**CSACI GUIDELINES FOR CO-DEVELOPMENT WITH PHYSICIAN ORGANIZATIONS**

A **physician organization** is defined as a non-profit, physician led organization dedicated to enhancing the quality of continuing professional development, providing continuing professional development opportunities and/or undertaking research. These organizations tend to be specialty societies, provincial associations, hospital departments, etc.

In a co-developed event, the accredited provider (CSACI) jointly develops an event with a non-accredited provider. The ultimate authority and accountability for content, educational and ethical standards lie with the accredited provider (CSACI).

# Guidelines

1. The CSACI must be involved in planning all aspects of the continuing professional development event with the physician organization from the beginning.
2. The representative of the CSACI will be selected by the CSACI CPD Committee Chair.
3. The CSACI must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation.
4. The CSACI must have ultimate authority over all decisions and is accountable to ensure that the educational and ethical standards (CMA guidelines or equivalent) for events under Section 1 have been appropriately implemented.
5. Co-development of the continuing professional development event by the CSACI must be recognized on program materials.
6. The CSACI accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.

# Section 1 approval will be recognized by the following statement on program materials: “This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Society of Allergy and Clinical Immunology. This activity was co-developed with [name of physician organization(s)] and was planned to achieve scientific integrity, objectivity and balance”.

**Process**

Physician organizations requesting accreditation through the CSACI must contact the CSACI office at (613) 986-5869 or [info@csaci.ca](mailto:info@csaci.ca) before beginning the planning process to discuss the possibility of a co-development arrangement and to share your ideas for the event with the CSACI.

If the CSACI agrees to co-develop the event, the CSACI must be represented on the planning committee and involved in the implementation of the program, including the needs assessment, program design and evaluation components.

The program material must include the following statement:

# “This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, approved by the Canadian Society of Allergy and Clinical Immunology. This activity was co-developed with [name of physician organization(s)] and was planned to achieve scientific integrity, objectivity and balance”.

**Fee for Co-Development with a Physician Organization**

|  |  |  |
| --- | --- | --- |
| **PROVIDER** | **ACCREDITATION PROCESS** | **FEE**  ***All fees will have applicable taxes added*** |
| Physician organization with no private sector funding with less than 30 participants | Approval | $500 |
| Physician organization with no private sector funding with less than 200 participants | Approval | $1,000 |
| Physician organization with funding from private sector | Approval or co-developed where CSACI is represented on the planning committee | $2,000 |

# Minimum Requirements for Program Approval

In order for the application to meet the standards for Section 1 approval, at a minimum the program must meet the following requirements:

1. The planning committee must be representative of the target audience, which helps ensure the relevance of the program.
2. The content of the program must be determined based on the learning needs of the audience. The learning needs can be determined through methods such as needs assessments, surveys, focus groups, interviews. Learning needs can also be determined through practice audits and self-assessments.
3. The learning objectives indicating what participants will learn or achieve as a result of the activity must be clearly outlined on the program materials. Learning objectives for each session are encouraged, and should be phrased in active terms and describe what the attendee will be able to do by the end of the CME event.
4. At least 25% of the scheduled time for the education activity must be interactive, allowing the exchange of ideas between participants and faculty.
5. There must be an evaluation of the activity. The evaluation should link the learning objectives with the participant’s practice to determine what participants have learned and how the information will change their practice.
6. The CMA Policy *Physicians and the Pharmaceutical Industry (Update 2001)* must be strictly followed. In particular:
   * All speakers must fully disclose any possible conflict of interest. This can be done verbally at the beginning of the presentation or by providing written documentation of their relationship with financial supporters in the event brochure.
   * All program content decisions must be made by the physician organizers.
   * Travel, accommodation and personal expenses of participants must not be paid by industry sponsors. All funds from a commercial source must be in the form of an unrestricted educational grant payable to the organization responsible for the CPD activity.

# Additional Information for Co-Development with Physician Organizations

1. The ultimate accountability for content, educational and ethical standards lie with the CSACI.
2. The CSACI is responsible for maintaining records of attendance and providing attendees with certificates of attendance.
3. The CSACI will provide records of the CPD activity (materials, attendance) to the Royal College Credit Validation program upon request.