

THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA



# A Guide to MAINPRO<sup>®</sup> Accreditation

2014

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# FREQUENTLY ASKED QUESTIONS FROM CPD PROVIDERS

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## Frequently Asked Questions From CPD Providers

**Q1: What are the requirements and costs associated with MAINPRO® accreditation?**

A: Costs and requirements vary depending on the type of accreditation sought. Please see [Mainpro Accreditation Overview](#).

**Q2: Will the CFPC accredit online programs, satellite broadcasts, teleconferences, and/or webinars?**

A: Yes. Please refer to [Mainpro Accreditation Requirements by Program Type](#).

**Q3: How many CFPC members are required to sit on a national Mainpro-M1 program planning committee?**

A: Three (3) members are required to sit on a national Mainpro-M1 program planning committee. These members may come from any region of the country, or from the same region. Please refer to [Mainpro-M1 Accreditation Eligibility Criteria](#).

**Q4: Can any physician be involved in program planning and development for CFPC Mainpro accreditation?**

A: Yes. However, at least three (3) physicians who are active CFPC members must have had substantial input in program planning and development. In support of interprofessional and interdisciplinary education, planning committee members can be representative of the intended target audience to ensure all participants' needs are adequately addressed.

**Q5: What constitutes "substantial input"?**

As part of the application process, substantial input or involvement is confirmed when a CFPC member verifies that he or she has contributed to the consideration of learning needs, the determination of learning objectives and program content, and the choice of speakers or presenters. For more information, see [Mainpro-M1 Accreditation Eligibility Criteria](#).

**Q6: Is it possible to offer a program in more than one distance learning format (eg, online, webinar, webcast, teleconference, or videoconference)?**

A: Yes. You must indicate that you intend to offer a program in more than one format within your initial application and provide details on how you will ensure that the learning experience remains consistent from one format to the next. If it is determined that there will be a significantly different learning experience based on the delivery format, a separate application will be required per format. Please refer to [Mainpro Accreditation Requirements by Program Type](#).

**Q7: Do online programs require ethical review?**

A: An ethical review is required for an event held at a hotel, restaurant, conference centre, physician's office, etc. where food and/or beverages are provided and/or where an industry representative is present to assist with logistics, such as audiovisual

equipment setup, distribution of learning materials, etc. Please refer to [Mainpro Ethical Review](#).

**Q8: Is it possible for regularly scheduled series (RSS) (e.g., hospital rounds and journal clubs) to have Mainpro accreditation?**

A: Yes. Please refer to [Mainpro Accreditation Requirements by Program Type](#).

**Q9: What does the CFPC consider to be an acceptable needs assessment?**

A: There are many valid types of needs assessment, including chart audits, questionnaires, focus groups, interviews, standardized assessment exercises, morbidity/mortality data, provincial/national/organizational databases, and direct observation, to name a few. Please refer to [Appendix 2](#) for more information on needs assessments and to [Appendix 3](#) for information on learning objectives.

**Q10: Is it possible to apply for accreditation for modular CPD programs?**

A: Yes, providers can apply for credits for modular CPD programs (ie, credits granted on a per module basis versus credits for completion of entire program). A single application can be made for modular accreditation if the following criteria are met

- The modules are targeted at a common audience
- The contents have a demonstrated theme
- The modules are organized such that value can be derived from taking only one module in a series

Certificates of completion and/or letters of participation must clearly indicate the following:

- The title of the CPD program
- The title of the module(s) that an individual has completed (eg, Module I: Introduction to Diabetic Foot Care)
- The number of credits based on the module(s) the participant has completed (eg, Module I: Introduction to Diabetic Foot Care – 1.5 Mainpro-M1 credits)

For existing Mainpro-accredited programs, if the provider wishes to offer the program in a modular format and assign credits for completing a module versus the entire program, a new application for accreditation must be submitted.

**NEW!**

**Q11: How long does it take for applications to be processed?**

A: Applications submitted through [QuickConnect](#) that meet all requirements and include confirmation of participation from planning committee members will be processed within six (6) weeks for Mainpro-M1 and eight (8) weeks for Mainpro-C applications.

**Q12: If a program is to be offered outside of Canada, is it eligible for Mainpro accreditation?**

A: For programs held in the United States, please refer to [Mainpro Accreditation Agreements](#) for information on the CFPC's bilateral reciprocal agreement with the American Academy of Family Physicians (AAFP). CPD programs organized and offered by Canadian organizations and held outside North America must be submitted to the CFPC National Office for review.

**Q13: If program content has been altered after it was approved/accredited, does it need to be resubmitted to the College?**

A: Yes, if changes are minimal, the continuing professional development (CPD) director will review and either approve, indicate changes required, or reject the application. If content changes or additions are significant, a new application should be made for approval/accreditation.

**Q14: What are the branding parameters for CPD providers?**

A: CPD provider and sponsor logos or other branding must not be included as part of the content presented during a Mainpro-accredited CPD event. For example:

- It is not permissible to include logos within the header or footer for PowerPoint slides, handouts, etc.
- It is not permissible to use colours and/or colour schemes commonly associated with a company or one or more of its products, pills etc. for PowerPoint slides, handouts, invitations, etc.

Further details can be found in [Appendix 8](#).

**NEW!****Q15: When do I submit conflict of interest (CoI) information?**

A: Conflict of interest declarations (may be presented on PowerPoint slides, as handouts, etc.) and related information (including planning committee CoI forms as of June 2012) **must** be included with the application for accreditation. If the speaker name(s) and/or information are not known at the time of application submission, a template should be submitted to identify how the information will be later presented. Final completed COI information must be submitted during the **Ethical Review**. Please refer to [Appendix 7](#) for more information.

**Q16: Does the College allow for industry representatives to assume an educator/presenter role at Mainpro-accredited events?**

A: Representatives of commercial organizations—including, but not limited to pharmaceutical, device, and biotechnology companies—may not act as educators or presenters unless providing a product or device demonstration *and* only when such a demonstration cannot be provided by a physician or other health care provider not associated with the commercial organization. Please refer to eligibility criteria for both [Mainpro-M1](#) and [Mainpro-C](#) programs for further details.

**NEW!**

**Q17: How can I confirm that a physician is an active CFPC member?**

A: You can check physician status by going to <http://www.cfpc.ca/Home/> and clicking “CFPC Member List,” located at the top of the screen.

**NEW!**

**Q18: Can an academic poster viewing session be awarded Mainpro-M1 credits?**

A: This is permissible, provided there is structure and facilitation around the viewings; that is, there is a structured process for presenting each poster, allowing time for questions and feedback, etc. The College does not grant credit for individuals viewing posters outside of a facilitated group, unless they wish to complete one or more [Linking Learning to Practice](#) forms.

**NEW!**

**Q19: Can commercial organizations be involved in program development?**

Effective January 2013, representatives of commercial organizations (pharmaceutical industry, communication firms, etc.) will not be permitted to participate in nor attend scientific and content planning committee meetings for programs seeking Mainpro accreditation. They will not have any role whatsoever in the program content development. Program committees primarily concerned with program logistics are considered different and would not exclude representatives of commercial interests.

**NEW!**

**Q20: Do program providers need to distribute handouts to participants?**

Yes. When appropriate, providers should ensure copies of handouts or program materials are available to participants. (This may not always be possible due to confidentiality or sensitive content.)

Still can't find the information you need? Contact us at 905-629-0900/  
1-800-387-6197 +1, ext. 319, or email us at [QuickConnect@cfpc.ca](mailto:QuickConnect@cfpc.ca).

	Want to apply for accreditation online? Click <a href="#">here</a> for a direct link to QuickConnect or go to <a href="https://quickconnect.cfpc.ca">https://quickconnect.cfpc.ca</a>
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# UNDERSTANDING MAINPRO<sup>®</sup> ACCREDITATION: A Guide for CPD Providers

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## Understanding MAINPRO® Accreditation: A Guide for CPD Providers

The College of Family Physicians of Canada (CFPC) has three recognized continuing professional development (CPD) credit categories: Mainpro-M1, Mainpro-M2, and Mainpro-C. CPD providers should determine the type of accreditation for which a program might be eligible. A complete description of the application process and the eligibility requirements for Mainpro accreditation are provided in this guide.



Questions about Mainpro accreditation and eligibility requirements should be directed to Deborah Blois, Mainpro Accreditation Coordinator, at [QuickConnect@cfpc.ca](mailto:QuickConnect@cfpc.ca) or at 905-629-0900/1-800-387-6197 +1, ext. 319.

# CFPC MAINPRO: Credit Categories

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## CFPC Mainpro: Credit Categories

**NEW!** Please note that the College has introduced changes to the National Mainpro-M1 application processes for programs offered in the province of Quebec. Providers wishing to submit programs in English and French must submit English and French content simultaneously.

CFPC Mainpro Credit Categories						
Credit Category	Overview	Examples				
<b>Mainpro-M1</b>	<p>Mainpro-M1 accreditation is awarded to structured learning programs, events, or activities that focus on enhancing knowledge and/or skills pertinent to the practice of family medicine. There are two subcategories of Mainpro-M1 accreditation:</p> <p>National Mainpro-M1 accreditation { +Programs offered on a national basis (multiple provinces and territories)</p> <p>Provincial Mainpro-M1 accreditation { +Programs offered on a provincial basis (single province or territory)</p> <p><b>Mainpro-M1 accreditation is a two-step process.</b>  <b>Step 1:</b></p> <table border="1"> <thead> <tr> <th>National Mainpro-M1 Accreditation (for programs not offered in Quebec)</th> <th>Provincial Mainpro-M1 Accreditation</th> </tr> </thead> <tbody> <tr> <td>The program or content is submitted to the CFPC National Office and then reviewed by two (2) physician Mainpro reviewers. If the program meets all criteria for national Mainpro-M1 accreditation, the program is considered to be <b>national Mainpro-M1 approved.</b></td> <td>The program or content is submitted to the pertinent CFPC Chapter Office and is then reviewed by one (1) physician Mainpro reviewer. If the program meets all criteria for provincial Mainpro-M1 accreditation, the program is considered to be <b>provincial Mainpro-M1 approved.</b></td> </tr> </tbody> </table>	National Mainpro-M1 Accreditation (for programs not offered in Quebec)	Provincial Mainpro-M1 Accreditation	The program or content is submitted to the CFPC National Office and then reviewed by two (2) physician Mainpro reviewers. If the program meets all criteria for national Mainpro-M1 accreditation, the program is considered to be <b>national Mainpro-M1 approved.</b>	The program or content is submitted to the pertinent CFPC Chapter Office and is then reviewed by one (1) physician Mainpro reviewer. If the program meets all criteria for provincial Mainpro-M1 accreditation, the program is considered to be <b>provincial Mainpro-M1 approved.</b>	<ul style="list-style-type: none"> <li>• Courses, conferences, workshops</li> <li>• Hospital rounds</li> <li>• Lecture series</li> <li>• Journal clubs</li> <li>• Satellite broadcasts</li> <li>• Online programs</li> <li>• Teleconferences /Web-based seminars (webinars)</li> <li>• Electronic medical record (EMR) training</li> </ul>
National Mainpro-M1 Accreditation (for programs not offered in Quebec)	Provincial Mainpro-M1 Accreditation					
The program or content is submitted to the CFPC National Office and then reviewed by two (2) physician Mainpro reviewers. If the program meets all criteria for national Mainpro-M1 accreditation, the program is considered to be <b>national Mainpro-M1 approved.</b>	The program or content is submitted to the pertinent CFPC Chapter Office and is then reviewed by one (1) physician Mainpro reviewer. If the program meets all criteria for provincial Mainpro-M1 accreditation, the program is considered to be <b>provincial Mainpro-M1 approved.</b>					

<p><b>National Mainpro M1 Accreditation</b> <i>(includes programs offered in Quebec)</i></p>	
<p>The program or content is submitted to the CFPC National Office and then reviewed by two (2) physician reviewers. One (1) national reviewer and one (1) Quebec Chapter reviewer. If the program meets all criteria for National and Quebec Chapter Mainpro-M1 accreditation, the program is considered to be <b>National Mainpro-M1 approved.</b></p>	

**Step 2:**  
Each time a session of the program is to be offered, CPD providers must complete the ethical review process (see [Mainpro Ethical Review](#)) in the province where the session is to be held. Once approved by the pertinent CFPC Chapter Office, the program or session is considered to be **Mainpro-M1 accredited.**

