

## **GUIDELINES AND PROCESS FOR ACCREDITATION OF A NON-PHYSICIAN ORGANIZATION ACTIVITY**

**Non-physician organizations** are disease-oriented organizations, pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies or other for profit organizations. Non-physician organizations do not meet the definition of a physician organization and include for-profit physician organizations or groups as well as industry.

A non-physician organization **must** have their event either co-developed by an accredited provider or a non-accredited physician organization before it is eligible to seek approval for Section 1 credits.

In a co-developed event, the accredited provider (CAPM&R) jointly sponsors an event with a non-accredited provider. The ultimate authority and accountability for content, educational and ethical standards lie with the accredited provider (CAPM&R).

### **Guidelines**

1. The CAPM&R must be involved in planning all aspects of the continuing professional development event with the physician organization from the beginning.
2. The representative of the CAPM&R will be selected by the CAPM&R CPD Committee Chair.
3. The CAPM&R must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation.
4. The CAPM&R must have ultimate authority over all decisions and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for events under Section 1 have been appropriately implemented.
5. Co-development of the continuing professional development event by the CAPM&R must be recognized on program materials.
6. The CAPM&R accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.
7. Section 1 approval will be recognized by the following statement on program materials:  
**“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, approved by the Canadian Association of Physical Medicine and Rehabilitation. This activity was co-developed with [name of physician organization(s)] and was planned to achieve scientific integrity, objectivity and balance”.**

## Process

Non-physician organizations requesting accreditation through the CAPM&R must contact the CAPM&R office at (613) 507-0480 or [info@capmr.ca](mailto:info@capmr.ca) before beginning the planning process to discuss the possibility of a co-development arrangement and to share your ideas for the event with the CAPM&R.

If the CAPM&R agrees to co-develop the event, the CAPM&R must be represented on the planning committee and involved in the implementation of the program, including the needs assessment, program design and evaluation components. The representative of the CAPM&R will be selected by the CAPM&R CPD Committee Chair.

The program material must include 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, approved by the Canadian Association of Physical Medicine and Rehabilitation. This activity was co-developed with [name of physician organization(s)] and was planned to achieve scientific integrity, objectivity and balance”.**

## Fee for Co-Development with a Non-Physician Organization

\$3,000 + applicable taxes

## Minimum Requirements for Program Approval

In order for the application to meet the standards for Section 1 approval, at a minimum the program must meet the following requirements:

1. The planning committee must be representative of the target audience, which helps ensure the relevance of the program.
2. The content of the program must be determined based on the learning needs of the audience. The learning needs can be determined through methods such as needs assessments, surveys, focus groups, interviews. Learning needs can also be determined through practice audits and self-assessments.
3. The learning objectives indicating what participants will learn or achieve as a result of the activity must be clearly outlined on the program materials. Learning objectives for each session are encouraged, and should be phrased in active terms and describe what the attendee will be able to do by the end of the CME event.
4. At least 25% of the scheduled time for the education activity must be interactive, allowing the exchange of ideas between participants and faculty.

5. There must be an evaluation of the activity. The evaluation should link the learning objectives with the participant's practice to determine what participants have learned and how the information will change their practice.
6. The CMA Policy *Physicians and the Pharmaceutical Industry (Update 2001)* must be strictly followed. In particular:
  - All speakers must fully disclose any possible conflict of interest. This can be done verbally at the beginning of the presentation or by providing written documentation of their relationship with financial supporters in the event brochure.
  - All program content decisions must be made by the physician organizers.
  - Travel, accommodation and personal expenses of participants must not be paid by industry sponsors. All funds from a commercial source must be in the form of an unrestricted educational grant payable to the organization responsible for the CPD activity.

#### **Additional Information for Co-Development with Non-Physician Organizations**

1. The ultimate accountability for content, educational and ethical standards lie with the CAPM&R.
2. The CAPM&R is responsible for maintaining records of attendance and providing attendees with certificates of attendance.
3. The CAPM&R will provide records of the CPD activity (materials, attendance) to the Royal College Credit Validation program upon request.