SPC Meeting Minutes/Notes Guide

## Purpose

As per the National Standard for the Support of Accredited CPD Activities, the Scientific Planning Committee (SPC) must maintain control over the following elements pertaining to the development, planning and delivery of an activity:

* Identification of the educational needs of the intended target audience;
* Development of learning objectives;
* Selection of educational methods;
* Selection of speakers, moderators, facilitators and authors;
* Development and delivery of content; and
* Evaluation of outcomes.

As a result, the SPC must discuss and document key elements linked to organizing the activity. SPC meeting minutes/notes are required as part of your accreditation application. As each SPC and activity is unique, there is no set format for this documentation. The SPC may opt to prepare formal meeting minutes, create informal notes, or submit email correspondence. Several meetings/discussions may be required to discuss all elements adequately.

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The Appendix below outlines topics the SPC should discuss and document. A description of each element, along with suggested discussion questions, has been provided to help guide the conversation. The Appendix should be used in conjunction with the CPD Activity Planning Guide, available on through CPD Schulich Medicine & Dentistry’s [website.](https://www.schulich.uwo.ca/continuingprofessionaldevelopment/accreditation_services/forms_and_templates.html)

Appendix: Scientific Planning Committee Meeting Agenda Items

NOTE: This Appendix should be used in conjunction with the CPD Activity Planning Guide, available on through CPD Schulich Medicine & Dentistry’s [website.](https://www.schulich.uwo.ca/continuingprofessionaldevelopment/accreditation_services/forms_and_templates.html) CPD Resources referenced in the Appendix are also available on CPD’s website.

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| Scientific Planning Committee (SPC) | *The SPC must represent the diversity of the target audience and include at least three members of the target audience (e.g. physicians, residents, nurses, allied health care professionals, patients, etc.)**Activities with family physicians in the target audience must have at least one active CFPC member on the SPC (three CFPC members for national programs).*Discussion points:* Does the SPC accurately reflect the target audience? Are there any groups missing from the SPC that should be added?
* Is the SPC made up of at least three members of the target audience?
* Does the target audience include family physicians? If yes, does the SPC have the required CFPC members for the type of program (provincial vs. national)?
* Confirm no sponsor representatives are on the SPC.
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| Conflict of Interest | *Review the SPC’s COI disclosures early in the activity planning process. Speaker COI Disclosures should be reviewed as early as possible.* Discussion points:* Have COI disclosure forms been collected from all SPC members, speakers, moderators and facilitators?
* Confirm all COI disclosure forms have been reviewed (may occur over several meetings).
* Have any of the COI disclosures revealed a potential or real conflict of interest?
* Document the strategy used to manage potential or real conflicts of interest.

CPD Resources: * COI Disclosure and Management Quick Tips Tool
* COI Disclosure & Management for Accredited / Certified CPD Activities Policy
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| Needs Assessment | *An accredited / certified CPD activity must be based on the needs of the target audience. A summary of the needs assessment results must be submitted with the accreditation application.*Discussion points:* Review needs assessment methodology used (must include both perceived and unperceived methods).
* Review results of needs assessment.
* Identify educational needs of target audience.
* Determine which educational needs this program will address.

CPD Resource: * Linking Identified Needs, CanMEDS/CanMEDS-FM Roles and Learning Objectives Tool
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| CanMEDS & CanMEDS-FM | [*CanMEDS*](https://www.royalcollege.ca/rcsite/canmeds/canmeds-framework-e) */* [*CanMEDS-FM*](https://www.cfpc.ca/en/education-professional-development/educational-frameworks-and-reference-guides/canmeds-family-medicine) *roles should be considered during the needs assessment process. Activities should go beyond the Medical / Family Medicine Expert role of CanMEDS / CanMEDS-FM.* Discussion points:* How were CanMEDS / CanMEDS-FM considered during the needs assessment process?
* Which CanMEDS / Can-MEDS-FM roles have been considered for this activity? (Collaborator, Communicator, Health Advocate, Leader, Medical / Family Medicine Expert, Professional and Scholar)

CPD Resource: * Linking Identified Needs, CanMEDS/CanMEDS-FM Roles and Learning Objectives Tool
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| Learning Objectives | *Overall and session-specific learning objectives must be provided on promotional material and the agenda. The SPC must review and approve all learning objectives.* *Learning objectives must be based on the needs of the target audience, written from the learners’ perspective, measurable, and linked to CanMEDS / CanMEDS-FM roles.*Discussion points:* What are the overall learning objectives for the activity?
* How are speakers advised of this requirement?
* Are the learning objectives written from the learners’ perspective?
* Are the learning objectives measurable?
* Are the learning objectives based on the needs of the target audience?