*Note: National accreditation for live CPD events may be granted only through the CFPC National Office. Online events may be granted through the CFPC National Office or by a Committee on Accreditation of Continuing Medical Education (CACME)–accredited university CPD office (see [Mainpro Accreditation Agreements](#) for details).*

CFPC Mainpro Credit Categories		
Credit Category	Overview	Examples
<b>Mainpro-C</b>	<p>Mainpro-C accreditation is awarded only to continuing professional development (CPD) programs, events, or activities that focus on quality and/or performance improvement. These programs are designed with the needs of a specific target audience in mind and are implemented using learning methodologies that promote reflective practice and continuous quality improvement.</p> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 10px; margin: 10px 0;"> <p>At a minimum, Mainpro-C accredited activities must include:</p> <ul style="list-style-type: none"> <li>• A needs assessment performed directly on the intended target audience</li> <li>• A program delivered primarily through use of small-group activities</li> <li>• A mandatory post-program or follow-up reflective activity included as part of the curriculum</li> </ul> </div> <p><i>Note: Mainpro-C accreditation is granted only through the CFPC National Office. University CPD offices and CFPC Chapter Offices are not permitted to accredit programs for Mainpro-C credits (see <a href="#">Mainpro Accreditation Agreements</a> for details).</i></p>	<ul style="list-style-type: none"> <li>• Courses, conferences, workshops</li> <li>• Practice-based small-group learning (PBSGL)</li> <li>• Organized clinical traineeships</li> <li>• Advanced Life Support Programs</li> </ul>
<b>Mainpro-M2</b>	<p>CFPC Mainpro participants (CFPC members and non-member Mainpro participants) may claim Mainpro-M2 credits for self-directed or non-CFPC-accredited learning activities (programs that are not Mainpro-M1 or Mainpro-C accredited). These activities must be relevant to family medicine. <b>Providers cannot designate any activities as Mainpro-M2; credits should be self-claimed by the Mainpro participant.</b></p>	

If hosting one of the following CPD activities, please refer to [Mainpro Accreditation Requirements by Program Type](#).

- Advanced Life Support
- Electronic Medical Records Training
- Journal Club
- Clinical Traineeship
- Practice-Based Small Group Learning (PBSGL)
- Regularly Scheduled Series (RSS)\*
- Online/Satellite/Webcast/Teleconference

\*RSS is defined as series of CPD activities planned and implemented at regular intervals; weekly, biweekly, and monthly (eg, hospital rounds, journal clubs, PBSGL, or CPD series).

# CFPC MAINPRO: Accreditation Overview

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## CFPC Mainpro: Accreditation Overview

	National Mainpro-M1	Provincial Mainpro-M1	Mainpro-C
<b>QuickConnect admin fee</b>	\$750* + HST  An additional \$200 +HST for programs offered in Quebec	\$350* + HST	\$500* + HST
*Add \$100 green surcharge for paper-based applications <i>Note: Payment does not guarantee accreditation and is non-refundable.</i>			
<b>Duration of Mainpro approval</b>	<b>National and provincial Mainpro-M1 approval is valid for 12 months from the date of notice of approval.</b>		<b>Mainpro-C accreditation is valid for 18 months from the date of notice of accreditation.</b>
<b>Planning committee involvement</b>	Minimum of three (3) CFPC members from anywhere in Canada	Minimum of one (1) CFPC member from the province where accreditation is being sought	Minimum of one (1) CCFP member (must be a certificant of the CFPC)
<b>Review process</b>	Two (2) physician Mainpro reviewers*  *For programs offered in Quebec one (1) reviewer must be from the Quebec Chapter.	One (1) physician Mainpro reviewer	Two (2) physician Mainpro reviewers
<b>Application deadline</b>	Application materials should be submitted a <b>minimum of six (6) weeks before the first session of a Mainpro-M1 program and a minimum of eight (8) weeks for a Mainpro-C program.</b> The CFPC does not grant accreditation retrospectively; sessions of a program that are offered before accreditation has been conferred are not eligible for Mainpro credits.		
<b>Application forms and documents</b>	<b>Online Application Process</b> Apply for accreditation online using QuickConnect ( <a href="https://QuickConnect.cfpc.ca">https://QuickConnect.cfpc.ca</a> ). Submit all documents electronically, including the administration fee (MasterCard, Visa, and American Express accepted).		



	<p><b>Offshore Submissions (Outside of Canada and the United States Only)</b></p> <p>Offshore applications require submission through a paper-based format. Please contact the National Office at <a href="mailto:QuickConnect@cfpc.ca">QuickConnect@cfpc.ca</a> for more information.</p>
	<p>Confirmation of <b>program approval (or confirmation of program accreditation for Mainpro-C)</b> is sent to CPD providers from the CFPC National Office. <b>IMPORTANT!</b> The confirmation of approval letter <b>does not confer final accreditation</b>. Each time a CPD provider wishes to offer a session of an approved <b>national Mainpro-M1 program</b>, session materials must first be submitted to the pertinent CFPC Chapter Office for ethical review. For <b>provincial Mainpro-M1 programs</b>, session materials must first be submitted to the pertinent CFPC Chapter Office for ethical review.</p>
<b>French program materials for programs not offered in Quebec</b>	<p>If the program is offered in French in any province other than Quebec, French language materials are to be submitted to <a href="mailto:QuickConnect@cfpc.ca">QuickConnect@cfpc.ca</a> only after the English-language materials have been approved. If the program is to be offered only in French, all materials are to be submitted in French.</p>
<b>Program approval</b>	<p>A <b>program-approval/accreditation</b> decision requires unanimous agreement among reviewers. Programs will be deemed one of the following.</p> <ul style="list-style-type: none"> <li>• <b>Approved</b></li> <li>• <b>Changes Required*</b></li> <li>• <b>Rejected</b></li> </ul> <p>*Programs listed as “changes required” may be granted <i>approved</i> status if evidence of implementation of recommended changes is provided to the CFPC National Office within thirty (30) days of notification of provisional approval.</p>
<b>Turnaround time for requested revisions</b>	<p><b>CPD providers have 30 days from the date of notification to respond to requests for additional information, materials, or program revisions</b> (ie, program is listed as “changes required”). If CPD providers fail to respond within this time frame, the CFPC reserves the right to consider the application incomplete. Providers must then reapply for program approval (including payment of the administration fee plus applicable taxes).</p>
<b>Appeal process</b>	<p>CPD providers may appeal the decision to deny program approval or session accreditation (ethical approval). The following appeals process is to be followed:</p> <ul style="list-style-type: none"> <li>• All appeals must be made <i>in writing</i> (email acceptable) to the CFPC National Office and sent to the attention of <b>Deborah Blois, Mainpro Accreditation Coordinator</b> (<a href="mailto:QuickConnect@cfpc.ca">QuickConnect@cfpc.ca</a>)</li> </ul>

	Appeal requests must include a covering letter outlining the rationale for the appeal, and a copy of the accreditation or ethical review rejection notice.
<b>Partial accreditation</b>	The CFPC is prepared to accredit individual sessions or events held as part of larger CPD activities (eg, a single workshop offered as part of a conference). The accreditation criteria need apply only to the relevant sessions. It is the responsibility of CPD providers and organizers to inform participants as to which sessions have been Mainpro accredited. See <a href="#">Appendix 9</a> for more information.
<b>Certificate of participation</b>	It is the responsibility of CPD providers to supply participants with a letter or certificate of participation upon completion of a Mainpro-accredited program. This document must include the following: <ul style="list-style-type: none"> <li>• Participant's full name</li> <li>• Program name (<i>exactly as it appears on the application for accreditation</i>)</li> <li>• Session date and location</li> <li>• Number of Mainpro credits for which the session is accredited</li> </ul> Mainpro participants (CFPC member and non-member Mainpro participants) are not required to submit proof of participation (certificates, etc.) to claim Mainpro-M1 credits; <b>proof of participation is required only to claim Mainpro-C credits.</b> CFPC Mainpro participants should retain all such records for a minimum period of six (6) years in case they are selected to participate in credit validation or auditing.
<b>Program audit</b>	Any Mainpro-accredited programs might be subject to audit by the CFPC National Committee on Continuing Professional Development (NCCPD), the CFPC Department of Continuing Professional Development (CPD), and/or a CFPC Chapter or its CPD committee. The CFPC is not required to provide advanced notice to CPD providers of intent to audit. Failure to comply with Mainpro accreditation policies and procedures may result in revocation of approval/accreditation. If this is the case, it is the responsibility of CPD providers to inform physician participants that they are not eligible to claim Mainpro-M1 credits.
<b>Re-approval policy</b>	If a CPD provider wishes to have a program reapproved, he or she must resubmit <i>all program materials</i> with a completed application form and administrative fee through <a href="#">QuickConnect</a> . Offshore providers are required to re-submit paper copies.

# MAINPRO-M1 ACCREDITATION ELIGIBILITY CRITERIA

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## Mainpro-M1 Accreditation Eligibility Criteria

The following section outlines basic eligibility requirements for Mainpro-M1 accreditation regarding the following:

1. **Program planning and development**
2. **Program design and content**
3. **Communication with speakers/presenters**
4. **Learning methodology, delivery, and environment**
5. **Ethical standards and disclosure**



Unless otherwise listed, the criteria apply to CPD programs submitted for both National and Provincial Mainpro-M1 accreditation. Satisfaction of the criteria listed here does not guarantee Mainpro-M1 accreditation.

For more information on the accreditation process, please contact the Mainpro Accreditation Coordinator, Deborah Blois, at 905-629-0900/1-800-387-6197 +1, ext. 319, or email [QuickConnect@cfpc.ca](mailto:QuickConnect@cfpc.ca).

1. Program Planning and Development	
<p><b>National Mainpro-M1</b> A minimum of three (3) CFPC members from any region of the country must be members of the CPD program planning committee.*</p>	<p><b>Provincial Mainpro-M1</b> At least one (1) CFPC member from the province where the program is to be held must be a member of the CPD program planning committee.*</p>
<p>*Program planning committee members must have substantial involvement in development, planning, and implementation of the program.</p> <p>⚠ Asking a CFPC member to review a finalized CPD program is not acceptable; CFPC members must meet the provided definition of substantial involvement.</p>	
<p><b>Substantial Involvement</b> As part of the application process, substantial involvement is confirmed when the CFPC member verifies each of the following:</p> <ul style="list-style-type: none"> <li>• He or she has had substantial input into the program being submitted for accreditation (eg, contributed to the consideration of learning needs, the determination of learning objectives, and the choice of speakers or presenters)</li> <li>• The content of the program is relevant to family medicine</li> <li>• The planning, content, and conduct of the program meets pertinent ethical standards</li> <li>• He or she has been informed of any financial or non-financial incentives associated with the program</li> </ul>	

## 2. Program Design and Content

### Needs Assessment

**A needs assessment must be conducted to identify the perceived and unperceived educational needs of the target audience.**

This assessment must be completed each time the program is offered, and the results of which must be used to direct the learning objectives and content of the program so that it is tailored to meet participant needs.

- The needs assessment is intended to identify an absence or deficit in knowledge or skills (a “gap” between current practice and best practice activities)
- There are many acceptable needs assessment methodologies, including but not limited to the following:
  - Chart audits, focus groups, and patient surveys
  - Local epidemiological studies and pre-tests administered to participants
  - Evaluations from previous CPD events and expert opinion consensus
  - Review of audio- or videotapes of patient encounters, clinical recall interviews, and direct observation of performance

For more information on needs assessments, please refer to [Appendix 2](#).

### Learning Objectives

**Learning objectives must be developed according to the results of the needs assessment and must be advertised to participants before the program (eg, during registration and in advertisements/invitations).** There must be evidence that the needs assessment has been used as the basis for establishing learning objectives and program design and content.

For more information on learning objectives, please refer to [Appendix 3](#).

### Content Relevancy

**The CPD program content must be relevant to family medicine. Relevancy is determined by whether or not the content:**

- Fosters improved patient care by family physicians
- Addresses at least one of the [four principles of family medicine](#) (the content could address an area of potential growth for family medicine as long as it relates to the four principles)
- Has been proven or generally accepted by the medical community

For a list of generally acceptable and unacceptable topics, see [Appendix 1](#).

### Generic vs Brand Name

There must be evidence of appropriate use of *brand* and *generic* names in CPD programs and associated materials.

