



## DEPARTMENT NEWS

We are pleased to announce that in February 2013, **Zarreen Warsi** joined the Continuing Professional Development (CPD) department in the role of Assistant Manager. Zarreen completed her Honours, Bachelor of Arts degree at York University and subsequently received her Certificate in Project Management from the University of Toronto. Most recently, she completed leadership and management training from Harvard University. Her previous experience in health care communications includes building live and online continuing medical education programs for Canadian family physicians.

Also new to the team is **Donna Carnegie** who joined in July as our new Administrative Assistant. In addition to the Executive Administrative Assistant Certificate that she received from Humber College, Donna brings over ten years of professional administrative experience in the not-for-profit sector.

Lastly, we're pleased to announce the appointment of our new Associate Director, Continuing Professional Development. **Dr. Janice Harvey**, BSc MD CCFP FCFP will be joining the CFPC staff effective September, 2013. In this position, Dr. Harvey will work with our CPD team to develop, maintain and evaluate CPD programs and services, and she will play a key role in leading the advancement of a scholarship agenda within the CPD department. Dr. Harvey is well known to the CFPC as an active member of the College and through her participation with CPD committees nationally and with the OCFP for many years. Her broad career experience includes her current clinical work in comprehensive family medicine and sports medicine, and her position as Assistant Clinical Professor at McMaster University. Her involvement in creating, facilitating and promoting continuing professional development and continuing medical education activities has been extensive throughout her career. Her extensive professional experience and passion for education will be a true addition to our team.

### In this issue

Department News	1
Disclosure of Potential Conflict of Interest (CoI) Slides	1
The CFPC Continuing Professional Development Program Award	2
Accreditation Workshop for Providers	2
Mainpro Accreditation Policies and Procedures	2
Accreditation Tips for Providers	3
FAQs Branding and Logos	4
National Committee on Continuing Professional Development (NCCPD) Update	5
Mainpro Accreditation and CCFP/CCFP(EM) Examination Preparation Programs/Courses	6

### Reminder

#### “Disclosure of Potential Conflict of Interest (CoI) Slides

Effective March 2013, presenters of Mainpro-accredited programs are required to incorporate three “Disclosure of Potential Conflict of Interest” slides at the onset of their presentations. The slides must include the following:

##### Slide 1. Faculty/presenter disclosure

- Faculty/presenter’s name and any relationships with commercial interests (grants/research support, consulting fees, etc.); if multiple faculty have no conflicts to declare, their names and information can appear on a single slide stating “no conflicts to declare.”

##### Slide 2. Disclosure of commercial support

- Overview of financial and in-kind support received for development of the program.
- Specific potential conflicts of interest from the relationships disclosed in Slide 1 related to the topic being presented.

##### Slide 3. Mitigation of potential bias

- Explanation of how potential sources of bias identified in the previous two slides have been mitigated or managed in the presentation.

If faculty/presenters have not been identified at the time of application, please ensure that placeholder slides are included in the materials submitted for accreditation (to be filled in once speakers have been identified). Program planning committees are as responsible for the content of these slides when they are presented as they are for all other aspects of the content of the accredited program.

**It is the obligation of the program provider and program planning committee to ensure that CoI disclosure occurs in accordance to these new policies. Both must ensure that faculty/presenters:**

- Are educated on the CFPC’s revised policy and procedures regarding CoI disclosure
- Understand the importance of presenting the CoI information such that they allow the audience sufficient time to read and comprehend it
- Do not attempt to trivialize the importance of this step through actions (eg, skipping through slides rapidly) or speech (eg, “I’m not sure why we have to do this ...”)

For more information and to access sample CoI slides, please visit [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/).

## THE CFPC CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM AWARD

Once again, we received many nominations for the **CFPC Continuing Professional Development Program Award**, each demonstrating the innovation and high-quality level of education for which Mainpro-accredited programs have come to be known.

Congratulations to all nominees! We are currently reviewing submissions and will notify the award recipient shortly. Notice of the winning program will be communicated to members and others through the CFPC website, *Canadian Family Physician*, and the CPD department newsletter (*CPD In Focus*).

Once the winning program is selected by the NCCPD, the award will be presented to the individual or group responsible for the design, development, and implementation of the program at the College's annual Family Medicine Forum, to be held this November in Vancouver, BC.

