



Application Instructions for
Certificates of Added Competence (CACs) in

Enhanced Surgical Skills (ESS)/Obstetrical Surgical Skills (OSS)
(credentialing phase)

In the credentialing phase, the College of Family Physicians of Canada (CFPC) will award Certificates of Added Competence (CACs) in Enhanced Surgical Skills (ESS) and Obstetrical Surgical Skills (OSS) to family physicians who have previously acquired competencies deemed worthy of recognition in the two newly approved domains through practice experience, successful completion of a residency training program and/or continuing professional development (CPD), and demonstrated leadership in the CAC domain. A CAC will be awarded based on an individual's credentials and documented evidence of added competence, as judged by a peer review committee process.

The decision to apply for a CAC is at the voluntary discretion of candidates. The information presented here is intended to help candidates prepare for the online application process, so please review the information in this package carefully before starting your application. For additional information about CACs and the review process, please visit the [CAC web page](#).

Family physicians who wish to apply and who qualify for a CAC in ESS and/or OSS must apply for consideration via an online application form through the [CFPC member dashboard](#). For detailed eligibility requirements, please go to [Eligibility Requirements for a CAC](#).

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Getting started

CFPC membership

To apply for a CAC you must be an **active member** in good standing with the CFPC at the time of application, holding the status of either Certification in the College of Family Physicians of Canada (CCFP) or Member of the College of Family Physicians of Canada (MCFP). If you are not already a CFPC member you must join the College to be able to access the online application. For more information about the eligibility requirements and how to become a member, please visit www.cfpc.ca/becomeamember.

Up-to-date CFPC profile and contact information

You must ensure your CFPC member registration, fees, and profile are complete, correct, and current by logging in to the members' section of the College's website (www.cfpc.ca/login) prior to starting the online application. You will be unable to update your contact information during the online application process. Please keep your profile information up to date to ensure that you receive timely and appropriate notifications from the College.

CFPC terms and conditions

As a part of the online application process you are required to read and accept the CFPC terms and conditions.

Information from the candidate

Qualifications

You will be asked to enter detailed information (dates, location, duration, etc.) regarding your education and practice history. Please have this information handy.

Supporting evidence

To provide a comprehensive description of your practice, you will be asked to respond to the following questions:

- Approximately how many hours per week do you spend in the domain of care on which this application is based (clinical and non-clinical work)?
- What proportion (percentage) of your current practice is spent in the domain of care on which this application is based?
- Do you have a referral/consultation practice?

Please note that there are no predetermined values attributed to these responses. There are no minimum requirements for hours and percentages in practice and having a referral/consultation practice is not mandatory.

In addition, you will be asked to provide brief narratives for the following components (describing activities and providing examples specific to the domain of care on which your application is based):

1. Current clinical practice in the domain of care

- Scope of practice (you will be asked to indicate the frequency with which you participate in each of the services or activities from the provided inventory)
- Position as a physician leader
- Clinical activities and hours per week in the domain

- Non-clinical activities and hours per week in the domain
- Practice locations and types of units where care is provided
- Types of patients and range of problems
- Average number of patients seen directly and by referral/number of surgical procedures performed on a monthly basis

2. List of CPD activities/continuing medical education (CME) related to the domain of care in which you have participated as a participant and/or provider

You will be asked to provide information about your CPD/CME activities specific to the domain of care from the past five years. The Peer Review Committee will review this information as part of your application file as evidence of your active and continuous engagement in the domain of care.

Please note that this application is separate from your Mainpro+® profile and official Mainpro+ transcripts are not required.

- Details about the CPD/CME activities you have **undertaken** in the domain of care in the past five years (title, type of activity, short description, organizer, start and end dates, location)
- Details about the CPD/CME activities you have **provided** in the domain of care in the past five years (title, type of activity, short description, organizer, start and end dates, location)

3. Education, scholarship, and administrative activities

4. Active involvement in national, provincial, or local organizations

5. Evidence of community involvement in the domain of care, outside of your own practice

(Examples: developed programs/projects/standards/manuals/protocols in the domain of care, participated in outreach/swap programs, provided talks/lectures in the community, initiated a clinic, published in scholarly journals/magazines, etc.)

6. Evidence of commitment to the [Four Principles of Family Medicine](#)

This commitment may be demonstrated in several ways but should show how you contribute to the ongoing and continuous care of patients according to community needs. You will be asked to show how you are integrated into the provision of care in family practice.

7. Additional practice and activities that justify why a CAC should be awarded

Current curriculum vitae

You will be asked to upload a copy of your curriculum vitae.

Residency training program

Candidates who have completed residency training in ESS or OSS will be asked to provide the following information:

- Goals and objectives of the program (candidates should include the formal published goals and objectives of the program, if available)
- What were your clinical care responsibilities/tasks?
- In what sort of clinical units did your training occur?
- What range of procedures and cases were you exposed to during your training?
- What title did your supervisors hold and what was the level of supervision?
- Did you participate in an academic non-clinical program? What were your non-clinical activities?
- What sort of assessments/evaluations of competence did you undergo?

External information

What will you need to have sent to the College to supplement your online CAC application?

- **Referee letters**

You must arrange to have three referees provide letters as evidence that you are considered a special resource in the domain of care, beyond being a valued member of the physician team in your community. More information is provided in the [Referee letters](#) section below.

