



# CPD In Focus

## Revised Mainpro Application Administration Fees

**New fee structure comes into effect on September 1, 2009.**

Please note the following changes to Mainpro application administration fees effective September 1, 2009. These pricing changes apply to applications submitted via QuickConnect and the traditional paper-based triplicate forms:

Application Type	Current Administrative Fee	Effective Sept. 1, 2009
Provincial Mainpro-M1	\$300	\$350
National Mainpro-M1	\$700	\$750
Online/Satellite (National)	\$700	\$750
Mainpro-C	\$500	No change
International Events	\$300	\$350

There will be no change to the current Ethical Review administrative fee (\$100 per session). ☐

## QuickConnect Helpline

*For more information on QuickConnect, to receive a tutorial or to register for a QuickConnect account, please contact Naheed Qureshi at [nq@cfpc.ca](mailto:nq@cfpc.ca) or 1.800.387.6197(extension 461).*

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## Mainpro Application Form Changes

Currently, one or more CFPC members are asked to verify the four following statements prior to a program being accepted for review for Mainpro accreditation:

1. I have had substantial input into this program.
2. I have reviewed the content to ensure it is relevant to family physicians.
3. I have reviewed the planning, content and conduct of the program to ensure acceptable to ethical standards.
4. I have reviewed the budget for this program.

Effective September 1, 2009, statements will appear as follows:

3. **I verify that the planning, content and conduct of the program meets pertinent ethical standards.**
4. **I have been informed of any financial and/or non-financial incentives associated with this program.**

The latter question was modified as a result of concerns about the level of financial disclosure necessary to encompass a review of the budget. CFPC members no longer need to review a detailed budget for the program  
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## Mainpro Accreditation Categories & Requirements: A Summary

Category	Explanation	CFPC Representation	Ethical Review?	Application Admin Fee (payable to)	Accreditation Period
<b>National Mainpro-M1</b>	CME/CPD program to be offered in multiple provinces <sup>△</sup> . Needs assessment performed nationally.	One (1) CFPC member from each of the five defined regions.	<b>Yes</b>	<b>\$750**</b> (National Office)	Valid for <b>12 months</b> from notice of accreditation.
<b>Provincial Mainpro-M1</b>	CME/CPD program to be offered in a single province <sup>▽</sup> . Needs assessment performed provincially.	One (1) CFPC member from the province where the program is to be offered.	<b>Yes</b> (first review included at no cost)	<b>\$350**</b> (Provincial Chapter)	Valid for <b>12 months</b> from notice of accreditation.
<b>Online/Satellite Mainpro-M1</b>	Program to be offered online, through webcast/web conferencing, etc.	One (1) CFPC member from each of the five defined regions.	<b>No</b>	<b>\$750**</b> (National Office)	Valid for <b>12 months</b> from notice of accreditation.
<b>Mainpro-C</b>	Developed/implemented by or in collaboration with an educational or medical organization (e.g., university CME office, CFPC Chapter or physician organization). Includes a targeted needs assessment and post-program reflective component/activity.	At least one (1) CFPC certificant member <sup>⋄</sup> .	<b>No</b>	<b>\$500</b> (National Office)	Valid for <b>18 months</b> from notice of accreditation.
<b>International Events</b>	Programs offered outside of Canada, but for whom the target audience will be exclusively or primarily Canadian family physicians.	At least one (1) CFPC member.	<b>No</b>	<b>\$350**</b> (National Office)	Valid for <b>12 months</b> from notice of accreditation.

<sup>△</sup> Program is eligible for Mainpro credits in all provinces once the content has been reviewed and approved by the CFPC. However, final accreditation is granted at the Chapter level (each session of the program must pass ethical review). If the program is to be offered in French, it must first be approved in the English language and then the provider must submit a translated version of the materials to the National Office for French language review/approval.

<sup>▽</sup> Program is only eligible for Mainpro credits in the province(s) where the program has been submitted and approved. Final accreditation is only granted upon successful completion of the ethical review process.

<sup>⋄</sup> In addition, the composition of the planning committee must be representative of the target audience (e.g., if program is interdisciplinary, there should be representatives from more than one discipline). ☐

**\*\*IMPORTANT: Fees posted here come into effect on September 1, 2009.**

## Upcoming CPD Events

Event	Date	Location
BCCFP 22 <sup>nd</sup> Annual Scientific Assembly	October 3-4, 2009	Vancouver, BC
2009 Family Medicine Forum	October 29-31, 2009	Calgary, AB
CQMF Annual Scientific Assembly	November 12-13, 2009	Laval, QC
OCFP 47 <sup>th</sup> Annual Scientific Assembly	November 26-28, 2009	Toronto, ON

## Reader Comments or Suggestions?



The goal of *CPD In-Focus* is to provide a forum for ongoing communication with our CPD partners and Providers. We value your feedback. If you have an item or issue that you would like to see addressed in future editions of *CPD In-Focus*, let us know! Send your feedback to Lori Hill at [lhill@cfpc.ca](mailto:lhill@cfpc.ca). ☐

## REVISED: Accreditation of Hospital and Clinical Rounds

### Updated hospital/clinical rounds accreditation standards: Effective July 1, 2009.

The CFPC recognizes that hospital/clinical rounds can provide family physicians with access to timely, high-quality educational opportunities relevant to their practice. Hospital/clinical rounds must be Mainpro accredited if CFPC members wish to claim Mainpro-M1 credits for their participation. Unaccredited and/or non Mainpro-accredited rounds (e.g., Maincert accredited) are eligible for Mainpro-M2 credits only.