*Questions or inquiries about this award should be directed to the CPD Assistant Manager, Zarreen Warsi (zwarsi@cfpc.ca or 1-800-387-6197/905-629-0900 +1, ext. 255).*

## Accreditation Workshop for Providers

The College of Family Physicians of Canada's CPD department held a one-day accreditation workshop for those involved in the CPD accreditation process on Thursday, May 16, 2013, at the Toronto Airport Marriott.

The workshop was well attended with 131 participants from a broad range of organizations, including pharmaceutical industries, communications companies, universities, hospitals, not-for-profit groups, and College Chapters.

Topics included a high-level overview of the entire Mainpro system, recent changes in accreditation, and provincial ethical review policies and procedures. Participants were also provided with information on QuickConnect, the College's online accreditation software program. The latter half of the day saw small groups working on interactive case studies and discussion questions, and included an extensive question-and-answer period.

*We thank all those who participated in this event. An abbreviated version of the workshop slides is available; please email your request to Zarreen Warsi, Assistant Manager (zwarsi@cfpc.ca).*

## MAINPRO® Accreditation Policies and Procedures

The CFPC strives to ensure that MAINPRO®-accredited CPD programs meet or exceed all of the requirements for accreditation as established by the National Committee on Continuing Professional Development (NCCPD) and as set forth in *A Guide to Mainpro Accreditation*. To ensure consistency in handling complaints or other issues related to Mainpro-accredited CPD programs, the NCCPD created and approved a violations policy, which came into effect January 1, 2010.

When a Mainpro-accredited CPD program or provider (individual and/or company) is found to be noncompliant with CFPC guidelines on Mainpro accreditation, including the College's policy on the use of the Mainpro accreditation statement, violation procedures are implemented. It is expected that through education and constructive discussions with providers and planning committee members, few violations will occur. Learn more about this policy in *A Guide to Mainpro Accreditation*, Appendix 8.



# ACCREDITATION TIPS FOR PROVIDERS

## Planning committee members

The College frequently deals with inquiries from CPD providers when the family physicians sitting on a given program planning committee are found—at the time of application submission—to not be active members of the College. Here are some quick tips for ensuring you don't find yourself in this situation!

- ✦ Confirm that you have a **sufficient number of active CFPC members on your planning committee:**
  - For provincial and Mainpro-C\* programs you require at least one (1) active CFPC member
  - For National Mainpro-M1 programs you require three (3) active CFPC members; these members may come from any region of the country
- ✦ Ensure members of your planning committee are active CFPC members by confirming their status online at [www.cfpc.ca/Home](http://www.cfpc.ca/Home). Click “CFPC Member List” located at the top of the screen. Note that student, resident, and non-member Mainpro participants (NMMPs) are *not* eligible to fulfill the requirements for planning committee membership.

\*For Mainpro-C programs, the individual must hold the CCFP designation.

## Making changes to Mainpro-accredited programs

If you would like to make changes to a program that is already Mainpro accredited, regardless of how big or small the revisions, you must first seek consent from the planning committee. As per the current guidelines, **any and all changes to Mainpro-accredited programs must be reviewed and approved by the College.** Once you've had the proposed revisions approved by the program planning committee, contact the appropriate accreditation body (National office for Mainpro-M1 and Mainpro-C programs, Chapter office for provincial Mainpro-M1 programs) to determine if the changes are acceptable. Please note that major revisions might require another review of the program in its entirety (costs to be assumed by the provider).

## Branding and colours

Commercial logos and branding, as well as logos/branding associated in any way with a commercial entity (eg, a “learning academy” sponsored by a commercial group), must not be included as part of the content presented during a Mainpro-accredited CPD event. For example:

- ✦ It is not permissible to include commercial logos within the headers or footers of PowerPoint slides, handouts, etc.
- ✦ It is not permissible to use colours and/or colour schemes commonly associated with a company or one or more of its products for PowerPoint

slides, handouts, etc. Further details can be found in *A Guide to Mainpro Accreditation*, Appendix 9.

## Conflict of Interest (CoI) forms

Ensure all planning committee members sign CoI forms as soon as possible, prior to the accreditation application submission. Signed CoI forms are required as part of every Mainpro-accreditation application submission.