- **Generic names should be used where possible in accredited programs**

If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

### 3. Communication With Speakers/Presenters

**CPD providers should give specific instructions to presenters and speakers regarding their involvement in the program. Specifically, presenters and speakers must be provided with the following:**

- **The learning objectives pertaining to their part of the program**
- **A description of the program format**
- **A description of the target audience**
- **A description of the nature of the evaluation to be completed by participants**

In addition, it is the responsibility of CPD providers to ensure that the content and materials presented are the same as those submitted and approved or accredited. If changes are to be made to approved or accredited program content, CPD providers must first contact the CFPC Chapter Office (for provincial Mainpro-M1 programs) or the National Office (for national Mainpro-M1 programs) to discuss the intended changes. If changes are deemed by the Chapter Office or National Office to be substantial, the program must be resubmitted for accreditation (along with payment of the administrative fee plus applicable GST/HST).

### 4. Learning Methodology, Delivery, and Environment

#### **Participant Interaction**

**The environment, teaching techniques, and use of audiovisual aids must be both conducive to effective learning and appropriate to the learning objectives:**

- **There must be sufficient opportunity for discussion among participants**
- **In the case of didactic presentations, there must be adequate time set aside for speakers or presenters to address questions from participants**
- **No social activity may take precedence over the educational activities**

A representative of a commercial organization (pharmaceutical company representatives, medical device company engineers, etc.) cannot assume the role of a speaker/educator at Mainpro-accredited events. The only exception is where a demonstration of a product or device is considered to be an essential component of the educational event, and no physician or other health care professional is qualified to perform this role. This type of participation must be approved and rationalized by event planning committee members and outlined as part of the initial accreditation application.

#### **Program Evaluation\***

**Participants must have an opportunity to evaluate the program.** Evaluation may be completed through use of forms, discussion groups, or other techniques deemed appropriate and useful.

- The evaluation must include a question on content and presenter bias
- CPD providers must retain copies of completed evaluation forms or response summaries for at least one (1) year in case the program is audited by the CFPC
- The CFPC recommends that organizers provide a summary of the evaluations to all speakers and presenters for personal and professional development

- Feedback sought from participants should be used by CPD providers to improve future presentations of the program

\*Programs delivered in the province of Quebec must include the following two questions exactly as stated below as part of program evaluations:

1. Did you perceive any degree of bias in any part of the presentation? Y or N
2. Did the activity respect the [Ethical Code of CME Providers \(www.cemcq.qc.ca/fr/index.cfm\)](http://www.cemcq.qc.ca/fr/index.cfm)? Y or N

For more information on evaluations, please refer to [Appendix 5](#).

## 5. Ethical Standards and Disclosure

The planning, content, and conduct of programs must follow acceptable ethical standards. Ethical standards must be adhered to during all stages of planning and implementation of CPD programs. All Mainpro-accredited programs must be able to withstand public scrutiny.

- The planning, development, and implementation of CPD programs must comply with the Canadian Medical Association's [Policy on Physicians and the Pharmaceutical Industry](#) (2007) and Rx&D's (Canada's Research-Based Pharmaceutical Companies') [Code of Ethical Practices](#) (2012). If any disagreement exists between these two, the CMA policy should prevail. **Programs held in the province of Quebec** must also adhere to [the Ethical Code of CME Providers](#).
- Disclosure information and accompanying verbal statements should be included as part of all Mainpro-accredited programs; all speakers and presenters must disclose financial affiliations with manufacturers of products or service providers related to the presentation (see [Appendix 12](#) for more information on disclosure of potential for conflict of interest).

**Effective June 1, 2012**

All members of planning committees and speakers/presenters are required to complete the [Declaration of Conflict of Interest form](#). Completed forms must be submitted as part of the application process.

*Final accreditation is contingent upon ethical review, as conducted by the pertinent CFPC Chapter Office. The ethical review process addresses the logistical components of sessions (eg, meals, entertainment and social events, venue, cost to participants, speakers, and presenters) and assesses compliance with CFPC accreditation standards and ethical guidelines, including those set forth by Rx&D; the Canadian Medical Association; and, for Quebec, [the Ethical Code of CME Providers](#), (see [Mainpro Ethical Review](#) for additional information on the ethical review process).*

- **Promotional materials, invitations, correspondence with potential attendees, and all other published announcements in print or electronic media, on websites or other places, must be provided to the appropriate CFPC Chapter Office**
- **The cost of each ethical review is \$100 plus applicable GST/HST (non-refundable)**

- **CPD providers must allow at least five (5) business days for the ethical review process to be completed**

Go to [www.cfpc.ca](http://www.cfpc.ca) and click on the tab marked “CPD.” Go to “CPD Providers and Planners,” and then click on “Ethical Review & Guidelines.”

- ⚠ **Inappropriate influence from external sources, such as funding, on any aspect of a program is unacceptable.**



# MAINPRO-C ACCREDITATION ELIGIBILITY CRITERIA

THE COLLEGE OF  
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OF CANADA



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## Mainpro-C Accreditation Eligibility Criteria

The following section outlines basic eligibility requirements for Mainpro-C accreditation:

1. Program planning and development
2. Program design and content
3. Communication with speakers/presenters
4. Learning methodology, delivery, and environment
5. Ethical standards and disclosure
6. Programs offered several times



For more information on the accreditation process, please contact the Mainpro Accreditation Coordinator, Deborah Blois, at 905-629-0900/1-800-387-6197 +1, ext. 319, or email [QuickConnect@cfpc.ca](mailto:QuickConnect@cfpc.ca).

### 1. Program Planning and Development

All Mainpro-C programs must be developed and implemented by, or in collaboration with, a physician organization, as defined by the CFPC.

The term *physician organization (PO)* has been defined as follows:

A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, family physicians through:

- Continuing professional development (CPD)
- Provision of health care
- Research

This definition includes, but is not necessarily limited, to the following:

- CFPC National and Chapter Offices
- Universities/faculties of medicine (including university CPD offices)
- Hospital departments or divisions
- National medical societies
- Medical associations
- Medical academies
- Physician research organizations (e.g., Canadian Heart Research Centre)
- Health branch of the Canadian forces

*This definition excludes pharmaceutical companies or their advisory groups, medical and surgical supply companies, communication companies, and other for-profit organizations and ventures/activities.*

At least one (1) CFPC Certificant (CCFP) member must be a member (excludes non-member Mainpro participant) of the CME/CPD program planning committee and have *substantial involvement* in development, planning, and implementation of the program

**As part of the application process, *substantial involvement* is confirmed when the CFPC member verifies each of the following:**

- He or she has had *substantial input* into the program being submitted for accreditation (e.g., contributed to the consideration of learning needs, the determination of learning objectives, the choice of speakers and/or presenters, and follow-up reflective activities)
- The content of the program is relevant to family medicine
- The planning, content, and conduct of the program meets pertinent ethical standards
- He or she has been informed of any financial or non-financial incentives associated with the program

**\*He or she should also be a member of the scientific committee, where such a committee exists.**

*The planning committee for Mainpro-C–accredited programs no longer requires 50% family physician representation.* Instead, and in support of interprofessional and interdisciplinary education, planning committee membership should be representative of the intended target audience to ensure all participant needs are adequately addressed.

#### **Accreditation by other organizations**

Mainpro-C accreditation is only granted by the CFPC National Office. Mainpro-C accreditation cannot be provided by any other organization, including university offices and CFPC Chapter offices. Reciprocal agreements with other organizations do not apply to Mainpro-C accreditation.



**Asking a CFPC member to review a finalized CPD program is not acceptable.**

## **2. Program Design and Content**

### **Needs Assessment**

**A needs assessment must be conducted by all persons participating in the program to identify the perceived and unperceived educational needs of the target audience.**

This assessment must be completed each time the program is offered, and the results of which must be used to direct the learning objectives and content of the program so that it is tailored to meet participant needs.

- The needs assessment is intended to identify an absence or deficit in knowledge or skills (a “gap” between current practice and best practice activities)
- There are many acceptable needs assessment methodologies, including but not limited to the following:
  - Chart audits, focus groups, and patient surveys
  - Local epidemiological studies and pre-tests administered to participants
  - Evaluations from previous CPD events and expert opinion consensus
  - Review of audio- or videotapes of patient encounters, clinical recall interviews, and direct observation of performance

For more information on needs assessments, please refer to [Appendix 2](#).

#### Learning Objectives

**Learning objectives must be developed according to the results of the needs assessment and must be advertised to participants before the program** (eg, during registration and in advertisements). There must be evidence that the needs assessment has been used as the basis for establishing learning objectives and program design and content.

For more information on learning objectives, please refer to [Appendix 3](#).

#### Content Relevancy

**The CPD program content must be relevant to family medicine.** Relevancy is determined by whether or not the content:

- Fosters improved patient care by family physicians
- Addresses at least one of the [four principles of family medicine](#) (the content could address an area of potential growth for family medicine as long as it relates to the four principles)
- Has been proven or generally accepted by the medical community

For a list of generally acceptable and unacceptable topics, see [Appendix 1](#).

#### Generic vs. Brand Name

There must be evidence of appropriate use of *brand* and *generic* names in CPD programs and associated materials.

- **Generic names should be used where possible in accredited programs**

If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

**Mainpro-C–accredited programs must include a post-program activity or exercise (see [Appendix 4](#)) that does each of the following:**

- Encourages participants to reflect on what they have gained from completing the program and how it might affect, or has affected, their practice
- Provides an opportunity or opportunities for participants to discuss their responses or results with course coordinators and/or other participants

Participants must **not** receive a certificate or letter stating that they have completed the program until the post-program activity has been completed and returned to the CPD provider.

### 3. Communication With Speakers/Presenters

**CPD providers should give specific instructions to presenters and speakers regarding their involvement in the program. Specifically, presenters and speakers must be provided with the following:**

- The learning objectives pertaining to their part of the program
- A description of the program format
- A description of the target audience
- A description of the nature of the evaluation to be completed by participants

In addition, it is the responsibility of CPD providers to ensure that the content and materials presented are the same as those submitted and approved/accredited. If

changes are to be made to the accredited program content, CPD providers must first contact the CFPC National Office to discuss the intended changes. If changes are deemed by the National Office to be substantial, the program must be resubmitted for accreditation (along with payment of the administrative fee).

#### 4. Learning, Methodology, Delivery, and Environment

**The environment, teaching techniques, and use of audiovisual aids must be conducive to effective learning and appropriate to the learning objectives.**

- There must be sufficient opportunity for discussion among participants.
  - **At least two-thirds of the program should be conducted in small groups to ensure a maximum amount of group-directed interaction**
  - **Small groups should have no more than ten (10) participants**
- In the case of didactic presentations, there must be adequate time set aside for speakers or presenters to address questions from participants
- No social activity may take precedence over the educational activities
- **A representative of a commercial organization (pharmaceutical company representatives, medical device company engineers, etc.) cannot assume the role of a speaker/educator at Mainpro-accredited events.** The only exception is where a demonstration of a product or device is considered to be an essential component of the educational event, and no physician or other health care professional is qualified to perform this role. This type of participation must be approved and rationalized by event planning committee members and outlined as part of the initial accreditation application

**Participants must have an opportunity to evaluate the program.** Evaluation may be completed through the use of forms, discussion groups, or other technique deemed appropriate and useful:

- The evaluation must include a question on content and presenter bias
- CPD providers must retain copies of completed evaluation forms or response summaries for at least one (1) year in case the program is audited by the CFPC
- The CFPC recommends that organizers provide a summary of the evaluations to all speakers and presenters for personal and professional development
- Feedback sought from participants should be used by CPD providers to improve future presentations of the program

For more information on evaluations, please refer to [Appendix 5](#).

**Participants must be provided with, and complete, a post-program activity before they receive a certificate of program completion (see [2. Program Design and Content](#)).**

#### 5. Ethical Standards and Disclosure

**The planning, content, and conduct of programs must follow acceptable ethical standards. Ethical standards must be adhered to during all stages of planning and implementation of CPD programs. All Mainpro-accredited programs must be able to withstand public scrutiny.**

- The planning, development, and implementation of CPD programs must comply with the Canadian Medical Association's [Policy on Physicians and the Pharmaceutical Industry](#) (2007) and Rx&D's [Code of Ethical Practices](#) (2012). If any disagreement exists between these two, the CMA policy should prevail.
- Disclosure information and accompanying verbal statements should be included as part of all Mainpro-accredited programs; all speakers and presenters must disclose financial affiliations with manufacturers of products or service providers related to the presentation (see [Appendix 12](#) for more information on disclosure of potential for conflict of interest).