- **Verification of Canadian medical registration and/or licensure**

You are required to provide verification of registration or licensure issued by each medical regulatory authority (MRA) in which you hold a certificate of registration or licence authorizing independent practice that will confirm your registration or licence status (e.g., Certificate of Standing, Certificate of Professional Conduct).

If you moved to a different province or abroad in the 12 months prior to the application date, you are also required to provide the Certificate of Standing from the last province in which you practised. The MRA must deliver the certificate to the CFPC within **30 days** of the application submission date. These certificates are considered part of the application, which will not be reviewed or adjudicated until the College receives all required documents. Any fees the MRA requires to fulfill this request are your responsibility.

Referee letters

You must provide letters from three referees offering evidence that you are considered a special resource in the domain of care, beyond being a valued member of the physician team in your community.

While you are required to provide information about your referees in your online application (name, referee's email address, and your professional relationship to the referee), the three referees must complete their letters independently and submit them directly to the College. These letters are considered part of the application, which will not be reviewed or adjudicated until the College receives all three letters.

It is your responsibility as the candidate to ensure the letters are completed according to the instructions, submitted by your referees, and received by the College. CAC staff are not responsible for contacting candidates or referees to follow up about letters. It is your

responsibility to check the progress of the application regularly and contact the referees if the letters are not submitted within **30 days** of the application submission date.

Referees must use the standard online template to submit their letters. The link to the online form will be provided and automatically sent to your referees during the application process. Letters that do not use the online template and/or are received in any other way (email, mail, fax) will not be accepted for review.

Please refer to the [referee letter instructions](#) more information.

Each letter must include:

- A brief statement of the referee’s qualifications
- The nature of the professional relationship between you and the referee
- A clearly stated opinion regarding your competence in the domain of care
- Comments contextualized to the domain of care on which the application is based
- A clear and concrete picture of the impact your work has had on the discipline and the community, citing specific examples of practice and CPD activities that justify your status as a leader. Examples could include contributions:
 - As a provider of care in the domain
 - As a teacher or provider (organizer) of CPD activities
 - As an educator, scholar, and/or administrator
 - To national and provincial organizations
 - As a resource to your community
 - That demonstrate a commitment to the [Four Principles of Family Medicine](#)

Referee eligibility

Potential referees should be well-qualified clinicians with a background in practice, training, education, and/or scholarship and be able to provide a fair and objective opinion of your practice and CPD contributions in the domain of care on which the CAC application is based. Also:

CAC in Enhanced Surgical Skills (ESS)	CAC in Obstetrical Surgical Skills (OSS)
<ul style="list-style-type: none">• All referees must be physicians who are licensed and in good standing in the same province as the candidate• All referees must have known the candidate for at least two years in a professional capacity• At least two of the three referees must be family physicians who are members in good standing of the CFPC and hold either a Certification in the College of Family Physicians of Canada (CCFP) or Member of the College of Family Physicians of Canada (MCFP) Special Designation	<ul style="list-style-type: none">• All referees must be physicians who are licensed and in good standing in the same province as the candidate• All referees must have known the candidate for at least two years in a professional capacity• At least two of the three referees must be family physicians who are members in good standing of the CFPC and hold either a Certification in the College of Family Physicians of Canada (CCFP) or Member of the College of Family Physicians of Canada (MCFP) Special Designation

- At least one referee must be actively practising and/or teaching in the domain of ESS
- At least one referee must have directly observed the candidate perform a surgical procedure; a physician actively practising and/or teaching in the domain of ESS is preferred
- Referees cannot be paid employees of the CFPC
- Referees cannot be relatives or have a fiduciary relationship with the applicant

- At least one referee must be actively practising and/or teaching in the domain of OSS
- At least one referee must have directly observed the candidate perform a Cesarean section; a physician actively practising and/or teaching in the domain of OSS is preferred
- Referees cannot be paid employees of the CFPC
- Referees cannot be relatives or have a fiduciary relationship with the applicant

If the selected referees do not meet some of the eligibility requirements and you would still like to keep them as your referees, you will be asked to provide a detailed explanation supporting their inclusion in this process.

Submission and application summary

Upon successfully submitting your online application, please print or save the CAC Application Summary for your own records.

It is your responsibility to check the progress of the application regularly and contact the referees and medical regulatory authorities if the expected documents are not received within 30 days of the application submission date. Please note that the College will not review or adjudicate your application until all required documents are received.

What else do I need to know about the CAC online application?

- You must complete and submit your application online on or before the deadline for it to be considered for review.
- A non-refundable application fee will be due upon submission of the online application. The only payment option will be online with a credit card (American Express, MasterCard, VISA).
- You will be able to save your online application in a draft mode and return at future sessions to edit your application before submission (on or before the application deadline).
- Once you have submitted and paid for your application no further revisions will be allowed, and your application will go into a review queue. You will be able to print your full application for your record at this time. You will be able to return to the application to track the receipt of your referee letters and Certificate of Standing but will not be able to

make any edits.

- Candidates may apply for more than one domain of care if after review of the criteria they judge their practice, CPD, and/or credentials as being eligible for more than one CAC.

CAC application fee

The CAC program is a revenue-neutral program, so fees are set to recover costs only. The application fee is non-refundable and will be required and applied upon submission of the online application. Please have your credit card information ready.

Application deadline

All applications must be submitted online. The application will remain open until September 30, 2020.

Contact us

If you have questions or additional information, please write to cac@cfpc.ca.