

## CPD POLICY:

### SCIENTIFIC BALANCE OF CONTENT FOR ACCREDITED / CERTIFIED CPD ACTIVITIES

#### I. PURPOSE

In accordance with the [National Standard for Support of Accredited CPD Activities](#) (2017) and with standards set forth by the *Royal College of Physicians & Surgeons of Canada* (RCPSC) and the *College of Family Physicians of Canada* (CFPC), this policy outlines the requirements for scientific balance of content in accredited/certified CPD activities.

The Scientific Planning Committee (SPC) is responsible for ensuring speakers, authors, facilitators are notified of the applicable requirements outlined in this policy, either through the use of a speaker letter or through other speaker communications.

#### II. STATEMENT

1. The Scientific Planning Committee (SPC) is responsible for ensuring accredited / certified CPD activities respect the principles of scientific integrity, objectivity, and balance.
2. The SPC is responsible for ensuring the content in an accredited / certified CPD activity is evidence-based.
3. The description of diagnostic and therapeutic options must use generic names and not reflect exclusivity or branding.
4. Reference to unapproved therapies or devices (off-label use) must be explicitly declared.
5. Every effort must be made to avoid bias, whether commercial or other.
6. Content must be developed with consideration to the [CMA Guidelines for Physicians in Interactions with Industry \(2021\)](#) and the [Innovative Medicines Canada Code of Ethical Practices \(2020\)](#).
7. Real or potential conflicts of interest must be disclosed in accordance with CPD's *Policy on Conflict of Interest Disclosure and Management for Accredited / Certified CPD Activities*.
8. In accordance with CPD's *Policy on Sponsorship of Accredited / Certified CPD Activities*:
  - 8.1. Specific interests of any sponsor (for-profit and not-for-profit) must have no direct or indirect influence on the content and/or materials of the accredited/certified CPD activity.
  - 8.2. Representatives of a sponsor organization or any organization hired by a sponsor organization cannot participate in decisions related to the:
    - 8.2.1. Identification of educational needs of an intended target audience
    - 8.2.2. Development of learning objectives
    - 8.2.3. Selection of educational methods and formats
    - 8.2.4. Selection of speakers, moderators, facilitators and authors
    - 8.2.5. Development and delivery of content
    - 8.2.6. Evaluation of outcomes
9. References to evidence used to create content must be included in the presentation. Information must be provided to the audience if there is limited evidence for an assertion or recommendation made.

### iii. DEFINITIONS

**Accredited/Certified CPD Activity:** Also referred to as an “Accredited Learning Activity”. An educational event that meets the administrative, educational and ethical standards of the Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada. Accredited learning activities include group learning, self-learning, and assessment, in a live or web-based format.<sup>1</sup>

**Scientific Planning Committee (SPC):** A group of target audience representatives responsible for the identification of the educational needs of the intended target audience, development of educational objectives, selection of educational methods, selection of scientific planning committee members, speakers, moderators, facilitators and/or authors, development and delivery of content, and evaluation of outcomes of an accredited CPD activity.<sup>2</sup>

### iv. ADDITIONAL RESOURCES

[Sponsorship Agreement Template](#)

[Speaker Communication Template](#)

[Policy on Conflict of Interest Disclosure and Management for Accredited / Certified Learning Activities](#)

[Sponsorship of Accredited / Certified CPD Activities](#)

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<sup>1</sup> Canadian Accreditation Standards for Continuing Professional Development (CPD) Provider Organizations, 2018, Glossary of Terms, page 20.

<sup>2</sup> National Standard for Support of Accredited CPD Activities, 2017, V. 23.1, Glossary of Terms, page 8.