



## NEW FACES in the CPD Department

In October 2011, the Continuing Professional Development (CPD) department welcomed **Brian Shirzadfar** as a new member of the MAINPRO® support team. Brian brings with him many years of experience in educational and association services. His background includes the administration and coordination of university partnership programs. As Mainpro Assistant Coordinator, Brian will support members with their Mainpro credit submissions and provide guidance on meeting CPD requirements.

**Dr Bernard Marlow** will retire from his post of Director, CPD/Continuing Medical Education (CME) at the end of 2011. Dr Marlow has served as CPD Director since July 2003, leading the department's growth in both size and significance in meeting the College's overall objectives and CPD/CME services for family physicians.

**Dr James (Jamie) Meuser** has been selected to assume the position of Director, CPD/CME at the College of Family Physicians of Canada (CFPC) upon Dr Marlow's retirement at the end of this year. He joins the College in December and will officially assume his new appointment on January 1, 2012.

With an extensive career in family medicine and CPD/CME, Dr Meuser brings a rich background to this important role. From 1995 to 2003 he was Chief of the Department of Family Practice at the Toronto East General Hospital, where he also served as Program Director for the Family Practice Residency Program from 1990 to 1995. Since 2003, he has been Director of Professional Development for the University of Toronto's Department of Family and Community Medicine, and in 2010 he served as Acting Vice-Dean, Continuing Education and Professional Development for the University of Toronto Faculty of Medicine. From 2004 to 2008 he was Co-Chair of the Department of Family Medicine's Centre for Effective Practice and since 2005, has been a practising family physician at the Tammy Latner Centre for Palliative Care.

Dr Meuser has authored and co-authored many published articles and papers and has contributed to important research in the field of family medicine education. He has been the recipient of numerous awards throughout his career including recognition for excellence in program development and CME at the University of Toronto. Recently, he received the 2011 Award of Excellence in Leadership from the Department of Family and Community Medicine at the University of Toronto and the 2011 Award for Leadership and Development in Professional Development from the DFCM Professional Development Program.

Dr Meuser received his medical degree from the University of Toronto and holds both Certification (CCFP) and Fellowship (FCFP) in Family Medicine with the College. He also has a BA in Sociology and Psychology from York University and has completed the Physician Manager Institute Program (Levels I to IV).

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### HOLIDAY OFFICE CLOSURE

Please note that the CFPC national office will be closed for holidays from December 22, 2011 to January 2, 2012. The office will re-open on Tuesday, January 3, 2012. Best wishes for a safe and happy holiday season!

# 2011 CPD PROGRAM Award Winner



CASTED combines case-based lectures with over four hours of “hands-on” casting, splinting, and ED reduction techniques. During the course, registrants practise molding and reduction techniques multiple times with a partner and instructor to develop confidence and skills. Registrants use a detailed CAST-ED checklist to check off each procedure/diagnosis as they become aware of the ED management. Registrants are encouraged to review the list with faculty until they are completely satisfied. Participant feedback indicates they find the program to be excellent, practical, relevant, and enjoyable.

The CFPC CPD Program Award recognizes Mainpro-accredited educational programs that provide exceptional learning experiences. Many programs were nominated, each demonstrating innovative, high-quality education.

Congratulations to course director Dr Arun Sayal and his team at the North York General Hospital for their winning program: **CASTED – The ‘Hands-On’ ED Orthopedics Course**. The CPD department was pleased to present the award to the CASTED team during the 2011 Family Medicine Forum (FMF) in Montreal on November 5, 2011.

**Nominations for the 2012 CPD Program Award are now being accepted!**

The submission deadline for the 2012 CPD Program Award is March 31, 2012. For more information and to access the nomination form, [click here](#) or contact the Mainpro Accreditation Coordinator ([mainpro@cfpc.ca](mailto:mainpro@cfpc.ca)).

# NEW DEVELOPMENTS

A Guide to Mainpro Accreditation was revised and updated December 2011. To access the most current version of the guide, please visit the CPD section of the CFPC website.

The guide is your primary resource to know the CFPC's policies and procedures for Mainpro accreditation. Please reference the online guide for full details about the topics covered in this newsletter. If you have any questions about Mainpro accreditation and eligibility requirements, please contact Deborah Blois, Mainpro Accreditation Coordinator, at [mainpro@cfpc.ca](mailto:mainpro@cfpc.ca) or 905-629-0900/1-800-387-6197, ext 319.

## Highlights from the Fall National Committee on Continuing Professional Development (NCCPD) Meeting

**Planning Committees – National Mainpro-M1 Programs Effective January 1 2012:** The NCCPD moved to revise the number of CFPC members required on national Mainpro-M1 program planning committees from five (5) to a minimum of three (3).

