

# THE ROYAL COLLEGE OF PHYSICIANS & SURGEONS OF CANADA (RCPSC) SECTION 1

The Continuing Health Professional Education Office, Faculty of Medicine, McGill University, will review your activity for RCPSC Section 1 accreditation, **only if the next 3 pages are completed**. In this three part application form, the RCPSC accreditation eligibility criteria must be met and the supporting documentation provided. Program organizers must visit the website of **The Royal College of Physicians and Surgeons of Canada** to ensure that their program meets the organization's criteria for accreditation.

**ACTIVITY TITLE:** \_\_\_\_\_

## **PART #1: Organization Requesting Approval**

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**Activities eligible for approval under Section 1 must meet one of the following requirements.**

Indicate which option applies to your organization:

Option 1 -  We are a **physician organization**<sup>1</sup> – we planned this educational activity unaided or in conjunction with another physician organization.

Option 2 -  We are a physician organization that is co-developing this educational event with a **non-physician organization**<sup>2</sup>. We (the physician organization) have had substantial input into the planning, organization, development and implementation of this activity and accept accountability for its entire program.

<sup>1</sup> **Physician Organization:** A non-profit group of health professionals with a formal governance structure. These include (but not limited to):  
 • Faculties of Medicine • Hospital Departments/Units • Medical Societies • Medical Associations

<sup>2</sup> **Non-physician organization:** A pharmaceutical/communication company, medical/surgical supply company or other profit organization

Complete the table below:

<b>Physician organization:</b>		
Name of Contact Person:		
Telephone:	Facsimile:	Email:
<b>Non-physician co-sponsoring organization:</b>		
Name of Contact Person:		
Telephone:	Facsimile:	Email:

## **PART #2: Mandatory Educational Requirements**

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**Criteria 1: The event must be planned to address the identified needs of the target audience.**

Please provide an explanation or supporting documentation for the following questions: **Write clearly.**

- Describe the identified target audience for this event. If applicable, please indicate if this event is also intended to include other health professionals, indicate area of expertise.


- List all members of the planning committee, which are representing the physician organization.

Name	Area of Specialty and University/Hospital Affiliation

RCPSC Section 1 – continued – Part 2 Mandatory Educational Requirements

3. What sources of information were selected by the planning committee to develop the content of this event? Examples can include reviews of the scientific or education literature, clinical practice guidelines, and surveys or focus groups conducted by the organization planning the event.


**Criteria # 2: Learning objectives that address identified needs must be created for the overall event and individual sessions. The learning objectives must be printed on the program brochure and/or handout materials.**

1. Do the learning objectives express what the participants will be able to know or achieve by participating in the event? Yes  No
2. How are the learning objectives linked to the evaluation strategies for this event? For example, does the evaluation form list the learning objectives or pose questions to participants about whether the learning objectives were met?


**The activity must include an evaluation of the event’s established learning objectives and the learning outcomes identified by participants.**

1. Do you provide an opportunity for participants to identify if the stated learning objectives were achieved? Yes  No
2. Are there opportunities for participants to identify and/or reflect on what they have learned? (One example of this would be a question asking what the participants learned or plan to integrate into their practice) Yes  No
- If yes, describe the opportunity utilized by participants to identify what they have learned.


**PART #3: Ethical Standards**

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**Each of the following Ethical Standards must be met for this event to be approved under Section 1:**

1. The physician organization(s) must have control over the topics, content and speakers selected for this event. We comply with this standard: Yes  No

Describe the process by which the topics, content and speakers were selected for this event.


RCPSA Section 1 – continued – Part 3 – Ethical Standards

2. The physician organization(s) must assume responsibility for ensuring the scientific validity and objectivity of the content of this event. We comply with this standard: Yes  No

Describe the process to ensure validity and objectivity of the content for this event.


3. The physician organization(s) must disclose to participants **all** industry financial relationships of faculty, moderators or members of the planning committee for the past 2 year period. Not just those relevant to this activity.

We comply with this standard: Yes  No

Describe how conflict of interest information is collected and disclosed to participants.


4. All funds received in support of this event were provided in the form of an **unrestricted** educational grant payable to the physician organization(s) for management and disbursement. Ensure to complete page 8 of this accreditation request form. We comply with this standard: Yes  No

Please describe how the physician organization(s) assumes responsibility for the distribution of these funds, including the payment of honoraria and expenses.


5. No drug or product advertisement appears on any written materials (preliminary or final programs, brochures, or advanced notifications) for this event. We comply with this standard: Yes  No

A preliminary program, including a general description of the activities, timing, specific topics and speakers, is attached to this accreditation request form. Yes <input type="checkbox"/> No <input type="checkbox"/>
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6. Generic names should be used rather than trade names on all presentations and written materials.

We comply with this standard: Yes  No

Describe the process to advocate speakers' adherence to using generic rather than trade names of medications and/or devices included within all presentations or written materials.


**We comply with the above mentioned standards (6)** Yes  No

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's guidelines entitled *CMA Policy: Guidelines for Physicians in Interactions with Industry (2007)*, have been met in preparing for this event.

\_\_\_\_\_  
Date: (yyyy/mmm/dd)

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PROGRAM COMMITTEE CHAIR (SIGNATURE)