**Effective June 1, 2012**

**All members of planning committees and speakers/presenters are required to complete the [Declaration of Conflict of Interest form](#). Completed forms must be submitted as part of the application process (please refer to [Appendix 12](#)).**

**⚠ Inappropriate influence from external sources, such as funding, on any aspect of a program is unacceptable.**

#### **Programs Offered Several Times**

**A program approved for Mainpro-C credits *may be held more than once and in more than one province*. The following guidelines must be followed:**

- The provider *must* inform the CFPC at the time of accreditation application whether the program is to be held on more than one occasion.
- All sessions, including locations and dates, must be registered in advance with the CFPC National Office (note: this *does not* need to be done at the time of accreditation application).
- The accreditation criteria must be met on each occasion the program is offered, and the program should be sufficiently flexible to meet the needs of a variety of participants. CPD providers must indicate, at the time of application, how this will be achieved, including how the needs assessment will be conducted, how CFPC members will continue to be involved, and how the consistency of the program content and format will be maintained.
- Only approved and trained facilitators should be allowed to facilitate sessions. There should be a defined facilitator training process. A description of how training will be carried out should be included as part of the application.

**CPD providers are responsible for the quality of programs whenever and wherever they are offered.** Specifically, CPD providers must ensure that every repetition of the activity is done in accordance with the program's description as outlined in the original application materials.

# MAINPRO ACCREDITATION REQUIREMENTS BY PROGRAM TYPE

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## Mainpro Accreditation Requirements by Program Type

This section contains accreditation information on multiple types of CPD activities.

### Advanced Life Support Programs

**The Advanced Life Support programs listed here are pre-approved by the CFPC for Mainpro credits.** All other programs must be submitted to the CFPC for accreditation.

**Advanced Life Support programs** with a history of Mainpro-C compliance (eg, three (3) consecutive periods of Mainpro-C accreditation with no violations, warnings, or complaints from participants) are exempted from ongoing content review with the provision that the College may revoke this status and/or request a review of content at any time.

The CFPC tracks all approved courses and should be informed whenever such courses are being offered to family physicians in Canada. An application fee for these particular courses is not required.

- Advanced Cardiac Life Support (ACLS)
- Advanced Trauma Life Support (ATLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)
- Advanced Life Support in Obstetrics® (ALSO)
- Advances in Labour and Risk Management (ALARM)

### Distance Learning Programs

Some distance learning programs meet the requirements for Mainpro-M1 online accreditation, while others will need to be submitted using the national Mainpro-M1 or provincial Mainpro-M1 application option. Please carefully review the information below before you submit your program to ensure you have selected the correct application type. If you have questions, please contact our office to ensure you select the correct application type.

#### Online programs

Use the **Mainpro-M1 online application** option in QuickConnect when the following apply:

- The program is being offered exclusively online
- Only for asynchronous participation (for all synchronous online activities, please apply using the national or provincial Mainpro-M1 application option)
- Participants log in to the program as individuals
- There is no specified venue for participation (ie, there is not a group of physicians situated in a single location to log in to the program); participants log in from home, from work, etc.
- There is no food/beverage provided to participants



- There is no industry involvement with logistics at the time of the event

Online programs must meet all the requirements below in addition to those for Mainpro-M1 programs outlined earlier in this document:

- Participants must be able to register and receive a receipt or record of registration
- There must be a definitive period of time during which the program is available; this time frame should be mentioned before the start of the program
- There must be an opportunity for participants to interact with faculty and other participants (direct or asynchronous); when a discussion is closed, a summary of the discussion points, conclusions, and recommended additional readings should be provided
- The number of assigned credits should be based on a best estimate of the time required to complete the CPD program (including reading time, discussion board entries, and so on)

#### All Other Distance Learning Programs

For all other programs, you must **select the national Mainpro-M1 or provincial Mainpro-M1 application option**, according to the intended audience. These application routes are for programs being delivered in one of the following ways:

1. Solely to a live audience
2. To a live audience *and* broadcast in a synchronous fashion to participants at a remote location\*
3. Solely to a remote audience in a synchronous fashion (eg, webinar or teleconference)\*

If you intend to offer a program in more than one of the above formats, you *must* indicate this within your initial application and provide details on how you will ensure that the learning experience remains consistent from one format to the next. If it is determined that there will be significantly different learning experiences based on the delivery format, a separate application will be required per format.

\*A separate *ethical review* is required for each venue (hotel, conference centre, physician's office, etc.) where food or beverages are provided or where an industry representative is present to assist with logistics, such as audio-visual equipment setup, distribution of learning materials, etc.

**Definitions**

**Asynchronous Learning:** Learning that is accessible when most convenient for the individual participant. Interactivity may be fulfilled through email exchange with peers and faculty, posting comments to a forum, use of chat room, etc. (While a chat room may afford synchronous interaction, this alone is not sufficient to qualify the program as being synchronous learning.)

**Distance Learning:** Learning that is delivered to participants at remote locations. This includes programs offered via videoconference or teleconference, and all online programs, including webcasts and webinars.

**Synchronous Learning:** Learning facilitated by two or more people communicating in real-time. Examples here include teleconferences and webinars.

**Teleconference:** A conference among people remote from one another by means of telecommunication devices (as telephones or computer terminals).\*

**Videoconference:** A conference among people at remote locations by means of transmitted audio and video signals.\*

**Webcast:** A transmission of pre-recorded sound and images (as of an event) via the World Wide Web.\*

**Webinar:** A live online educational presentation during which participating viewers can submit questions and comments.\*

\*Adapted definitions from Merriam Webster online dictionary

**Electronic Medical Record (EMR) Vendor Training Programs**

EMR training is eligible for **Mainpro-M1 accreditation**. Training may be provided by an EMR vendor or supplier, whether or not this person is a physician. Vendors and suppliers are likely the people most knowledgeable about the various programs or equipment being used.

**Journal Clubs or Regularly Scheduled Series (RSS)**

Well-organized, pre-planned journal clubs or regularly scheduled series involving groups of family physicians **might be eligible for Mainpro-M1 and/or Mainpro-C credits if submitted for Mainpro accreditation**. See [Mainpro-M1 Accreditation Eligibility Criteria](#) or [Mainpro-C Accreditation Eligibility Criteria](#) for details.

**Funding of events:** Presentations arranged and/or paid for by external agencies (eg, pharmaceutical companies or biotechnology companies) *may not* be implemented or advertised as Mainpro -accredited journal club events or RSS. These presentations must be submitted independently for Mainpro accreditation (separate application and administrative fee) and are subject CFPC ethical review.

Presentations funded either wholly or in part by monies obtained from pooled

unrestricted educational grants are permissible if they satisfy all other accreditation criteria.

**Ethical Review:** Journal clubs and RSS events are not subject to session-by-session ethical review. The only exception to this is when presentations are arranged and/or paid for by external agencies (see above paragraph). Instead, a single ethical review form should be completed and submitted to the pertinent CFPC Chapter Office each year outlining the venue, approximate costs, and other details. This ethical review is conducted at no additional cost; the first ethical review is included under the administrative fee for provincial Mainpro-M1 programs.

### Organized Clinical Traineeships, Fellowships, and Preceptorships

Organized clinical traineeship (individual or group-based), fellowship, and preceptor programs are eligible for *Mainpro-C accreditation*. A completed Mainpro-C application, including a description of the traineeship, is required, along with payment of the administration fee. See [Mainpro-C Accreditation Eligibility Criteria](#) for details.

### Practice-Based Small Group Learning (PBSGL)

#### Group PBSGL Programs

**The program director must submit an application for Mainpro-C accreditation.**

The application package must include the following:

- A complete description of how the program will function, including development of learning materials, facilitator training process, support for the groups, and administrative structure
- Copies of all relevant documents including:
  - Sample learning materials and evaluation forms
  - Process forms, including attendance sheets and letters or certificates of participation (provided to participants confirming their attendance and number of Mainpro-C credits they may claim)
  - A statement of how the program addresses ethical issues

#### Independent PBSGL

**The facilitator of each independent PBSGL group must submit an application for Mainpro-C accreditation.** The application must include the following:

- Name, address, and telephone number of the facilitator
- A list of group members
- The proposed schedule for group meetings, including frequency and duration
- A description of how the group intends to function, including how they will acquire or develop their evidence-based learning materials, how the discussions will be held, and how previously discussed topics will be revisited to allow participants an opportunity for reflection
- A signed declaration that the function of the group will be consistent with all accepted ethical practices

For independent PBSGL groups, facilitators must provide participants with certificates or letters indicating their overall attendance at the end of the series of

meetings (certificates or letters should also indicate the facilitator's name). **Members must submit these certificates or letters to the CFPC to receive their Mainpro-C credits.** Also, facilitators should provide a one-page report to the CFPC describing educational experiences, a list of topics covered, a statement that the group has completed its meetings and a summary of evaluation of the programs.

**Funding of events:** If these events are sponsored/supported by industry and funds are from one company then each independent PBSGL meeting must be submitted as a separate application for Mainpro accreditation. Meetings sponsored wholly or in part by funds obtained from pooled, unrestricted educational grants are permissible and do not require individual application for Mainpro accreditation.

### Hospital or Clinical Rounds

Hospital or clinical rounds are eligible for Mainpro-M1 accreditation if developed and implemented in compliance with the requirements for provincial Mainpro-M1 accreditation (see [Mainpro-M1 Accreditation Eligibility Criteria](#)) as well as the specific guidelines listed here. Accreditation must be sought on an annual basis.

1. The department of family medicine or another relevant department of medicine will select topics based on a needs assessment informed by rounds evaluations, regional initiatives, physician-leader experiences, conversations with colleagues, and newly arising practice issues.
2. The needs assessment is to be used as the basis for establishing learning objectives and program design and content.
3. The department must select an appropriate speaker or presenter as determined by the topic:
  - The department should advise the speaker of Mainpro-M1 accreditation requirements.
  - Presentations must be generated by speakers, not by external agencies or individuals.
4. The department will select an appropriate venue and timing for presentations (should not be held external to the hospital or clinic unless the venue is appropriate for teaching and learning (eg, a university auditorium)).
5. The department is responsible for advertising the rounds and providing registration, including attendance monitoring and providing a certificate of attendance bearing the Mainpro accreditation statement, on an annual or semi-annual basis (minimum).
6. All costs associated with the rounds, including speaker honoraria and food or refreshments for participants, will be paid by the department using pooled funds accumulated from unrestricted educational grants (may be from industry), provincial grants, and the like.
7. The department will gather evaluation data from presentations and will use this information to establish learning objectives for the following year.

**Funding of events:** Presentations arranged and/or paid for by agencies external to the pertinent department of medicine (eg, pharmaceutical companies or biotechnology companies) may not be implemented or advertised as Mainpro-accredited rounds. These presentations must be submitted independently for Mainpro accreditation (separate application and administrative fee) and are subject to CFPC ethical review. Presentations funded either wholly or in part by monies obtained from pooled unrestricted educational grants are permissible if they otherwise satisfy the above criteria.

**\*Ethical Review:** Accredited provincial Mainpro-M1 hospital or clinical rounds are not subject to session-by-session ethical review. Instead, a single ethical review form should be completed and submitted to the pertinent CFPC Chapter Office each year outlining the venue, approximate costs, and other details. This ethical review is conducted at no additional cost; the first ethical review is included under the administrative fee for provincial Mainpro-M1 programs. The only exception to this is when presentations are arranged and/or paid for by external agencies (see above).

# MAINPRO ACCREDITATION AGREEMENTS

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## Mainpro Accreditation Agreements

This section contains information about organizations to which the CFPC has granted Mainpro accrediting authority or Mainpro credit equivalency.