## Planning committee participation

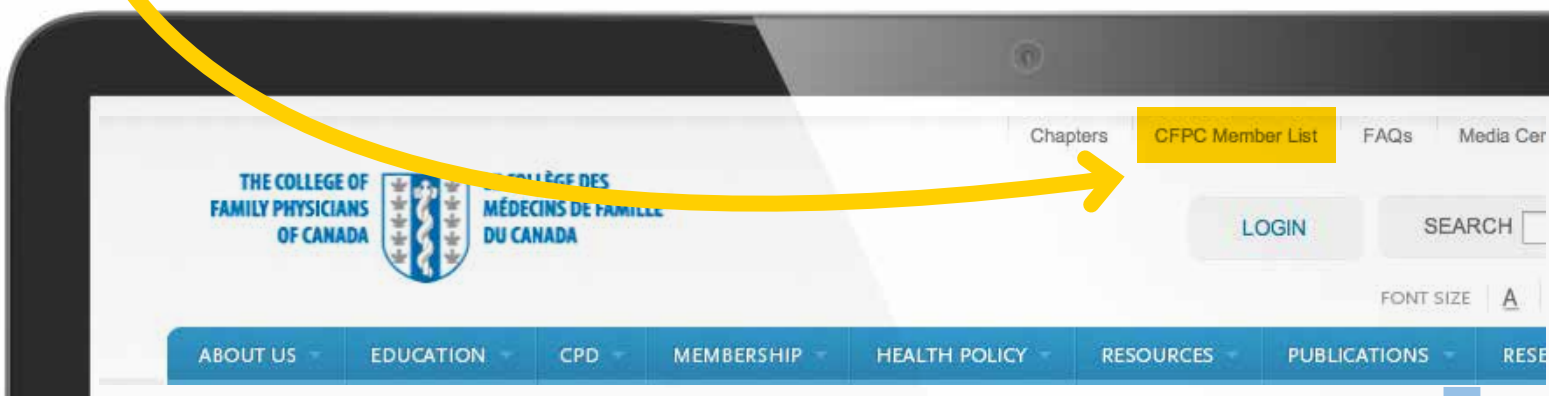
Ensure CFPC members who are on the planning committee are aware they must confirm their participation once the program application has been submitted. The CFPC cannot review applications until this step has been completed.

## “Disclosure of potential conflict of interest” PowerPoint slides

Don't forget to incorporate into the program the “Disclosure of potential conflict of interest” slides!

The disclosure of commercial support and mitigation/management of potential conflict interest slides are to be completed by the program planning committee and should be submitted as part of the initial application process.

Ask faculty/speakers to complete the requisite information as soon as they are confirmed. If this information is unavailable at the time of application submission to the College, template CoI slides can be inserted as placeholders; confirmed information can then be provided upon ethical review.





# FAQS Branding and Logos

## Are logos permitted on program material?

Commercial and industry logos and branding *cannot* be placed:

- Within the header or footer of PowerPoint slides, handouts, etc.
- On certificates presented to participants upon completion of the program
- On the cover and/or front page of a multipage booklet or brochure
- On pages or slides containing program information, such as the agenda, speaker information, course outline, etc.

Logos are acceptable when placed:

- At the end or back page of a

booklet or brochure

- At the bottom of single-page brochures, posters, or flyers

When using logos as part of advertising/promotional materials for a Mainpro-accredited event, the size of the CME provider and/or sponsor logo(s) must not exceed the body text font size used within the advertisement or brochure.