CPD Resources:* Learning Objectives Guide
* Learning Objectives Screening Tool
* Linking Identified Needs, CanMEDS/CanMEDS-FM Roles and Learning Objectives Tool
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| Financial Decisions | *The SPC / Physician organization must maintain control of the budget. A detailed budget must be submitted with the accreditation application.**The Physician Organization must contact potential sponsors, sponsors cannot reach out to a physician organization directly.*Discussion points:* How will the SPC / Physician organization maintain control of the budget?
* Are there expenses associated with this activity? Example: catering, venue fees, honoraria, website platforms, etc.
* Will this activity be charging a registration fee? If yes, what is the fee amount? If no, provide justification for the lack of fee.
* Will this activity seek financial and / or in-kind support from sponsors?

Discussion points (if sponsorship/in-kind support):* What organizations will the SPC approach and how will they be approached?
* What benefits will be offered to sponsors?
* Will all funds received be provided in the form of an educational grant payable to the Physician Organization?
* How will participants be advised of sponsor support?
* Will there be an exhibition hall?

CPD Resources:* Budget template
* Sponsorship Quick Tips
* Sponsorship of Accredited / Certified CPD Activities Policy
* Scientific Balance of Content for Accredited / Certified CPD Activities Policy
* Sponsorship Agreement template
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| Activity Format  | Discussion points: * Credit type: CFPC Mainpro+, RCPSC MOC, both
* Credit category: Group Learning, Simulation, Self-Assessment
* Based on the learning objectives, what is the delivery method of the activity? Examples: didactic lecture, case-based presentations, small-group work, online module, etc.
* How will interactivity be facilitated within the group learning activity (minimum of 25% of total education time required). Examples: Q&A periods, case discussions, polls, small-group discussion, etc.

CPD Resources:* Mainpro+ and MOC Standards
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| Content Development | *The SPC must maintain control over the selection of content and topics.* Discussion points:* How will the SPC ensure scientific validity and objectivity of content?
* How will the SPC advise speakers and authors that generic names must be used on all presentations and written materials?
* How will the SPC ensure the content is not influenced by sponsors?
* Will the SPC review all presentations prior to the activity? If so, what is the deadline for speakers / authors?
* For Mainpro+: Will this activity be based on opioids and / or medical marijuana / dried cannabis? Content review may be required.

CPD Resource:* Scientific Balance of Content for Accredited / Certified CPD Activities Policy
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| Barriers to Change (Mainpro+ Only) | How will the learning activity address barriers to practice change? |
| Speaker Selection | *The SPC is responsible for selecting speakers and facilitators they feel can present content that supports the learning objectives.**A Speaker Letter must be submitted with the accreditation application.* Discussion points:* Outline how the SPC chose speaker / authors / moderators / facilitators for this activity.
* Will there be any speakers / authors / moderators / facilitators for this activity that are not on the SPC?
* How will speakers be made aware of the needs assessment results, educational standards and / or quality criteria, and the overall and session-specific learning objectives?

CPD Resource:* Speaker Communication template
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| Activity Evaluation | *All participants must be given the opportunity to evaluate both the overall and individual (where applicable) activities.**A Participant Evaluation must be submitted with the accreditation application.* Discussion points:* What level of evaluation is this activity hoping to gather?

Level 1 – perception and opinion dataLevel 2 – knowledge, skills, and attitudes (competency)Level 3 – performance data (impact on behaviour)Level 4 – outcome data (impact on patient care and health status)* What type of evaluation method(s) will be applied to this activity to meet the above level selected (select all that apply)?

Evaluation formPre- and Post-tests of knowledgeObserving and providing feedback to participantsAnalysis of collected portfolios or reflectionsObservation (e.g. in practice, simulated clinical setting)Analysis of patient health records, testing orders, lab or admin dataChart reviews or auditsAnalysis of epidemiological data and reportsOther methodCPD Resources: * Evaluation Form template
* Optional Commitment to Change templates
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