Organization	Description
<p><b>Canadian University CPD Departments and Offices</b></p>	<p><b>Canadian university CPD offices have the authority to assign Mainpro-M1 credits to activities and programs into which they have had substantial input for planning, organization, development, and implementation</b> (as long as the activity or program meets the criteria for Mainpro-M1 accreditation).</p> <p><b>Effective September 1, 2007:</b> National Mainpro-M1 accreditation of live CPD programs will be administered through the CFPC National Office as part of a shared process in which final accreditation will be granted by the CFPC Chapters:</p> <ul style="list-style-type: none"> <li>• University CPD offices <i>may not</i> confer <b>national Mainpro-M1</b> accreditation for <i>live</i> CPD programs.</li> <li>• University CPD offices <i>may</i> confer accreditation for the following CPD programs: <i>Provincial live programs or online national Mainpro-M1</i> programs (provided the program meets all established criteria for national or provincial Mainpro-M1 criteria, respectively, including a minimum of three (3) CFPC members' involvement from any region of the country).</li> <li>• University CPD offices <i>may not</i> confer <i>Mainpro-C accreditation for live and/or online programs</i>. The CFPC National Office is responsible for the accreditation of all Mainpro-C programs/activities.</li> </ul> <p>A university CPD office must be accredited by the Committee on Accreditation of CME (CACME) to exercise Mainpro accreditation authority. CACME is an independent national accrediting body with representation from many national Canadian medical organizations whose sole mandate is to evaluate university CPD offices.</p>

Organization	Description
<p><b>The Royal College of Physicians and Surgeons of Canada</b></p>	<p>The Royal College of Physicians and Surgeons of Canada (RCPSC) offers the Maintenance of Certification program for Canadian surgeons and physician specialists (excluding the specialty of family medicine). Canadian national specialty societies are accredited by the RCPSC to provide CPD activities that <b>RCPSC members may claim for Section 1 RCPSC credits:</b></p> <ul style="list-style-type: none"> <li>• CFPC <i>Affiliate Members</i> (members whose specialty is not family medicine) may count RCPSC credits toward their Mainpro credit requirements</li> <li>• All other CFPC members may request <i>individual consideration</i> of Mainpro-M1 credits for participating in RCPSC-accredited CPD activities or programs</li> </ul>
<p><b>Collège des médecins du Québec (CMQ)</b></p>	<p><i>The College of Family Physicians of Canada accepts Category 1 credits issued by all continuous professional development accrediting organizations recognized by the Collège des médecins du Québec (CMQ) for events held within the province of Quebec. However, only Quebec members or residents may claim Category 1 credits.</i></p>
<p><b>The American Academy of Family Physicians</b></p>	<p>The <a href="#">American Academy of Family Physicians</a> (AAFP) is the accrediting body for family medicine CPD in the United States. The CFPC and the AAFP have a bilateral reciprocal accreditation agreement, which means that:</p> <ul style="list-style-type: none"> <li>• <b>AAFP members participating in live CPD activities and programs accredited by the CFPC for Mainpro-M1 or Mainpro-C credits may claim AAFP Prescribed credits:</b> <ul style="list-style-type: none"> <li>○ CPD providers promoting their program(s) to AAFP members may remind them of this reciprocal agreement.</li> <li>○ Upon written confirmation from the CFPC that a program has been accredited, the following statement may be used in program materials but must be presented exactly as indicated: <i>Members of the American Academy of Family Physicians are eligible to receive up to _____ Prescribed credit hours for attendance at this meeting/event due to a reciprocal agreement with the College of Family Physicians of Canada.</i></li> </ul> </li> <li>• <b>CFPC members participating in live CPD activities or programs accredited by the AAFP for Prescribed credit may claim Mainpro-M1 credits:</b> <ul style="list-style-type: none"> <li>○ CPD providers promoting their programs to CFPC members may remind them of this reciprocal agreement.</li> <li>○ Upon written confirmation from the AAFP that a program has been accredited, the following statement may be used in</li> </ul> </li> </ul>



Organization	Description
	<p>program materials but must be presented exactly as indicated:</p> <p><i>Members of the College of Family Physicians of Canada are eligible to receive up to _____ Mainpro-M1 credits for attendance at this meeting/event due to a reciprocal agreement with the American Academy of Family Physicians.</i></p> <ul style="list-style-type: none"> <li>• <b>CPD activities held across the Canada-US border are accredited according to the nationality of the primary target audience (regardless of where the providers are located).</b> The programs will be reviewed according to the criteria of the accrediting organization: <ul style="list-style-type: none"> <li>○ <b>The CFPC accredits the activity if the primary target audience is Canadian:</b> <ul style="list-style-type: none"> <li>– If the activity is to be held in Canada and delivered by an American provider, accreditation is done through the appropriate provincial CFPC Chapter Office</li> <li>– If the activity is to be held in the United States and delivered by a Canadian provider, accreditation is coordinated through the CFPC National Office</li> <li>– The CFPC will inform the AAFP of all such programs</li> <li>– Canadian university CPD offices may assign Mainpro-M1 credits to programs they organize and then offer the programs in the United States as long as the primary target audience is Canadian (they must inform the CFPC National Office of all such programs; the CFPC will then inform the AAFP)</li> </ul> </li> <li>○ <b>The AAFP accredits the activity if the primary target audience is American:</b> <ul style="list-style-type: none"> <li>– This is true if the activity is to be held in the United States and delivered by a Canadian provider <i>or</i> if it is to be held in Canada and delivered by an American provider</li> <li>– The AAFP will inform the CFPC of all such programs held in Canada</li> </ul> </li> </ul> </li> </ul>

# MAINPRO ETHICAL REVIEW

## Mainpro Ethical Review

Continuing professional development is an essential component of maintaining proficiency for family physicians. The CFPC recognizes that there are many costs associated with the planning, development, and implementation of CPD events and programs. The CFPC and its Chapters believe it is ethically acceptable for industry (pharmaceutical, biomedical, etc.) to contribute to CPD events provided all contributions are at “arm’s length” and that all parties adhere to the guidelines presented in this document.

To ensure that the focus of Mainpro-accredited CPD programs remains on addressing the educational needs of family physicians and not on ancillary benefits, such as meals, entertainment, and monetary rewards, the CFPC has instituted a formal **ethical review process for all Mainpro-M1–accredited programs**. Ethical review forms should be completed online.

Each time a session of an *approved Mainpro-M1 program* is to be offered, the CPD provider must seek ethical approval from the CFPC Chapter Office in the province where that session is being offered. The CFPC ethical review process includes a thorough review of the following to ensure compliance with CFPC accreditation standards and ethical guidelines, as outlined by the Canadian Medical Association (CMA) [Guidelines for Physicians in Interaction with Industry](#) (2007); the Rx&D [Code of Ethical Practices](#) (2012); and, for Quebec, the [Ethical Code of CME Providers](#):

- Promotional materials, invitations, and correspondence with potential attendees, and all other published announcements and publicity in print or electronic media (including websites, blogs, and the like)
- Session location or venue, meals, and entertainment or social events
- Costs to be assumed by attendees (eg, registration and social events)

The documents and information listed above must be submitted by CPD providers to the appropriate Chapter Office at least five (5) business days before the session being offered.

**Failure to apply for ethics approval from the appropriate Chapter Office in advance of offering a Mainpro-M1 session will result in CFPC members being unable to claim Mainpro-M1 credits for their participation.**

## Mainpro-M1 ethical review process overview

Provincial Mainpro-M1 Programs	National Mainpro-M1 Programs
1. <b>Submit your program to the CFPC Chapter Office for review and approval</b> ( <i>application form, administration fee, needs assessment, evaluation, PowerPoint slides, etc.</i> ).	1. <b>Submit your program to the National Office for review and approval</b> ( <i>application form, administration fee, needs assessment, evaluation, PowerPoint slides, etc.</i> ).
2. <b>Once your program has been approved by a Chapter Office</b> , you are eligible to seek ethical approval and final accreditation from this Chapter Office only.	2. <b>Once your program has been approved by the National Office</b> , you are eligible to seek ethical approval and final accreditation in any province.
3. <b>The first ethical review is provided at no cost for provincial Mainpro-M1 programs only.</b> For all subsequent sessions, you should submit the ethical review form (through QuickConnect), along with the ethical review fee and required documents, to the pertinent <i>Chapter Office</i> at least five (5) business days in advance of your session.	3. <b>For all sessions of a program to be offered</b> you should submit the ethical review form (through QuickConnect), along with the ethical review fee and required documents, to the pertinent <i>Chapter Office</i> at least five (5) business days in advance of your session.

**NEW!****Limits on meal expenses related to Mainpro-accredited events**

The National Committee on Continuing Professional Development (NCCPD) and National Office support the ability for Chapters to establish limits on the cost of meals associated with Mainpro-accredited activities based on knowledge of their geographic regions. The costs of running an event can vary greatly from one province to the next and from one city to another. While it is not necessary for Chapters to have the same maximum values, in the interest of transparency and fairness, there is an obligation for all Chapters to do the following:

1. Establish maximum values that they feel are acceptable within their province for meals associated with Mainpro-accredited CPD events
2. Make these values publicly available so that all providers understand the limits by which they must abide (published on both the National and Chapter websites)

Please note that the following costs are on a per-attendee basis and exclude taxes and gratuities.

<i>Chapter</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
<i>Maximum cost per attendee costs; excluding taxes and gratuities.</i>			
Alberta	\$30	\$40	\$75
British Columbia	\$25	\$35	\$55* / \$70 <sup>†</sup>
Manitoba	\$20	\$30	\$75
New Brunswick	\$25	\$30	\$75
Newfoundland	\$15	\$25	\$100
Nova Scotia	\$30	\$30	\$75
Ontario	\$30	\$60	\$85
Prince Edward Island	\$35	\$50	\$75
Quebec	\$20	\$30	\$75
Saskatchewan	\$30	\$30	\$75

\*Downtown Vancouver

†Elsewhere in province of BC

Established 2013

# APPENDICES

THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA

## Appendix 1: CPD topics

In addition to the clinical and therapeutic topics traditionally addressed in family physicians' CPD sessions, the following are considered acceptable for Mainpro programs:

1. Faculty development programs that aim to improve teaching in family medicine
2. Programs that aim to improve primary care research skills
3. Programs that aim to improve computer skills as applied to learning, access to information, or CPD
4. Practice management topics that emphasize quality assurance, patient flow, patient satisfaction, and general patient well-being
5. Programs designed to increase physicians' skills in administration in hospitals, medical organizations, or other health care systems
6. Programs on alternative health practices designed to increase physicians' awareness of these techniques and how they might affect patients
7. Programs designed to increase physician knowledge of billing in a practice setting
8. Mainpro-accredited programs are **required** to address one or more of the seven (7) *CanMEDS-Family Medicine (CANMEDS-FM) roles* (for more information, please visit [www.cfpc.ca/uploadedFiles/Education/CanMeds%20FM%20Eng.pdf](http://www.cfpc.ca/uploadedFiles/Education/CanMeds%20FM%20Eng.pdf))

In addition to the clinical and therapeutic topics traditionally addressed in family physicians' CPD sessions (*Medical Expert* role), providers are encouraged to find ways of addressing key competencies linked to the CanMEDS-FM roles and provide opportunities for education in various areas essential to the role of the family physician:

- Communicator
- Collaborator
- Professional
- Manager
- Scholar
- Health Advocate

**Any topic outside the generally accepted scope of medical practice, or peripheral to it, is not acceptable for Mainpro-M1/Mainpro-C accreditation. Such topics include, but are not limited to, the following:**

- Clinical topics outside the usual scope of practice of family physicians
- Business management topics that focus on physician benefits (eg, financial planning)
- Programs on alternative health practices that are designed to teach associated techniques

- Programs that focus on personal well-being (eg, yoga), self-growth, or personal development of physicians

### **Mainpro Accreditation and CCFP/CCFP (EM) Examination Preparation**

#### **Programs/Courses**

It has been brought to our attention by the CFPC's Board of Examiners that a number of organizations continue to offer Mainpro-accredited programs aimed at preparing individuals to challenge the College's certification examinations for CCFP and CCFP (EM) designations. In 2009, the CFPC's NCCPD determined that CCFP and CCFP (EM) examination preparation courses/programs are not eligible for Mainpro-M1 and/or Mainpro-C accreditation for participants. However, individuals who complete such a learning course are eligible to self-claim these hours of participation for Mainpro-M2 credits and may use a Linking Learning to Practice exercise to claim Mainpro-C credits.



## Appendix 2: Needs assessments

The College of Family Physicians of Canada would like to acknowledge the **McMaster University Faculty of Health Sciences Continuing Health Sciences Education Program** for granting permission to reproduce the following section from their *Guidebook for Planning and Delivering Continuing Professional Development Programs and Events* (2009), available from: [www.fhs.mcmaster.ca/conted](http://www.fhs.mcmaster.ca/conted).

