**ONLINE ACCREDITATION APPLICATION QUESTIONS**

This document contains the accreditation application questions for Mainpro+ and MOC Section 1 activities found on CPD’s Online Services Portal.

You can use this document to draft your responses; however it does not replace the requirement to complete the questions in the online accreditation application.

**PROGRAM DETAILS**

Q. What type of accreditation are you applying for?

[ ]  Mainpro+ [ ]  MOC Section 1

Q. **Mainpro+ ONLY**: Does this program contain presentations on:

[ ]  Opioids

[ ]  Prescribing Marijuana

[ ]  Aesthetic Procedures

Q. Program Title:

Q. Program Start Date:

Q. Program End Date:

Q. How many times will this program be delivered:

[ ]  1 [ ]  2 [ ]  3 [ ]  4+

Q. Estimated Number of Participants per session:

Q. Delivery Method of Program (select all that apply):

[ ]  Face-to-face

[ ]  Online

[ ]  Webinar

Q. **Mainpro+ ONLY**: Please select the type of program:

[ ]  One credit per hour hospital or clinical rounds program

[ ]  One credit per hour Journal Club

[ ]  One credit per hour small group learning activity

[ ]  One credit per hour Faculty Development program

[ ]  One credit per hour Regularly Scheduled Series (RSS)

[ ]  A single-delivery conference, scientific assembly, congress or similar event (excludes satellite symposia and ancillary sessions)

[ ]  Any other CPD program

Q. Has this program been previously accredited?

[ ]  Yes [ ]  No

**PHYSICIAN ORGANIZATION & PLANNING COMMITTEE**

Q. Name and contact information of Physician Organization

Application Contact Name:

Name of Physician Organization Submitting the Application:

Address:

Email:

Telephone:

Q. Name and Contact Information for Scientific Planning Committee Chair:

First Name:

Last Name:

Address:

Email:

Telephone:

Q. Will the physician organization maintain attendance records for 5 years?

[ ]  Yes [ ]  No

Q. Is this program being co-developed with another organization?

[ ]  Yes [ ]  No

Q. I have approval to run this activity through the organizations listed above.

For Mainpro+ applications, approval must be obtained from a Schulich department, division or education unit.

[ ]  Yes [ ]  No

### Q. **Mainpro+ ONLY:** Names of active CFPC member(s) on SPC:

Q. List the Scientific Planning Committee Members (SPC): A minimum of three members of the target audience are required.

Name of SPC Member #1:

How Does the Individual Represent the target audience of this Program:

Affiliation:

E-mail:

Name of SPC Member #2:

How Does the Individual Represent the target audience of this Program:

Affiliation:

E-mail:

Name of SPC Member #3:

How Does the Individual Represent the target audience of this Program:

Affiliation:

E-mail:

\* Add if needed

Q. Confirm which of program elements the SPC maintained control over.

Selection of topics

Determination of program content

Selection of speakers/presenters

Review of Evaluation (development as well as evaluation results)

Q. Describe how the SPC ensures the content for this program is scientifically valid, objective, and balanced across relevant therapeutic options.

Q. All accredited CPD activities must comply with the National Standard for support of accredited CPD activities. If the scientific planning committee identifies that the content of the CPD program does not comply with the ethical standards, what process would be followed? How would the issue be managed?

Q. Have you ensured that the SPC, speakers, moderators, facilitators, and authors have completed conflict of interest disclosure forms?

[ ]  Yes [ ]  No

Q. Describe the SPC's process for the review of conflict of interest disclosures and the mitigation of any potential for bias.

Q. How will the SPC, speakers, moderators, facilitators, and authors potential conflicts of interest be disclosed to participants?

**EDUCATION STANDARDS**

Q. Who is the intended target audience of the program?

Q. **Mainpro+ ONLY**: Who is the intended target audience of the program? *(Select all that apply)*

[ ]  Academic Family Physician

[ ]  Interprofessional teams

[ ]  Researchers

[ ]  Residents

[ ]  Rural & Remote practicing Family Physicians

[ ]  Urban practicing Family Physicians

Q. **Mainpro+ ONLY**: Family Physicians with a community of practice in *(Select all that apply)*:

[ ] Addiction Medicine

[ ] Cancer Care

[ ] Child and Adolescent Health

[ ] Chronic Pain

[ ] Dermatology

[ ] Developmental Disabilities

[ ]  Emergency Medicine

[ ]  Family Practice Anesthesia physicians

[ ]  Global Health

[ ]  Health Care of the Elderly

[ ]  Hospital Medicine

[ ]  Maternity and Newborn Care

[ ]  Mental Health

[ ]  Occupational Medicine

[ ]  Palliative Care

[ ]  Prison Health

[ ]  Respiratory Medicine

[ ]  Sport and Exercise Medicine

Q. What needs assessment strategies were used to identify the learning needs of the target audience?

*Perceived needs: (Select all that apply)*

[ ]  Surveys of potential participants

[ ]  Interviewing target audience

[ ]  Direct requests from the target audience

[ ]  Focus groups

[ ]  Meetings with colleagues (formal or informal)

