



## The Canadian Association of Radiologists Accreditation of Specialist Programming Group Learning Activities

### ***POLICY***

As a RCPSC accredited CPD provider, the Canadian Association of Radiologists (CAR) can either **approve** specialist CME programming for other organizations for section 1 credit in the Maintenance of Certification (MOC) Program of the Royal College of Physicians and Surgeons of Canada (RCSPC) or **educationally co-develop** such programming with other organizations. This policy describes these two categories of involvement and their associated responsibilities to the event organizers.

The RCPSC MOC program has specific expectations of accredited CPD providers with respect to planning Section 1 activities. Furthermore, while specialists self-report their continuing professional development (CPD) activities annually, they are subject to audit by the RCPSC. This validation program requires that attendance and evaluation records be maintained by the accrediting organization.

Programs are considered for accreditation approval, or for co-development and approval, according to which group the non-accredited provider applicant belongs (Group A or Group B, defined below) and on program characteristics.

- Group A** Physician organizations, national or regional specialty societies, or groups of specialists such as university or hospital departments.
- Group B** Education or communication companies, or disease-oriented national organizations. *Providers in this group are eligible only for co-development*

Group A providers may request that the CAR consider educational co-development, even if eligible for the approval stream on their own.

For requests to co-develop CPD activities with the CAR, the ultimate decision regarding the eligibility rests with the CAR.

The CAR *Accreditation Application Form for Group Learning Activities* (available by contacting the CAR office at 613 860-3111 or online at [www.car.ca](http://www.car.ca)) must be completed and submitted directly to the CAR along with the necessary supporting documentation.

Accreditation applications are submitted to the Canadian Association of Radiologists with the intention of providing accreditation options for Canadian physicians through the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada.



**Group A - Responsibilities of the Applicant Organization:**

For programs provided by Group A, the applicant organization must:

- complete and submit the CAR *Accreditation Application Form for Group Learning Activities* along with necessary supporting documents
- maintain and document an ethical relationship with industry supporters
- maintain records of the event, evaluation forms and lists of participants
- provide records of the CPD activity (materials, certificate of attendance) to the physician participants
- ensure the appropriate study credit statement is used in promotional material and on certification for Canadian provide the CAR with follow-up documentation, as listed on the application form, no later than two months after the date of the event.
- Issue payment for the service of accreditation review (does not guarantee accreditation approval).

**Group B - Responsibilities of the Accredited CPD Provider (CAR) and the Applicant Organization:**

The accredited provider (CAR) will consider requests from other groups (physician organizations or otherwise) and will decide whether it meets ethical criteria and whether CAR has the resources to move forward with the development. In cases where CAR accepts to co-develop an educational activity, CAR **will** be involved in the planning process **from the beginning**, including the needs assessment, program design, implementation and evaluation. This constitutes **educational co-development**.

- The CAR must be involved in planning all aspects of the CPD event with the physician or non-physician organization from the beginning.
- The CAR must be represented on the planning committee, has ultimate authority over all educational decisions, and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for programs under Section 1 have been appropriately implemented.
- Co-development of the CPD activity by the CAR must be recognized on program materials.
- The CAR accepts the responsibility to maintain records of attendance and provide the physician participants with certificates of attendance for Canadian accreditation.
- The CAR will submit the event's accreditation application for evaluation per RCPSC guidelines.
- Approval of Section 1 credits will be recognized in program materials with the RCPSC terminology.
- The Applicant Organization and the CAR will communicate at regular intervals.
- The Applicant Organization will help to market the program.
- The Applicant Organization will provide staffing and resources as agreed upon engagement.