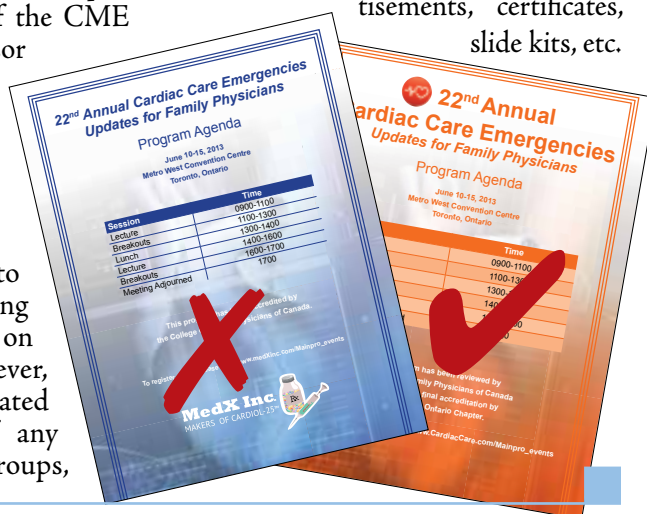
### Program-based logos

Logos that are developed to represent a specific learning program are permissible on program materials. However, the logo cannot be associated with or representative of any commercial or industry groups,

their branding schemes, or any products produced or owned by such groups.

### Non-commercial organization logos

Non-commercial entities, such as universities and other not-for-profit organizations, may include their logos on program materials, including advertisements, certificates, slide kits, etc.



## Reminder: Commercial Involvement and Program Development

Effective January 2013, representatives of commercial organizations (pharmaceutical industry, communication firms, etc.) **are not permitted to participate in or attend scientific and content planning committee meetings for programs seeking Mainpro accreditation.** They will not have any role whatsoever in the program content development. Program committees primarily concerned with program logistics are considered different and would not exclude representatives of commercial interests.

The purpose of this policy is to ensure that **only physicians or other health care professionals on the program planning committee** (or scientific committee, or other designation given to the group with final decision-making power on program content and curriculum) **are involved in the deliberations and decisions about a proposed program's curriculum and content.** Review of the meeting minutes of a num-

ber of these committees, as submitted with select program applications, revealed substantive participation or intervention by sponsor representatives in the work of these committees; this is not appropriate for programs intended for Mainpro accreditation.

**How has your organization implemented this policy? We invite you to share your strategies and experiences via email with Amy Outschoorn, CPD Manager ([aoutschoorn@cfpc.ca](mailto:aoutschoorn@cfpc.ca)).**

### Provider Attendance at Accredited CME Events

#### Are industry representatives allowed to attend Mainpro-accredited events?

Industry (pharmaceutical or biotechnology company) representatives may attend live accredited CME/CPD programs as *non-contributing* members to the discussion to provide logistics support such as facilitating registration, audiovisual setup,

seating, and distribution of certificates of attendance. They may attend a live accredited program only with the consent of the chair and only if room permits. They must not wear commercial identifiers (eg, corporate logos) and they are not to participate in discussions, activities, question-and-answer periods, etc. They may act as observers only.

#### Does the College allow for industry representatives to assume educator/presenter roles at Mainpro-accredited events?

A representative of a commercial organization (pharmaceutical company representative, medical device company engineer, etc.) cannot assume the role of speaker/educator at Mainpro-accredited events. The only exception is where a demonstration of a product or device is considered to be an essential component of the educational event, and no physician or other health care professional is qualified to perform this role. This type of participation must be approved and rationalized by event planning committee members and outlined as part of the initial accreditation application.

# National Committee on Continuing Professional Development (NCCPD) UPDATE

## HIGHLIGHTS FROM THE NATIONAL COMMITTEE ON CONTINUING PROFESSIONAL DEVELOPMENT (NCCPD) SPRING MEETING

### *Establishing limits on meal expenses related to Mainpro-accredited events*

The NCCPD met for two days in April at the CFPC's National office in Mississauga, Ontario. There was significant discussion around the topic of maximum allowable costs for meals associated with Mainpro-accredited sessions. As a result of this discussion, the CPD Department contacted each Chapter Office to determine if and what maximums they enforce with respect to program accreditation. The variation from Chapter to Chapter, and the lack of established firm limits in some regions, has made it very challenging for those offering CPD programs to know what is and is not acceptable.

The NCCPD and National Office both support the ability for each Chapter to establish their own limits based upon the knowledge of their geographic regions. We know that the costs of running an event can vary greatly from one province to the next and from one city to another. As such, we do not feel it is necessary for all Chapters to have the same maximum values established. However, in the interest of transparency and fairness, we do feel that there is an obligation for all Chapters to:

Establish maximum values that they feel are acceptable within their province for meals associated with Mainpro-accredited CME/CPD events.