- These three CFPC members may come from any region of the country (as opposed to one from each of five regions)
- All three of these members may come from the same region

## Planning Committees – Mandatory Declaration of Conflict of Interest (CoI)

The NCCPD moved that the CFPC Mainpro accreditation conflict of interest (CoI) policy extend beyond speakers to also apply to planning committee members.

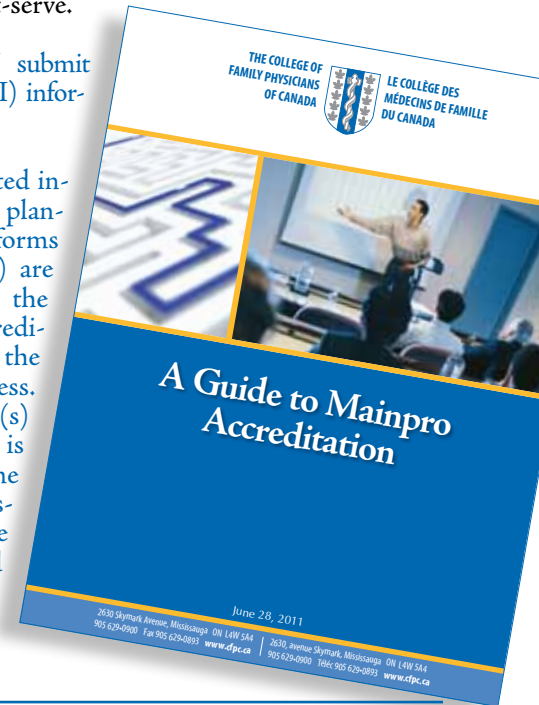
**Effective June 1, 2012:** Written disclosure must be completed by all planning committee members and speakers/

presenters. Disclosure forms completed by members of the planning committee must be submitted as part of the application process.

Further information about this new process and related changes to the QuickConnect system will be available in A Guide to Mainpro Accreditation and in future issues of CPD in Focus. Copies of the forms and further detail will be posted to our website early in the New Year and will be distributed by email to those on our CPD in Focus list-serve.

**FAQ: When do I submit conflict of interest (CoI) information?**

CoI slides and related information (including planning committee CoI forms beginning June 2012) are to be included with the application for accreditation—not during the ethical review process. If the speaker name(s) and/or information is not known at the time of application submission, a template slide should be submitted to identify how the information will be later presented.



## QuickConnect



### QuickConnect Helpline

For more information on QuickConnect, to receive a tutorial or to register for a QuickConnect account, please contact **Michelle Chen:**  
1-800-387-6197 ext 461  
or [quickconnect@cfpc.ca](mailto:quickconnect@cfpc.ca)

## CPD'S UPCOMING EVENTS CALENDAR

*The Calendar of Events on the CFPC website has been improved! Users are now able to search for events by keyword, date, and/or geographic location. This calendar is linked directly to the QuickConnect database to allow for quick retrieval of information from applications.*

Please note:

- Online or eLearning programs are not yet included in the calendar; however, our IT group is working to develop a searchable database of accredited online programs. We anticipate this will be ready early in the New Year.
- The calendar will retrieve and post session names and titles exactly as they are entered on application forms in QuickConnect. Please ensure that you enter information correctly to avoid posting errors or typos to the calendar.
- All sessions submitted in QuickConnect are posted to the calendar for view. If you do not wish a session to be advertised to the general College audience, please complete your ethical review submission using the paper application form. Payments for paper applications should be sent directly to the applicable CFPC Chapter or national office.
- Mainpro-C events will not be included on the calendar unless the session is submitted within QuickConnect. Once the session is submitted, the calendar will be able to pull and post the information to the website calendar. There is no cost to submit a Mainpro-C session in QuickConnect.
- We are working toward further development of the calendar's functionality with QuickConnect. Stay tuned for more updates.

# ACCREDITATION Statements & Support STATEMENTS

It is important that accreditation statements and support statements included with applications follow the format set forth by the College. Use of incorrect statements may result in a delay of the accreditation process until appropriate corrections have been made to all materials.

## Accreditation Statements

It is not acceptable to indicate or state that an application for CPFC credits is “pending” or “in progress.” Mainpro accreditation statements may be used once program approval or a final accreditation is granted. Please note that no reference may be made to the CFPC and/or Mainpro accreditation before notification of approval or accreditation.

A list of acceptable accreditation statements is found in A Guide to Mainpro Accreditation, Appendix 6. The appendix provides statements for the following:

- National Mainpro-M1 programs
- Provincial Mainpro-M1 programs
- University Accredited Mainpro-M1 programs
- Mainpro-C programs

## Support Statements

Effective April 1, 2011, commercial sponsors may be acknowledged at the bottom of single-page brochures, posters, and/or flyers in an unobtrusive manner. A logo and the following statement can be included at the bottom of the page:

“This program was supported in part by an educational grant from [insert organization name(s)].”

