards for Support of Accredited CPD Activities 2017](#)
- [CMA Guidelines for physicians in interaction with industry \(2021\)](#)
- [Royal College of Physicians and Surgeons of Canada \(RCPSC\) Maintenance of Certification \(MOC\) Program](#)
- [Royal College of Physicians and Surgeons of Canada \(RCPSC\) Continuing Professional Development \(CPD\)](#)
- [Royal College of Physicians and Surgeons of Canada \(RCPSC\) Accreditation Standards for CPD Activities](#)
- [RCPSC CanMEDS Physician Competency Framework \(2015\)](#)
- [RCPSC CanMEDS Guide](#)
- [College of Family Physicians of Canada \(CFPC\) Understanding Mainpro+ Certification \(2024\)](#)
- [College of Family Physicians of Canada \(CFPC\) Understanding Mainpro+ Certification \(2021\)](#)
- [College of Family Physicians of Canada \(CFPC\) Understanding the NEW Mainpro+ Certification \(Coming December 2024\)](#)
- [College of Family Physicians of Canada \(CFPC\) Mainpro+ Certification Standards for Faculty Development Activities](#)
- [CanMEDS – Family Medicine \(2017\)](#)
- [CanMEDS – Family Medicine Indigenous Health Supplement \(2020\)](#)

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: CEPD Governance Committee
- b. Responsible Officer: Associate Dean, CEPD
- c. Procedural Authority: Director, CEPD
- d. Procedural Officer: Director, CEPD

Review and Revision History

Review Period: 1 year or as required

Date for Next Review: 2025 10