



CPD in Focus

Vol 3, Edition 1 June 2010

Mainpro Policy Updates

Guidelines for partial accreditation

Effective September 1, 2010

Currently, CFPC guidelines allow providers to have both accredited Mainpro-M1 and unaccredited sessions in one program. Following are the Guidelines for planning and implementing accredited and unaccredited sessions during a program:

➤ If, during the accreditation application process, the provider knows that both accredited and unaccredited sessions will be offered in the program, then this information must be included with the application.

➤ When planning for different sessions, providers must group all of the accredited sessions separately from all of the unaccredited sessions. For example, all accredited sessions can be held in the morning, or first, and all unaccredited sessions in the afternoon, or at the end, or vice versa.

➤ When submitting session(s) and/or program(s) for ethical review, the provider must inform the CFPC chapter that there will be accredited and unaccredited sessions in the program. The entire program, including all invitations and promotional material (paper based and online), needs to be presented for ethical review. This will allow the chapter to ensure that all advertising, promotional materials and the published session format comply with Mainpro standards.

➤ In the invitations and publicity material (paper and online), the accredited sessions must be clearly identified as being accredited by the CFPC as per the current Mainpro accreditation standards. Likewise, the unaccredited sessions must also be identified as being unaccredited by the CFPC with a statement. This statement shall be "This session is not accredited by the CFPC."

➤ At the beginning of each session the chairperson or speaker must advise the audience whether the session is accredited by the CFPC or not.

➤ Failure to comply with any of the above guidelines will be considered to be a violation of Mainpro accreditation policies/procedures and the provider may be subject to disciplinary action as per the CFPC Mainpro accreditation violation policy.

Role of a Representative at live accredited activity

Effective September 1, 2010

Industry (pharmaceutical/biotechnology company) representative(s) may attend live accredited CME/CPD programs as **non contributing members** to the discussion to provide logistics support such as facilitating registration, audio visual set up, seating, distribution of certificates of attendance.

They may attend a live accredited program only with the consent of the Chair and only if seating remains, preferably at the back of the room.



The CPD welcomes new staff members

Michelle Chen, Interim
MAINPRO Assistant Coordinator

Michelle Chen has joined the College as the interim Assistant Coordinator in the CPD department while Naheed Qureshi is on parental leave.

Michelle holds an Honours Bachelor of Science from the University of Toronto. Her previous work experience in bilingual administrative roles will be a great asset to her new position at the College.

Michelle can be reached at
mchen@cfpc.ca or 905 629 0900 /
1 800 387 6197 ext 461.

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Online programs – Applications & Ethical Review

Providers should continue to follow the same process as outlined in "A Guide to Mainpro Accreditation" for online programs. If a live program has been approved and a provider wishes to offer it online, then the provider must make a new application and follow the approval process similar to live/online program.

If physicians are participating from their office or home and no hotel/restaurant or food is provided by the industry, then the session does not require ethical review.

► Revised time lines for Mainpro-M1 and Mainpro-C program approval

On average, applications for programs submitted online through Quick Connect that meet all the requirements and are of average length will be processed by the college within four weeks of receiving a completed submission.

► GST/HST Fees for accreditation and ethical review – Effective July 1, 2010

As of July 1, 2010, providers will be required to pay applicable GST/HST fees for all accreditation and ethical review fees. Quick Connect and invoices will be modified and GST/HST will be added to the accreditation and ethical review fees. ▲

Mainpro Policy Reminders

Modular CME Program

Providers can apply for credits for modular CME programs i.e. credits granted on a per module basis (versus credits for completion of entire program). A single application can be made for modular accreditation if the following criteria are met:

- The modules must be targeted at a common audience.
- The contents must have a demonstrated theme.
- The modules must be organized such that value can be derived from taking only one module in a series.

Certificates of completion and/or letters of participation must clearly indicate:

- The title of the CME program.
- The title of the modules(s) that an individual has completed (e.g. Module I: Introduction to Diabetic Foot Care).
- The number of eligible credits based on the modules completed (e.g. Module I: Introduction to Diabetic Foot Care – 1.5 Mainpro-M1 credits).

For existing Mainpro-accredited programs

If the provider wishes to offer the program in a modular format and assign credits for completing a module versus the entire program, a new application for accreditation must be submitted.