To make these values publicly available so that all providers understand the limits by which they must abide (published on both the National and Chapter websites).

Both the NCCPD and the National Office asked that the Executive Committee from each respective Chapter discuss this topic and come to a consensus on what the limits will be within their province as it applies to this topic. As a result, the following table has been created and will be published on our website and within the next iteration of the Guide to Mainpro Accreditation.

Please note that these costs are on a per-attendee basis and exclude taxes and gratuities.

Chapter	Breakfast	Lunch	Dinner
	Maximum cost per attendee costs; excluding taxes and gratuities.		
Alberta	\$30	\$40	\$75
British Columbia	\$25	\$35	\$75
Manitoba	\$20	\$30	\$75
New Brunswick	\$25	\$25	\$100
Newfoundland	\$15	\$30	\$75
Nova Scotia	\$30	\$60	\$85
Ontario	\$30	\$50	\$75
Prince Edward Island	\$35	\$30	\$75
Quebec	\$20	\$30	\$75
Saskatchewan	\$30		

NOTE: \*Downtown Vancouver, \*\*Elsewhere in province of BC

### *Family Medicine Forum (FMF) Satellite Symposia*

In an effort to monitor program bias, the CPD department piloted an evaluation process with satellite symposia at FMF in 2012. Program providers were aware of the evaluation process, which was performed by trained members of the NCCPD. The objective was to ensure that each satellite symposium presented information in a balanced, unbiased manner. **The NCCPD plans to audit satellite symposia at Family Medicine Forum 2013 and to provide the results to the symposia presenters and sponsors, as well as to the FMF Advisory Committee and the CFPC Board of Directors.**

### *"Planning Committee 101" at FMF 2013*

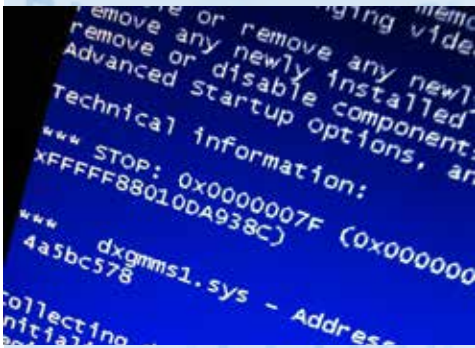
The CPD department will host a workshop entitled "Planning Committee 101" at FMF 2013 in Vancouver, BC. This will be an excellent opportunity for family physicians to learn more about the integral role and responsibilities of CPD planning committees, as well as about the Mainpro accreditation process.

### *Handouts at Mainpro-accredited Programs*

The College has been contacted by a number of physicians who wished to convey their disappointment with Mainpro-accredited programs that did not provide learner materials (PowerPoint slides, handouts, etc.). The College recognizes and appreciates the benefits of providing learners with a variety of opportunities to reinforce learning—including providing program-related materials. However, the College also respects the issues that providers face with respect to proprietary information, copyrights, etc. Thus, the NCCPD recommends that, where feasible, learning materials that support and reinforce the content of a Mainpro-accredited program be made available to course participants.



## QuickConnect



### QuickConnect Helpline

For more information on **QuickConnect**, to receive a tutorial, or to register for a QuickConnect account, please contact **Deborah Blois**:  
**1-800-387-6197+1, ext. 319**  
 or [quickconnect@cfpc.ca](mailto:quickconnect@cfpc.ca)



## Reminder: Mainpro Accreditation and CCFP/CCFP(EM) Examination Preparation Programs/Courses

It has been brought to our attention by the CFPC's Board of Examiners that a number of organizations continue to offer Mainpro-

accredited programs aimed at preparing individuals to challenge the College's Certification examinations for CCFP and CCFP(EM) designations. In 2009, the CFPC's NCCPD determined that CCFP and CCFP(EM) examination preparation courses/programs are *not* eligible for Mainpro-M1 and/or Mainpro-C accreditation for participants.

However, individuals who complete such a learning course are eligible to self-claim these hours of participation for Mainpro-M2 credits and may use a *Linking Learning to Practice* exercise to claim Mainpro-C credits.



## 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 **Amy Outschoorn** at [aoutschoorn@cfpc.ca](mailto:aoutschoorn@cfpc.ca).

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