Further details can be found in A Guide to Mainpro Accreditation, Appendix 9.

## FAQ: Where can logos be used?

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 with program information, such as the agenda, speaker, 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, and/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 associ-

ated with or representative of any commercial or industry groups, their branding scheme, 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 logo on program materials, including advertisements, certificates, slides kits, etc.

For more details and examples of acceptable logo use, please see A Guide to Mainpro Accreditation, Appendix 9.

## Interested in Developing a Mainpro-C Accredited Program?

Program criteria specific to Mainpro-C accreditation follows. Please note that meeting these requirements does not guarantee approval. Full details about eligibility requirements can be found in A Guide to Mainpro Accreditation.

- **Only the CFPC national office** may confer Mainpro-C accreditation. CFPC Chapters and university CPD offices may not review or approve Mainpro-C applications.
- **A PO**, as defined by the CFPC, must be involved and/or have collaborated with the program provider in the program’s development and implementation. Further discussion is provided in this newsletter.
- **At least one (1) representative** on the program planning committee **must be a CFPC-certified (CCFP) member** and have substantial involvement in the development, planning, and implementation of the program.
- **Planning committees** for Mainpro-C programs should be representative of the intended target audience to ensure all participant needs are adequately addressed.
- **A needs assessment** of program participants must be performed each time the program is offered.
- **Small-group learning**, in teams of 10 participants or fewer, should make up a minimum of two-thirds of the program.
- **A post-program–reflective activity or exercise** must be included in Mainpro-C programs. The activity should encourage participants to reflect upon what they’ve learned from the program and provide an opportunity for them to discuss their responses or results with the course coordinators and/or other participants.
- **A maximum of 25 credits** can be requested on Mainpro-C program applications.
- **Bonus Mainpro-M1 credits** should not be requested as part of the program application. The provision of bonus Mainpro-M1 credits is administered by the CFPC national office’s CPD Mainpro staff upon receipt and validation of the participant’s credit submission.

## Offering a Program With Both Accredited and Unaccredited Sessions?

It is the responsibility of the CPD provider/organizer to inform participants of the specific sessions in the program that have been Mainpro accredited. This should also be clearly outlined on the agenda or program.

When scheduling the sessions in a given program, all accredited sessions must be grouped together and organized separately from the unaccredited sessions (eg, only accredited sessions in the morning and only unaccredited sessions in the afternoon or at the end of the day). This allows physicians who do not wish to participate in unaccredited sessions to plan their time accordingly.

## A Reminder of Recent Changes Physician Organizations (POs)

As of April 1, 2011, all Mainpro-C programs must be developed and implemented by or in collaboration with a not-for-profit\* physician organization (PO), as defined by the CFPC. When submitting a Mainpro-C application, course providers are required to confirm the following series of statements about the proposed organization's eligibility to qualify as a PO:

- The organization listed has willfully collaborated in the development of the program and will participate in the implementation once accredited.
- The organization listed is a legitimate not-for-profit organization and meets the definition of not-for-profit organization as described in A Guide to Mainpro Accreditation.
- The organization has a formal governance structure in place (Board of Directors, accountability policies/procedures, etc.).
- The organization is accountable to and is serving, among others, family physicians through CPD, provision of health care, and/or research.

Prior to sending the application out for review, the CFPC national office will review the statements to confirm whether the organization listed meets the College's requirements.

Further details about the definition of POs can be found in A Guide to Mainpro Accreditation in the section "Mainpro-C Accreditation Eligibility Criteria."

\*A not-for-profit organization is a legal entity separate from its members and directors formed for purposes other than generating a profit to be distributed to its members, directors, or officers. While a not-for-profit organization can earn a profit, the profit must be used to further the goals of the corporation rather than to pay dividends to its membership. Non-profit corporations are formed pursuant to federal or provincial law. A not-for-profit organization can be a church, school, charity, medical provider, activity club, volunteer services organization, professional association, research institute, museum, or in some cases a sports association.

Non-profit corporations are distinct from business corporations, which are formed to make a profit and to distribute the profit to its shareholders. Business corporations are regulated by either federal or provincial laws.

Adapted from

[www.corporationcentre.ca/docen/home/faq.asp?id=incnp](http://www.corporationcentre.ca/docen/home/faq.asp?id=incnp)

### Planning Committee Members – New Logos for QuickConnect



Planning committee members will see a new CME planning committee confirmation icon within the CFPC members' page. To access the confirmation page, committee members should simply click on the icon to be redirected.

### 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 **Margaret Cheung** at [mcheung@cfpc.ca](mailto:mcheung@cfpc.ca).

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