The Department of Family Medicine or other relevant Department of Medicine within a hospital must apply for accreditation of rounds; the application for Mainpro accreditation is to be submitted to the pertinent CFPC Chapter office for Provincial Mainpro-M1 accreditation on an annual basis (see "Provincial Mainpro-M1 Accreditation Overview").

#### Guidelines:

Hospital/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 Criteria"), as well as the specific guidelines listed here:

1. The Department of Family Medicine or other 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, program design and content.
3. The Department must select an appropriate speaker/presenter as determined by the topic.
  - The Department will advise the speaker of Mainpro-M1 accreditation requirements.
  - Presentations must be generated by the speaker, not by an external agency or individual.

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## New/Revised CPD & Mainpro Policies

The National Committee on Continuing Professional Development (NCCPD) met on April 18<sup>th</sup> and 19<sup>th</sup>, 2009, at the National Office in Mississauga, Ontario.

A summary of the key points discussed and motions adopted can be found on our website under "What's New for CME/CPD Providers" (click [here](#) for a direct link to the site).

The key notes for CPD Providers are as follows:

- **Mainpro application form changes** (see pages 2 and 4)
- **Updated information on the accreditation of hospital/clinical rounds** (see page 3 and 4)
- **CFPC member representation on Mainpro-C program planning committees:** Mainpro-C planning committees no longer require 50% family physician representation. Instead, the planning committee composition should be reflective of the target audience. At least one CFPC Certificant (CCFP) member must participate on the planning committee. ☐



**Coming Soon! Updated Mainpro Accreditation Handbook for CME/CPD Providers**

This document will be available through our website as a PDF document and will contain updated information on Mainpro accreditation guidelines, ethical review, etc.

*An electronic copy will be sent to all persons on our **CPD In Focus** mailing list once published. ☐*

## Hospital/Clinical Rounds (Cont.)

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/learning – e.g., university auditorium).
5. The Department will take responsibility for advertising the rounds and will provide the registration function, including attendance monitoring and providing a certificate of attendance with the Mainpro accreditation statement on an annual or semi-annual basis.
6. All costs associated with the rounds, including speaker honorarium and food/refreshments for participants, will be paid by the Department\* using pooled funds accumulated from unrestricted educational grants (may be from industry), provincial grants, etc.
7. The Department will gather evaluation data from presentations and will use this inform to establish learning objectives for the following year.

**\*IMPORTANT: Presentations arranged and/or paid for by agencies external to the pertinent Department of Medicine (e.g. pharmaceutical companies, biotechnology companies, etc.) 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 CFPC Ethical Review.**

Presentations funded either in part or in whole by monies obtained from pooled unrestricted educational grants are permissible if they otherwise satisfy the above criteria.

### Ethical Review and Hospital/Clinical Rounds:

Accredited provincial Mainpro-M1 hospital/clinical rounds are not subject to session-by-session ethical review. Instead, a single ethical review form is completed and submitted to the pertinent CFPC Chapter office each year outlining the venue, approximate costs, etc (this ethical review is conducted at no additional cost; the first ethical review is included as part of 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 paragraph). ☐

## The CPD Department Welcomes New Staff Members

The CFPC is pleased to announce the addition of two new staff members.

**Naheed Qureshi**, Assistant Coordinator – Mainpro Accreditation, joined the College in early May and will be working closely with our Accreditation Coordinator, Deborah Blois, on all issues related to program accreditation. Naheed will be the primary point-of-contact for QuickConnect – replacing Melissa Frost-Ford.

**Louise Richards**, Assistant Coordinator – Mainpro Member Support, joined the College in mid-May. Louise will be working closely with our Mainpro Records Coordinator, Diane Hamel, providing support to members in tracking their CPD activities.

Both Naheed and Louise bring to the College several years of experience in bilingual customer service. We are very excited to have them the CFPC and they will be an excellent addition to our busy department. ☐



## Application Form Changes (Cont.)

**(Continued from page 2)** unless the provider wishes for the member to do so (or the member makes a specific request to review the budget in full). Instead, CFPC members must be made aware of any financial (honorariums, bursaries, etc.) and/or non-financial incentives (travel costs, gifts, meals, etc.) associated with the program. This includes financial and non-financial incentives both for speakers and presenters, as well as participants.

Changes to these questions will be reflected on the online (QuickConnect) and paper-based applications. If you are using an older version of the paper-based application form, please manually change the questions (as outlined on page 2) prior to the CFPC member(s) signing the form. ☐

## Reminder: Revised Conflict of Interest Disclosure Policy

Effective July 1, 2009, all live Mainpro accredited programs/sessions must include written and verbal disclosure of potential conflict of interest.

The CFPC has developed a sample PowerPoint template/reference for CME/CPD Providers (see "[What's New for CME/CPD Planners](#)"). At a minimum, the following items must be included as part of the written/verbal disclosure for each presenter/speaker:

- Name of presenter/speaker
- Topic the speaker will address
- Financial Disclosure:
  - Grants/Research Support
  - Speaker Bureau/Honoraria
  - Consulting Fees
  - Other



**IMPORTANT!** For programs approved prior to July 1, 2009, the CME Providers must **forward a copy of their disclosure slide(s)** to the pertinent Chapter office(s) when seeking *ethics approval* (if using QuickConnect, please upload your slide(s) along with your invitation and other documents).

For programs submitted for accreditation on or after July 1, 2009, **disclosure slide(s) must be included as part of the application package.**

If speakers have not been identified at the time of submission, please ensure that a placeholder slide is included in the materials (to be filled in at a later date). ☐

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