Program Advertising and Promotion Invitations & Brochures

Logo

Providers can insert the logo of their organization as long as it is not on the same page as the accredited program information. i.e. learning objectives, faculty/names of speakers.

Acknowledgment statement – Effective September 1, 2010

Provider can include a statement such as "This program was made possible through an educational grant from XXX". Again it should not be on the same page as the accredited program information i.e. learning objectives, faculty/names of speakers. If it is a one page invitation then provider can have this statement of an educational grant at the bottom of the invitation.

Certificate of participation

Logo, branding must not be included on the certificates presented to participants upon completion of the program. A statement such as "This program was made possible through an educational grant from XXX" may be included on the certificate.

In addition to the above, providers should meet all other criteria as it relates to size, color and font as outlined in "A Guide to Mainpro Accreditation".

Phasing out of paper based Mainpro Applications – Effective January 1, 2011

At present more than 60% Mainpro/Ethical Review applications are submitted online. Initially we were planning to discontinue paper based applications effective September 1, 2010 however based on feedback from some providers we will discontinue paper based applications effective January 1, 2011.

Effective January 1, 2011 an additional \$100 fee will be charged for each paper based application and applicable GST/HST. ▲



"A Guide to Mainpro Accreditation"

Click here to view complete instructions on how to prepare and submit programs for Mainpro® accreditation.

The CFPC CPD Program Award

Deadline June 30th, 2010

For the first time in 2010, this award will recognize a Mainpro[®] accredited educational program that has provided an exceptional learning experience to practicing or practice-eligible CFPC members. The award will be presented to the individual or group responsible for the design, development and implementation of the winning CPD program.

'Exceptional learning experiences' are defined as programs that satisfy one or more of the following criteria:

- ▶ The program is evaluated by CFPC members and determined to be of great value to the practice of family medicine;
- ▶ The program addresses a new topic or area of interest for continuing professional development of family physicians (and is important and relevant to the practice of family medicine);
- ▶ The program successfully implemented an innovative learning tool and/or instructional model or approach, or incorporated an existing tool or instructional approach in an innovative manner.

In 2010, the award recipient will be formally recognized and receive a certificate of achievement at the **2nd National CPD Accreditation Conference** (Toronto, Ontario). A statement/logo to use on promotional materials indicating their status as an award winner will also be available for use, if the winner so wishes. Notice of the winning program will be communicated to members and others through the CFPC website, CFP journal, and the CPD department newsletter (CPD In Focus). A mention of the award recipient will also be made at Family Medicine Forum (FMF) and the CFPC Annual General Meeting (AGM).

Nominations for the 2010 award will be accepted until midnight on June 30, 2010.

For details on award criteria and nomination forms, please [click here](#).

Questions or inquiries about this award should be directed to:

**The Mainpro Accreditation Coordinator,
Deborah Blois at Mainpro@cfpc.ca or
1.800.387.6197 / 905.629.0900, ext. 319. ▲**

Upcoming CPD Events

EVENT	DATE	LOCATION
SASKATCHEWAN		
Family Medicine Review	September 23 & 24	Saskatoon SK
NATIONAL		
Second National Accreditation Conference	September 30 & October 1	Toronto ON
NEWFOUNDLAND & LABRADOR		
22nd Annual Scientific Assembly & Annual General Meeting	September 30 – October 2	Gander, NL
QUEBEC		
28th Annual Scientific Assembly	October 1 & 2	Levis, QC
NATIONAL		
Family Medicine Forum	October 14 – 16	Vancouver BC
ONTARIO		
OCFP 48 th Annual Scientific Assembly	November 25 – 27	Toronto ON

Department of Continuing Professional Development

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Find us on the Web: www.cfpc.ca

The CPD TEAM

Director, Dr Bernard Marlow

Manager (Interim), Dilip Patel

Coordinator, CPD Programs, Deborah Blois

Assist. Coordinator, CPD Programs, Michelle Chen

Coordinator, Mainpro Records/Support, Diane Hamilton

Assist. Coordinator, Mainpro Support, Jennifer Clipsham

Administrative Assistant, Michèle Desjardins

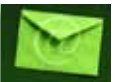
QuickConnect

QuickConnect Helpline

For more information on QuickConnect, to receive a tutorial or to register for a QuickConnect account, please contact

Michelle Chen at 1-800-387-6197 ext 461
mchen@cfpc.ca

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 Dilip Patel at dpatel@cfpc.ca.