**Needs assessment** is a term used to describe the process involved in gathering information on learning needs of the target audience. It is the systematic process of gathering information and using it to determine instructional solutions to close the gap between actual knowledge and optimal knowledge for a given application.

**Perceived and unperceived needs:** Learning needs are divided into different categories. Perceived needs are those of which the learner is aware: “I know I don’t know... .” Unperceived needs are those of which the learner is unaware: “I don’t know what I don’t know.” Both sets of needs are important to identify for the purpose of program planning and require different methods of assessment. This section provides a list of possible strategies to define learning needs.

Perceived Needs	Unperceived Needs
<ul style="list-style-type: none"> <li>• Planning committee members</li> <li>• Surveys</li> <li>• Questionnaires</li> <li>• Focus groups</li> <li>• Requests from the target audience</li> </ul>	<ul style="list-style-type: none"> <li>• Self-assessment tests</li> <li>• Chart audits</li> <li>• Chart-stimulated recall interviews</li> <li>• Direct observation of practice performance</li> <li>• Quality assurance data from hospitals</li> <li>• Standardized patients</li> <li>• Provincial databases</li> <li>• Incident reports</li> <li>• Published literature (random controlled trials, cohort studies)</li> </ul>

Identification and analysis of CPD needs provide the basis for developing educational objectives that inform the planning and delivery of an educational event. The planning committee should determine the following:

1. How prevalent is the need among the target audience?

2. How many different assessment sources indicated this need?
3. How significantly will the unfulfilled need or knowledge gap hinder health care delivery?
4. How directly is the need related to actual health care provider performance?
5. How likely is it that a CPD activity will improve behaviour?
6. How likely is it that a CPD activity will improve performance?
7. How likely is it that a CPD activity will improve health care outcome?
8. Are sufficient resources available to effectively address this topic?
9. How receptive will the target audience be to a session on this topic?

### **Types of needs assessments**

*Inferred needs* may be derived from the following:

New methods of diagnosis or treatment

1. Availability of new medication(s) or indication(s)
2. Development of new technology
3. Input from experts regarding advances in medical knowledge
4. Acquisition of new facilities or equipment
5. Legislative, regulatory, or organizational changes effecting patient care

*Verbalized needs and interests* may be derived from the following:

1. Requests submitted on participants' activity evaluation forms
2. Formal surveys of potential participants (mail- and Internet-based surveys)
3. Informal comments
4. Patient problem inventories compiled by potential participants
5. Consensus of faculty members within a department or service area

*Proven needs* based on objective external data sources may be derived from the following:

1. Epidemiological data
2. Quality assurance/audit data
3. Re-credential review
4. Morbidity/Mortality
5. Statistics infection control data
6. Surgical procedures statistics
7. Professional society requirements
8. Journal articles/literature citations
9. News media

Asking the right questions is vital for gathering pertinent information. Ask participants to describe the following:

1. Work environment or work activities
2. Topics of importance to the work done or activities performed
3. Preferred learning style
4. Current knowledge or skill level
5. Desired knowledge, skill, or performance level

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### Appendix 3: Learning objectives

The College of Family Physicians of Canada would like to acknowledge the **McMaster University Faculty of Health Sciences Continuing Health Sciences Education Program** for granting permission to reproduce the following section from their *Guidebook for Planning and Delivering Continuing Professional Development Programs and Events* (2009), available from: [www.fhs.mcmaster.ca/conted/](http://www.fhs.mcmaster.ca/conted/).

The following guidelines are provided to assist in the development of appropriate learning objectives for a proposed educational experience.

**Step 1:** Describe the information, skills, behaviours, or perspectives participants in the session will acquire through attendance and participation.

**Step 2:** Clearly identify the outcomes or actions participants can expect to demonstrate as a result of the educational experiences. See the action words below.

**Step 3:** Write the learning objectives that relate to these outcomes and that reflect the content of the session.

**Objectives describe the behaviour of the learner and:**

1. Are stated **clearly**
2. Define or describe an **action**
3. Are **measurable**, in terms of time, space, amount, and/or frequency

Domain	Emphasis	Relevant Verbs
Cognitive	Knowledge	Recall, identify, recognize, acquire, distinguish, state, define, name, list, label, reproduce, order
Cognitive	Comprehension	Translate, extrapolate, convert, interpret, abstract, transform, select, indicate, illustrate, represent, formulate, explain, classify, comprehend
Cognitive	Application	Apply, sequence, carry out, solve, prepare, operate, generalize, plan, repair, explain, predict, demonstrate, instruct, compute, use, perform, implement, employ, solve
Cognitive	Analysis	Analyze, estimate, compare, observe, detect, classify, discover, discriminate, explore, distinguish, catalog, investigate, breakdown, order, determine, differentiate, dissect, contrast, examine, interpret
Cognitive	Synthesis	Write, plan, integrate, formulate, propose, specify, produce, organize, theorize, design, build, systematize, combine, summarize,

		restate, argue, discuss, derive, relate, generalize, conclude, produce
<b>Cognitive</b>	Evaluation	Evaluate, verify, assess, test, judge, rank, measure, appraise, select, check, judge, justify, evaluate, determine, support, defend, criticize, weigh, assess
<b>Affective</b>		Agree, avoid, support, participate, cooperate, praise, help, offer, join
<b>Psychomotor</b>		Adjust, repair, taste, bend, measure, perform, operate, use, move

Avoid using verbs that are difficult to measure objectively. The following verbs are difficult to assess, thus should be used with caution:

1. Know
2. Comprehend
3. Understand
4. Appreciate
5. Familiarize
6. Study

### **Objectives Review Checklist**

1. Does the learning objective stem from a course goal or objective?
2. Is the learning objective measurable?
3. Does the learning objective target one specific aspect of expected performance?
4. Is the learning objective student-centered?
5. Does the learning objective utilize an effective action verb that targets the desired level of performance?
6. Do learning objectives measure a range of educational outcomes?
7. Does the learning objective match instructional activities and assessments?
8. Does the learning objective specify appropriate conditions for performance?
9. Is the learning objective written in terms of observable, behavioural outcomes?

### **Reference**

1. Mandernach BJ. Writing Quality Learning Objectives. Park University Faculty Development Quick Tips; 2003.

## Appendix 4: Examples of post-program activities (Mainpro-C)

Examples
<p><b>A. Performance and/or knowledge test</b>            A performance and/or knowledge test should use open-ended questions (as opposed to multiple-choice questions) to encourage active reflection. The test should be directly related to the learning objectives of the program, and the results should be used to provide specific feedback to participants.</p>
<p><b>B. Follow-up chart audit with feedback provided</b>            An audit could be performed by an external agency or by the actual participants if they are provided with the necessary instructions and tools.</p>
<p><b>C. Open-ended questionnaire</b>            Open-ended questionnaires should challenge participants to consider the effect of the program on their practice. This should reinforce the key themes or information presented during the program and also stimulates further inquiry.</p> <p><b>Example questions</b></p> <ul style="list-style-type: none"> <li>• What effect has [program title] had on your practice?</li> <li>• Did you implement changes in your practice as a result of this program?               <ul style="list-style-type: none"> <li>○ What specific change(s) did you implement?</li> <li>○ What effect, if any, has the program had on your confidence in dealing with patients with [condition/disease]?</li> </ul> </li> <li>• If you have not changed your practice as a result of this program:               <ul style="list-style-type: none"> <li>○ Did you find the program to be irrelevant to your practice? If yes, please explain.</li> <li>○ Have you encountered specific barriers to implementing change? If yes, please explain.</li> <li>○ How might the program have been modified to make it more useful?</li> </ul> </li> <li>• What further changes might you implement as a result of this program?</li> </ul>

### Appendix 5: Sample evaluation form – CPD program evaluation

Title:

Date:

Location:

**EDUCATIONAL OBJECTIVES:** The program met the stated objectives.

	Strongly Agree		Neutral		Strongly Disagree
1.	5	4	3	2	1
2.	5	4	3	2	1
3.	5	4	3	2	1
4.	5	4	3	2	1

#### PROGRAM CONTENT AND DELIVERY

	Strongly Agree		Neutral		Strongly Disagree
The program content was relevant to family medicine.	5	4	3	2	1
The program met my expectations.	5	4	3	2	1
The program was well organized.	5	4	3	2	1
Disclosure of potential conflicts of interest was clearly communicated.	5	4	3	2	1
Faculty members were effective in delivering/facilitating the program.	5	4	3	2	1
There were adequate opportunities to interact with my peers.	5	4	3	2	1
There were adequate opportunities to interact with program faculty.	5	4	3	2	1
The information I learned will be used in my future practice.	5	4	3	2	1

Did you perceive any **degree of commercial bias** in any part of the program?

Yes  No

If yes, please describe:

What was the **most effective** part of the program? Why?

What was the **least effective** part of this program? Why?

Describe **two ways** in which you will change your practice as a result of attending this program:

- 1.
- 2.

Please list any topics you would like to see addressed in future programs:

For programs delivered in the province of Quebec:

1. Did you perceive any degree of bias in any part of the presentation? Y or N

2. Did the activity respect the Ethical Code of CME Providers

[http://www.cemcq.qc.ca/fr/index\\_code.cfm](http://www.cemcq.qc.ca/fr/index_code.cfm))? Y or N

General comments:

**Thank you for completing the program evaluation. Please return form to the program organizer.**



## Appendix 6: Mainpro accreditation statements

No reference may be made to the CFPC and/or Mainpro accreditation before notification of approval or accreditation. *Do not* state or indicate “application for CFPC credits pending” or similar wording.

### National Mainpro-M1 Programs

Once a program has been *approved* by the CFPC National Office (a notice will be provided in writing by mail or by email), but before notice of final accreditation has been received from the provincial Chapter Office,\* program providers may indicate the following on correspondence, invitations, and promotional materials (**this notice must be presented exactly as follows**):

**This program has been reviewed by the College of Family Physicians of Canada and is awaiting final accreditation by the College’s \_\_\_\_\_ Chapter.**

Upon confirmation of final *accreditation* from the pertinent CFPC Chapter Office(s), a provider may use the following statement on program materials (**this notice must be presented exactly as follows**):

**This program has been accredited by the College of Family Physicians of Canada and the \_\_\_\_\_ Chapter for up to \_\_\_\_\_ Mainpro-M1 credits.**

### Provincial Mainpro-M1 Programs

Once a program has been *approved* by a CFPC Chapter Office\* (a notice will be provided in writing by mail or by email), but before notice of final accreditation (ethical review) has been received, program providers may indicate the following on correspondence, invitations, and promotional materials (**this notice must be presented exactly as follows**):

**This program has been reviewed by the College of Family Physicians of Canada and is awaiting final accreditation by the College’s \_\_\_\_\_ Chapter.**

Upon confirmation of final *accreditation* from the pertinent CFPC Chapter Office(s), providers may use the following statement on program materials (**this notice must be presented exactly as follows**).

**This program has been accredited by the College of Family Physicians of Canada and the \_\_\_\_\_ Chapter for up to \_\_\_\_\_ Mainpro-M1 credits.**

\*For programs hosted in Quebec, please contact the Quebec Chapter for additional requirements.

**NEW!****National and Provincial Mainpro-M1 Programs held in Quebec**

Once a program has been *approved* by a CFPC Quebec Chapter Office (via mail or email), but before notice of final accreditation (ethical review) has been received, program providers may indicate the following on correspondence, invitations, and promotional materials (**this notice must be presented exactly as follows**):

**Before ethical review****Provincially accredited programs:**

This program meets the accreditation criteria of the Québec College of Family Physicians, a continuous professional development accrediting organization recognized by the Collège des médecins du Québec, and has been approved for \_\_\_\_ Mainpro-M1 credits (recognized as Catégorie 1 for non-CFPC members) under the condition that the ethical standards are met.

**Nationally accredited programs held in Quebec:**

This program has been reviewed by the College of Family Physicians of Canada and is awaiting final accreditation by the Québec College of Family Physicians

**After ethical review**

*Upon confirmation of final accreditation from the pertinent CFPC Chapter Office(s), providers may use the following statement on program materials (**this notice must be presented exactly as follows**):*

**Provincially accredited programs:**

This program meets the accreditation criteria of the Québec College of Family Physicians, a continuous professional development accrediting organization recognized by the Collège des médecins du Québec, and has been approved for \_\_\_\_ Mainpro-M1 credits (recognized as Catégorie 1 for non-CFPC members) under the condition that the ethical standards are met.