[ ]  Expert consultation

[ ]  Input from the SPC

[ ]  Evaluations from previous educational activities

*Unperceived needs: (Select all that apply)*

[ ]  Knowledge tests/quizzes

[ ]  Chart Audits

[ ]  Published literature (RCT, Cohort studies)

[ ]  Chart-stimulated recall interviews

[ ] Input/feedback from patients

[ ] Critical incident reports

[ ]  Direct observation of practice performance

[ ]  Expert advisory group

[ ]  Quality assurance data from hospitals, regions

[ ]  Standardized patients

[ ]  Healthcare databases

Q. What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the scientific SPC identify from the needs assessment for this activity?

Q. What CanMEDS/CanMEDS-FM Role(s) are relevant to this program? *(Select all that apply)*

[ ]  Collaborator [ ]  Communicator [ ]  Health Advocate [ ]  Leader

[ ]  Medical Expert/Family Medicine Expert [ ]  Professional [ ]  Scholar

Q. Describe how CanMEDS/CanMEDS-FM competencies were considered in the needs-assessment process.

Q. List the learning objectives for this program as well as the CanMEDS/CanMEDS-FM competency linked to the learning objective?

1. Overall Learning Objective:

CanMEDS/CanMEDS-FM Competency:

[ ]  Collaborator [ ]  Communicator [ ]  Health Advocate [ ]  Leader

[ ]  Medical Expert/Family Medicine Expert [ ]  Professional [ ]  Scholar

2. Overall Learning Objective:

CanMEDS/CanMEDS-FM Competency:

[ ]  Collaborator [ ]  Communicator [ ]  Health Advocate [ ]  Leader

[ ]  Medical Expert/Family Medicine Expert [ ]  Professional [ ]  Scholar

3. Overall Learning Objective:

CanMEDS/CanMEDS-FM Competency:

[ ]  Collaborator [ ]  Communicator [ ]  Health Advocate [ ]  Leader

[ ]  Medical Expert/Family Medicine Expert [ ]  Professional [ ]  Scholar

\* Add if needed

Q. State the sources of information selected by the planning committee to develop the content of this program (e.g. scientific literature, clinical practice guidelines, etc.)

Q. How were those responsible for developing or delivering content informed that any description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding?

Q. **Mainpro+ ONLY**: Describe how speakers will be advised of the Quality Criteria requirements for the incorporation of evidence.

Q. **Mainpro+ ONLY**: Describe how barriers to practice/physician change will be addressed within the program?

Q. What learning methods/formats were selected to help the CPD program meet the stated learning objectives?

Q. What learning methods were selected to incorporate a minimum of 25% interactive learning?

Q. How will the overall group learning program and individual sessions be evaluated by participants?

**SPONSORSHIP AND FINANCIAL INFORMATION**

Q. Has the program been sponsored by one or more external organizations?

[ ]  Yes [ ]  No

IF YES TO ABOVE, COMPLETE QUESTIONS INDENTED BELOW:

Q. Check all sources of sponsorship that apply

[ ] Government agency

[ ]  Health care facility

[ ]  Not-for-profit organization

[ ]  Medical Device Company

[ ]  Pharmaceutical company

[ ]  Education or Communications Company

[ ]  Other

Q. Has this program received financial support?

[ ]  Yes (provide sponsor name, amount received / anticipated amount, and indicate if for-profit of non-profit sponsor)

[ ]  No

Q. Has this program received in-kind support?

[ ]  Yes (provide sponsor name, amount received / anticipated amount, and indicate if for-profit of non-profit sponsor)

[ ]  No

Q. Does the physician organization have written agreements with sponsors outlining the terms, conditions and purposes by which sponsorship is provided?

[ ]  Yes [ ]  No

Q. How are payments of travel, lodging, out-of-pocket expenses, and honoraria made to members of the scientific planning committee, speakers, moderators, facilitators and/or authors?

Q. If the responsibility for these payments is delegated to a third party, please describe how the CPD provider organization or SPC retains overall accountability for these payments.

Q. How has the physician organization ensured that product specific advertising, promotional materials or other branding strategies have not been included on, appear within, or be adjacent to any educational materials, activity agendas, programs or calendars of events, and/or any webpages or electronic media containing educational material?

Q. What arrangements were used to separate commercial exhibits or advertisements in a location that is clearly and completely separated from the accredited CPD program?

Q. If incentives are to be provided to participants associated with an accredited CPD program, how will they be reviewed and approved by the physician organization?

Q. Are there any social events or activities associated with this program?

[ ]  Yes [ ]  No

IF YES, Describe in detail the social activities related to this program including when these activities take place in relation to the certified learning. What strategies were used to prevent the scheduling of unaccredited CPD activities occurring at same times and locations of accredited activities?