**Nationally accredited programs held in Quebec:**

This program has been accredited by the College of Family Physicians of Canada and the Québec College of Family Physicians for up to \_\_\_\_\_ Mainpro-M1 credits (Category 1 for non-CFPC members)

### University-Accredited Mainpro-M1 Programs

Upon written confirmation from the university CPD office that a program has been *accredited*, program providers may indicate the following on program materials (**this notice must be presented exactly as follows**):

**This program meets the accreditation criteria of the College of Family Physicians of Canada and has been accredited by the (university CPD office name) for up to \_\_\_\_\_ Mainpro-M1 credits.**

### **NEW!**

### Online Accredited Programs

The following statement must be used for all programs that have been accredited for online, asynchronous use:

**This online program has been accredited by the College of Family Physicians for up to \_\_#\_\_ Mainpro \_\_type\_\_ credits.**

### Mainpro-C Programs

Upon written confirmation from the CFPC that a program has been *accredited*, program providers may indicate the following on program materials (**this notice must be presented exactly as follows**):

**This program meets the accreditation criteria of the College of Family Physicians of Canada and has been accredited for \_\_\_\_\_ Mainpro-C credits.**

### Unaccredited and Non–Mainpro-Accredited Programs

The CFPC member and non-member Mainpro participants may claim Mainpro-M2 credits for activities not eligible for Mainpro-M1 or Mainpro-C credits (programs that are not Mainpro-M1 or Mainpro-C accredited). These activities must be relevant to family medicine. Providers cannot designate any activities as Mainpro-M2; credits should be self-claimed by the Mainpro participant.

### Guidelines for Partial Accreditation

Currently, CFPC guidelines allow providers to have both accredited Mainpro-M1 and unaccredited sessions in one program (see [Appendix 9](#)). However, unaccredited sessions must be identified as being unaccredited by the CFPC with the following statement: **“This session is not accredited by the CFPC.”**

### AAFP Prescribed Credits

The American Academy of Family Physicians (AAFP) members participating in live CME activities and programs accredited by the CFPC for Mainpro-M1 or Mainpro-C credits may claim AAFP Prescribed credits due to reciprocal agreements. The following statement may be used in program materials but must be presented exactly as indicated:

**Members of the American Academy of Family Physicians are eligible to receive up to \_\_\_\_\_ Prescribed credit hours for attendance at this meeting/event due to a reciprocal agreement with the College of Family Physicians of Canada.**

CFPC members participating in live CME activities or programs accredited by the AAFP for Prescribed credit may claim Mainpro-M1 credits. The following statement may be used in program materials but must be presented exactly as indicated:

**Members of the College of Family Physicians of Canada are eligible to receive up to \_\_\_\_\_ Mainpro-M1 credits for attendance at this meeting/event due to a reciprocal agreement with the American Academy of Family Physicians.**

For more details, see [Mainpro Accreditation Agreements](#)

**NEW!****Appendix 7: Disclosure of potential conflict of interest (CoI)**

Effective March 2013, all Mainpro-accredited CPD programs must present – both verbally and in print – specific information regarding potential conflicts of interest related to the program design and delivery. This new policy is referred to as the **3-step CoI disclosure policy**.

The information provided to participants must include the following:

- 1. Faculty/Presenter disclosure**
  - Speaker's name and any relationships with commercial interests (grants/research support, consulting fees, etc.)
- 2. Disclosure of commercial support**
  - Overview of financial and in-kind support received
  - Potential for conflicts of interest
- 3. Mitigating potential bias**
  - Explanation of how potential sources of bias identified in the previous two slides have been mitigated

If faculty or speakers have not been identified at the time of application, placeholder slides, handouts, or other written-format documents are to be included with the application for accreditation. Note: providers are to ensure the pertinent information is filled in once faculty/speakers have been selected and this should be submitted with the ethical review.

The CFPC has developed a sample PowerPoint template/reference for CPD providers. For more information on how to complete the Conflict of Interest slides, review the [Quick Tips Guide to Conflicts of Interest](#). You can view the three-step conflict of interest declaration online at [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/).

## Step 1

CFPC Col Templates: Slide 1

### Faculty/Presenter Disclosure

- **Faculty:** [Speaker's name]
- **Relationships with commercial interests:**
  - **Grants/Research Support:** PharmaCorp ABC
  - **Speakers Bureau/Honoraria:** XYZ Biopharmaceuticals Ltd.
  - **Consulting Fees:** MedX Group Inc.
  - **Other:** Employee of XXY Hospital Group

## Step 2

CFPC Col Templates: Slide 2

### Disclosure of Commercial Support

- This program has received financial support from [organization name] in the form of [describe support here – e.g. an educational grant].
- This program has received in-kind support from [organization name] in the form of [describe support here – e.g. logistical support].
- **Potential for conflict(s) of interest:**
  - [Speaker/Faculty name] has received [payment/funding, etc.] from [organization supporting this program **AND/OR** organization whose product(s) are being discussed in this program].
  - [Supporting organization name] [developed/licenses/distributes/benefits from the sale of, etc.] a product that will be discussed in this program: [insert generic and brand name here].

## Step 3

CFPC Col Templates: Slide 3

### Mitigating Potential Bias

- [Explain how potential sources of bias identified in slides 1 and 2 have been mitigated].
- Refer to "Quick Tips" document

## Points of clarification: Three-step CoI policy

- When a speaker has *no relationships* that might pose a potential conflict of interest **AND** the program has been developed *without support from commercial entities*, the slide regarding management or mitigation of conflict may be omitted.
- Program planning committees are expected to *review and approve the content of the conflict-of-interest slides for each speaker* associated with the program (step 1 and 2). Where potential for conflicts exists, the committee must discuss and approve the management plan (step 3; see example slide 3).
- Program planning committees are expected to declare any relationships that exist with one or more commercial entities with respect to the development or dissemination of the program (step 2; see example slide 2).
- Where potential for conflict exists, program planning committees must develop and declare a plan for managing such conflict(s) and details of that plan must be outlined (step 3).

- It is anticipated that these conflict-of-interest slides, approved by the planning committee, will be available for the ethical review whenever the program is presented.
- Chapters undertaking ethical reviews need simply to ensure that these approved slides are part of the package they are reviewing. Since they are assumed to be approved by the planning committee, ethical review should not be declined based on their content. If Chapters have concerns about the content of these slides, these concerns should be raised with the CFPC's CPD Department.
- For large events with multiple sessions and speakers, *information for participants about commercial support for the entire program needs to be presented only once at the beginning of the program, as well as in written program materials.* Individual speakers within such programs need only present information about their own relationships (or lack thereof).
- If a program is delivered without the use of presentation software (i.e. PowerPoint, Prezzi, etc.) or other presentation aids, declaration information must be provided verbally and in print if printed materials are distributed (e.g., in handout materials or inserted within the event syllabus).

## Appendix 8: Guidelines for Mainpro program invitations, brochures, and other materials

### *General use of logos and branding*

**CPD provider and/or sponsor logos and other branding must not be included as part of the content presented during a Mainpro-accredited CPD event.** For example:

- It is not permissible to include logos within the header or footer for PowerPoint slides, handouts, etc.
- It is not permissible to use colours and/or colour schemes commonly associated with a company and/or one or more of its products for PowerPoint slides, handouts, etc.

Commercial/industry logos and other branding must not be included on certificates presented to participants upon completion of the program. A statement such as “This program was supported in part by an educational grant from (name of the company)” may be included on certificates; however, font size must not be larger than that used in the body of the certificate.

Logos must **not** be included on the cover page or front page of a multipage booklet or brochure. The CFPC requires that when logos must be used, they are reserved for the end or back page of a booklet or brochure only. The name of the company or logo should not be on the same page as the program (eg, agenda, speaker information, course outline).

**For single-page brochures, posters, or flyers, commercial sponsors may be acknowledged at the bottom of the document in an unobtrusive manner.** The following statement should be used: “This program was supported in part by an educational grant from [insert organization name(s) here].”

When using logos as part of advertising/promotional materials for a Mainpro-accredited event, the size of the CPD provider and/or sponsor logo(s) must not exceed 100% of the body text font size used within the advertisement or brochure (examples follow).

### **Invitation/Brochure Checklist**

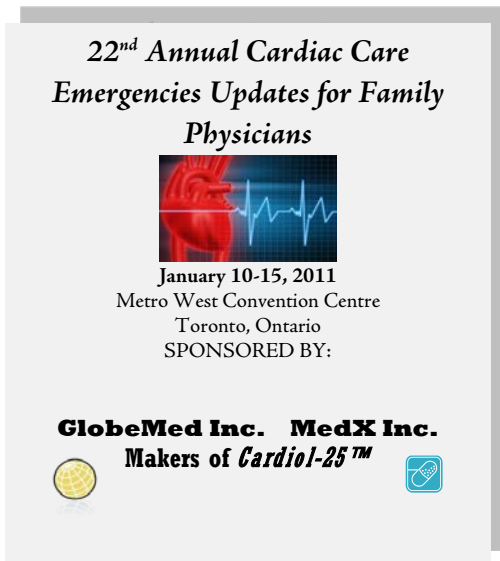
*Invitations/brochures must include the following:*

- ✓ Title of the program (must be the exact title as approved at time of accreditation)
- ✓ Learning objectives of the session
- ✓ If part of a modular program, identify which module or which learning objective will be addressed
- ✓ Name of speaker(s)



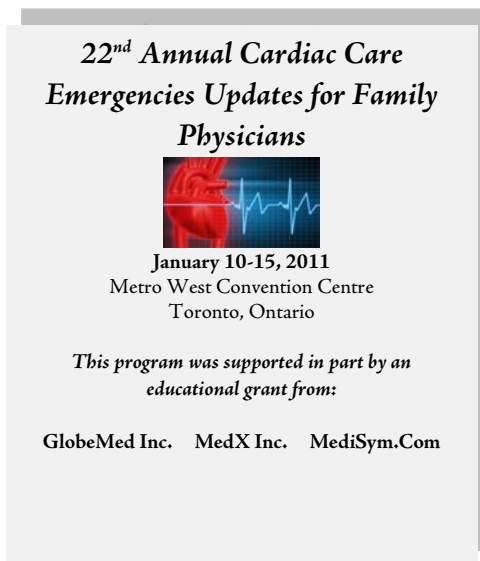
- ✓ Name of moderator(s)
- ✓ Start and end time of the accredited presentation
- ✓ Time at which meals/food will be served
- ✓ Location
- ✓ Accreditation statement
- ✓ Financial support statement (if applicable)

**FRONT/COVER PAGE  
Example A**



- Example A  
Not Acceptable:**
- Sponsor logos included on cover page
  - Product names included
  - Sponsor title font exceeds body text font size

**FRONT/COVER PAGE  
Example B**



- Example B  
Acceptable:**
- No sponsor logos on cover page
  - No product names included
  - Sponsor title font does not exceed body text font size

**BACK/END PAGE – Example C\***



- Example C  
Acceptable:**
- Sponsor logos included on back/end page
  - Product names not included
  - Sponsor title font does not exceed body text font size

Where a commercial or industry logo is used, it *must not* incorporate or include the name or title of a specific product.

**The CFPC logo may not be used without explicit, written consent from the College of Family Physicians of Canada; Mainpro accreditation does not confer the right to use the CFPC logo.**

Mainpro accreditation statements may be used once program approval and or final accreditation is granted.

### ***Advertisements***

Advertisements and propositional materials may only be included within printed programs and or CPD event handouts if:

- They are included at the end of the document (final pages only)
- They are not facing any page containing educational content (agenda, speaker information, course outline, etc.)
- They are clearly marked as advertising/promotion

Where advertisements are included within a program or brochure for a Mainpro-accredited event, the advertisement may mention the name or indication of a specific product.

### ***Websites***

Brochures, programs, and promotional websites for Mainpro-accredited events may not be housed within or advertised on an industry or commercial website; this includes online registration for Mainpro-accredited events.

- For example, “www.pharmaX.com/Mainpro\_events” is not acceptable

Where an active link to non-accredited materials, content, products or services is included, a pop-up warning must inform the user that the site and content is not part of the Mainpro-accredited program site/content. In addition, the following apply:

- The destination page must appear in a new window or tab
- Users must have the option to not click on an advertisement or link; the advertisement or link cannot be established in such a manner that requires the user to click on the advertisement or link to proceed

**Logos must not be included on the home page or front page of the website for a Mainpro-accredited event. The CFPC requires that when logos must be used, they are reserved for a separate supporter acknowledgement webpage. The name of the company or logo should not be on the same webpage as the program (eg, agenda, speaker information, course outline).**

## Appendix 9: Guidelines for partial accreditation

Currently, CFPC guidelines allow providers to have both accredited Mainpro-M1 and unaccredited sessions in one program. The following are the guidelines for planning and implementing accredited and unaccredited sessions during a program:

- If during the accreditation application process the provider knows that both accredited and unaccredited sessions will be offered in the program, then this information must be included with the application.
- When planning for different sessions providers must group all of the accredited sessions separately from all of the unaccredited sessions. For example, all accredited sessions can be held in the morning (or first) and all unaccredited sessions in the afternoon (or at the end) or vice versa.
- When submitting sessions and/or programs for ethical review the provider must inform the CFPC Chapter that there will be accredited and unaccredited sessions in the program. The entire program, including all invitations and promotional material (paper based and online) needs to be presented for ethical review. This will allow the Chapter to ensure that all advertising, promotional materials, and the published session format comply with Mainpro standards.
- In the invitations and publicity material (paper and online) the accredited sessions must be clearly identified as being accredited by the CFPC as per the current Mainpro accreditation standards. Likewise, the unaccredited sessions must also be identified as being unaccredited by the CFPC with the following statement: “This session is not accredited by the CFPC.”
- At the beginning of each session the chairperson or speaker must advise the audience whether the session is accredited by the CFPC or not.
- Failure to comply with any of the above guidelines will be considered to be a violation of Mainpro accreditation policies and procedures and the provider may be subject to disciplinary action as per violation policy.

### **NEW!**

#### ***Role of a representative at a live accredited activity***

- Industry (pharmaceutical/biotechnology company) representatives may attend live accredited CPD programs as *non-contributing members* to the discussion to provide logistics support such as facilitating registration, audio visual setup, seating, and distribution of certificates of attendance.
- Industry representatives may attend a live accredited program only with the consent of the chair and only if seating remains, preferably at the back of the room and must wear no commercial identifiers (eg, corporate logos).

## Appendix 10: Sample certificate

Below is a College-approved sample of what an ideal certificate might include.

### *Certificate of attendance*

#### **Continuing Professional Development**

This is to certify that

**Dr. David E. Smith**

Has completed the Continuing Professional Development  
program entitled

**Practical Management of Hypertension in the Elderly**

on

January 11, 2011

Moderate Hotel, Winnipeg, Manitoba

#### **Credits for Family Physicians:**

This program has been accredited by the College of Family Physicians of  
Canada and the \_\_\_\_\_ Chapter for up to \_\_\_\_\_ Mainpro-M1 credits.

*This program was supported in part by an educational grant from  
(insert organization name here).*

**Claiming your credits:** Please submit your credits for this activity online at  
[www.cfpc.ca/login](http://www.cfpc.ca/login). **Do not submit proof of participation** (certificates, diplomas, etc.) to the  
CFPC for Mainpro-M1 programs; instead, retain these documents for your personal records,  
should you be audited.

*Did you know you can earn additional Mainpro credits by completing a Linking Learning to  
Practice exercise? Go to [www.cfpc.ca/creditforms](http://www.cfpc.ca/creditforms) for more information.*

### Appendix 11: Mainpro application criteria

- A copy of the program needs assessment and/or description how needs were identified
- Defined program learning objectives
- A list of CPD planning committee members (including CFPC member IDs and email contact)
- Information regarding duration of program/sessions
- Information regarding funding sources
- A copy of the evaluation form
- A copy of the post-reflective activity exercise(s) (Mainpro-C programs only)
- A copy of all program content and materials for review (PowerPoint slides, presenter materials, participant materials, handouts, etc.)

### *QuickConnect application questions*

All program applications must be submitted through QuickConnect (except for applicants outside of North America- please contact the National Office for further information). As a reference, below are questions that program applicants will be required to answer upon starting an application in QuickConnect.

1. What was the involvement of the CFPC members in the planning of the program?
2. How were the topics selected?
3. How were the learning needs of the participants considered?
4. How were the learning needs used to develop the learning objectives?
5. How did you communicate with the speakers regarding the format and learning objectives they were to address and what kind of instruction were they given?
6. What is the format of the sessions? How will the participants be able to interact with each other and the speakers? What time is built in for questions and answers?
7. Describe the venue (location, room, environment).
8. How are the learning sessions scheduled in relation to any social activities? Please include agenda.
9. Describe the process to be used to evaluate the program (eg. form or discussion group).
10. What are the costs to the participants, including registration fees, education materials, meals, accommodation, and social events?
11. Fully describe any outside funding sources. (Identify all commercial organizations that are funding this activity. If there are additional sources of financial assistance, please describe.)

12. Describe how potential conflicts of interest will be disclosed to the participants (this should include any financial or research affiliation the speaker has in relation to the content of the sessions).
13. Have you provided all planning committee members with the conflict of interest form and collected all completed forms for submission with this application?
14. Is the program free of commercial bias and is it balanced?

## Appendix 12: Declaration of conflict of interest

**Effective June 1, 2012, the CFPC requires all presenters *and* members of planning committees to complete the Declaration of Conflict of Interest form.**

All completed original forms must be retained by the party submitting the program for Mainpro accreditation (referred to herein as the “CPD provider” or “CPD organizer”) for a period of one year following accreditation expiry in the event that the program is audited by the College of Family Physicians of Canada.

**Planning committee forms:** Completed forms for each planning committee member *must* be submitted at the time of application for accreditation (*please scan and upload all forms as a single file on QuickConnect*).

**Presenter forms:** These forms *do not* need to be submitted to the CFPC at the time of application for accreditation and/or ethical review. Completed forms for each presenter or speaker are required and must be retained by the CPD organizer or provider.

**Definition:** A conflict of interest is a situation in which the personal and professional interests of individuals may have actual, potential, or apparent influence over their judgment and actions.

1. **All financial or in-kind** relationships (not only those relevant to the subject being discussed) **encompassing the previous two (2) years up to and including the current presentation**, must be disclosed (please see *A Guide to Mainpro Accreditation* for definitions and examples <http://www.cfpc.ca/CPDProvidersandPlanners/>).
2. It is the presenter’s responsibility to ensure that their presentation (and any recommendations) is balanced and reflects the current scientific literature. The only caveat to this guideline is where there is only one treatment or management strategy. *Unapproved use of products or services must be declared within the presentation.*
3. Disclosure must be done verbally *and* displayed in writing at the beginning of a presentation or included in the written conference materials.
4. This form must be completed and submitted to the CPD program’s provider or organizer prior to the start date of the event or program.

### About the form:

- Part 1 must be completed by all presenters and planning committee members, & reviewers
- Part 2 must be completed by all presenters



**Examples of relationships that must be disclosed include but are not limited to the following:**

- Any direct financial interest in a commercial entity such as a pharmaceutical organization, medical device company, or communications firm (“the Organization”)
- Investments held in the Organization
- Membership in the Organization’s advisory board or similar committee
- Current or recent participation in a clinical trial sponsored by the Organization
- Member of a speakers’ bureau
- Holding a patent for a product referred to in the CPD activity or that is marketed by a commercial organization
- Receiving honoraria to speak on behalf of a pharmaceutical organization or medical communications company, including talks for which you have been contracted but have not yet received payment

False disclosure or failure to disclose conflict of interest as outlined in this document could require the planning committee to replace the presenter/speaker.

Please return the completed form to the CPD program provider/organizer (do not send directly to the CFPC).

**CFPC Mainpro Declaration of Conflict of Interest form**

**Part 1: All presenters and planning committee members must complete this form and submit to the identified CPD program’s provider or organizer. Disclosure must be made to the audience whether you do or do not have a relationship with a commercial entity such as a pharmaceutical organization, medical device company, or a communications firm. If you require more space, please attach an addendum to this page.**

**do not have an affiliation (financial or otherwise) with a pharmaceutical, medical device, or communications organization.**

- **Speakers who have no involvement with industry should inform the audience that they cannot identify any conflict of interest.**

**have/had an affiliation (financial or otherwise) with a pharmaceutical, medical device, or communications organization.**

- **Complete the section below as it applies to you during the *past two (2) calendar years up to and including current year*. Please indicate the commercial organization(s) with which you currently have/had affiliations, and briefly explain what connection you have/had with the organization(s). You must disclose this information to your audience both verbally *and* in writing.**

	Company/Organization	Details
I am a member of an advisory board or equivalent with a commercial organization.		
I am a member of a speakers’ bureau.		
I have received payment from a commercial organization (including gifts or other consideration or in-kind compensation).		
I have received/or will be receiving a grant or an honorarium from a commercial organization.		

I hold a patent for a product referred to in the CPD program or that is marketed by a commercial organization.		
I hold investments in a pharmaceutical organization, medical device company, or communications firm.		
I am currently participating in or have participated in a clinical trial within the past two years.		

Part 2: *Only presenters must complete this section.*

I intend to make therapeutic recommendations for medications that have not received regulatory approval (ie, “off-label” use of medications).	Circle one		You <i>must</i> declare all off-label use to the audience during your presentation.
	Yes	No	

Part 3: *Check all that apply:*

I am a presenter

I am a planning committee member

<p>Name/Title of program/event: _____</p> <p>Acknowledgment: I, _____, acknowledge that I have reviewed the declaration form’s instructions and guidelines and that the information above is accurate. I understand that this information will be publically available.</p> <p>Signature: _____ Date: _____</p>
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### Appendix 13: Mainpro accreditation policies/procedures violations

If a CPD provider<sup>1</sup> (*individual and/or company*) is found to be in violation of the CFPC guidelines for Mainpro accreditation, including use of the Mainpro accreditation statement, the following may apply:

- **First violation:** A written warning will be issued by the CFPC National Office. The CPD provider must provide evidence of amendments to any erroneous information and respond to the warning with details of how the individual or company has taken or will take steps to ensure compliance with Mainpro guidelines within ten (10) business days following receipt of the warning.

Failure on the part of the CPD provider to provide evidence of amendments, institute corrective action, and/or respond to the warning within the ten (10) business-day timeframe may result in “second violation” actions being employed.

In instances where the violation is deemed to be significant in nature, the CFPC reserves the right to handle the violation as a second violation *vide infra*, irrespective of whether a first violation has occurred.

Also, if the violation is deemed to be significant in nature the CFPC reserves the right to communicate said violation to Canada's Research-Based Pharmaceutical Companies (Rx&D) at any stage of the process.

- **Second violation:** A written warning will be issued by the CFPC National Office. A copy of this warning will be distributed to all CFPC provincial Chapter Offices and members of the National Committee on Continuing Professional Development (NCCPD). Within ten (10) business days following receipt of the warning, the CPD provider must provide evidence of amendments to any erroneous information and also respond to the warning with details of how the individual and/or company has or will put into place measures to ensure compliance with Mainpro guidelines.

Failure on the part of the CPD provider to provide evidence of amendments, institute corrective action, and/or respond to the warning within the ten (10) business-day timeframe may result in “subsequent violation” actions being employed.

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<sup>1</sup>Often, the *CPD provider* will be a communication or consulting company acting on the behalf of another organization or company (for example, a pharmaceutical company or independent health care organization); in such instances, the CPD provider is considered to be *both* the *contracted party* (ie, the communication company) and the *contractor* (ie, the company or organization that engaged the contracted party). As such, when violations are noted, both parties would be issued warnings and would be subject to appropriate action(s).

- **Subsequent violation(s):** A referral will be made to the NCCPD for appropriate action, which may include but not be limited to one or more of the following:
  - Revoking accreditation of one or more programs (programs from the provider which are involved in “subsequent violations”) currently accredited for Mainpro credits (CFPC members would not be permitted to claim Mainpro-M1 and/or Mainpro-C credits for their participation)
  - A 6- to 12-month suspension, during which time no new programs may be submitted for Mainpro accreditation/reaccreditation
  - A written complaint submitted to Rx&D in instances where the CPD provider is a Canadian research-based pharmaceutical company and it is felt that they have violated the Rx&D [Code of Ethical Practices](#) (2012)

The rights of the CFPC pursuant to these guidelines and the actions set out herein are without prejudice to any other rights that the CFPC may have at law or otherwise.

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MÉDECINS DE FAMILLE  
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