

The College of
Family Physicians
of Canada



Le Collège des
médecins de famille
du Canada

A Guide to Mainpro Accreditation



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Understanding Mainpro® Accreditation: A Guide for CPD Providers

The College of Family Physicians of Canada (CFPC) has three recognized continuing professional development (CPD) credit categories: Mainpro-C, Mainpro-M1, and Mainpro-M2. The chart below provides a basic description of these credit categories and should be used by CPD providers to determine the type of accreditation for which a program might be eligible. A complete description of the application process and eligibility requirements for Mainpro-M1 and Mainpro-C accreditation are provided in this guide.

Questions about Mainpro accreditation and eligibility requirements should be directed to Deborah Blois, Mainpro Accreditation Coordinator, at mainpro@cfpc.ca or at 905.629.0900 or 1.800.387.6197, extension 319.



CFPC Mainpro® Credit Categories

Credit Type	Description	Examples
Mainpro-C	<p>Mainpro-C accreditation is awarded only to CME programs, events, or activities that focus on quality and/or performance improvement. These programs are designed with the needs of a specific target audience in mind and are implemented using learning methodologies that promote reflective practice and continuous quality improvement.</p> <p>At a minimum, Mainpro-C accredited activities must meet the following criteria.</p> <ul style="list-style-type: none"> • A needs assessment performed directly on the intended target audience • A program delivered primarily through use of small group activities • A mandatory post-program/follow-up reflective activity included as part of the curriculum. <p>Mainpro-C accreditation is granted only through the CFPC National office.</p>	<ul style="list-style-type: none"> • Courses, conferences, workshops • Practice-based small group learning (PBSGL) • Organized clinical traineeships • Advanced life support programs
Mainpro-M1	<p>Mainpro-M1 accreditation is awarded to structured learning programs, events, or activities that focus on enhancing knowledge and/or skills pertinent to the practice of family medicine.</p> <p>There are two subcategories of Mainpro-M1 accreditation.</p> <ol style="list-style-type: none"> 1. National Mainpro-M1 accreditation: Programs offered to family physicians on a national basis (in many provinces and territories) 2. Provincial Mainpro-M1 accreditation: Programs offered to family physicians on a local basis only (in a single region or province or territory) <p>National Mainpro-M1 accreditation of live CME/CPD events is granted only through the CFPC National office. National Mainpro-M1 accreditation of online events may be granted by CACME-accredited university CPD offices or through the CFPC National office. Provincial Mainpro-M1 accreditation may be granted by CFPC Chapter offices and CACME-accredited university CPD offices (see page 24 for details).</p>	<ul style="list-style-type: none"> • Courses, conferences, workshops • Hospital rounds • Lecture series • Journal clubs • Satellite broadcasts • Online programs • Teleconferences/web-based seminars (webinars) • Electronic medical records (EMR) training
Mainpro-M2	<p>CFPC Mainpro participants (CFPC members and non-member Mainpro participants) may claim Mainpro-M2 credits for self-directed or non-CFPC-accredited learning activities (programs that are not Mainpro-M1 or Mainpro-C accredited). These activities must be relevant to family medicine. Providers cannot designate any activities as Mainpro-M2; credits should be self claimed by Mainpro participant.</p>	

Frequently Asked Questions from CPD Providers

Q: What are the requirements and costs associated with Mainpro® accreditation?

A: Costs and requirements vary depending on the type of accreditation sought. This document provides detailed information about Mainpro-C and Mainpro-M1 accreditation eligibility criteria and associated fees.

Q: Will the CFPC accredit online programs, satellite broadcasts, teleconferences, and/or webinars?

A: Yes. Please refer to "[Mainpro® Accreditation of Non-Traditional CME Formats](#)" (page 21).

Q: Do online programs require ethical review?

A: Online programs which are held as group events at a hotel, or restaurant where food is provided by industry will require ethical review.

Q: Is it possible for regularly scheduled series (RSS) eg. hospital rounds and journal clubs to have Mainpro accreditation?

A: Yes. Please refer to "[Mainpro® Accreditation of Non-Traditional CME Formats](#)" (page 23).

Q: What does the CFPC consider to be an acceptable needs assessment?

A: There are many valid types of needs assessment, including chart audits, questionnaires, focus groups, interviews, standardized assessment exercises, morbidity/mortality data, provincial/national/organizational databases, and direct observation, to name a few. Please refer to **Appendix 2** for more information on needs assessments and **Appendix 3** for learning objectives.

Q: Is it possible to apply for accreditation for modular CME program?

A: Yes, 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 (page 39):

- 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 credits based on the modules participant has 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 (page 39).

Q: What is the timeline for online applications for Mainpro-M1 and Mainpro-C programs?

A: 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.

Q: If a program is to be offered outside Canada, is it eligible for Mainpro accreditation?

A: For programs being held *in the United States*, please refer to "[Mainpro Accreditation Agreements](#)" (page 25) for information on the CFPC's bilateral reciprocal agreement with the American Academy of Family Physicians (AAFP). CME programs organized and offered by Canadian organizations and held outside North America must be submitted to the CFPC National Office for accreditation purposes.

Q: If program contents have been changed after it was approved/accredited does it need to be resubmitted to the college?

A: Yes, if changes are minimal CPD Director will review it and approve it, indicate changes required or reject it. If content changes are significant or significant addition then a new application should be made for approval/accreditation.

Q: Can any physician be involved in program planning and development for the CFPC Mainpro accreditation?

A: No, physicians who are involved in program planning and development must be active members of the CFPC, non-member's involvement is not acceptable for program planning and development for the CFPC Mainpro accreditation.

In support of interprofessional and interdisciplinary education, planning committee members can be representative of the intended target audience to ensure all participants' needs are adequately addressed.

Still can't find the information you need? Contact us at 905.629.0900 or 1.800.387.6197, extension 319, or at mainpro@cfpc.ca.

link/web address).

	<p>Want to apply for accreditation online? Click here for a direct link to QuickConnect or go to http://quickconnect.cfpc.ca</p>
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Still can't find the information you need? Contact us at 905.629.0900 or 1.800.387.6197, extension 319, or at mainpro@cfpc.ca.

National Mainpro-M1 Accreditation Overview

This section provides information for CPD providers seeking Mainpro-M1 accreditation for **conferences, courses and workshops** to be offered to family physicians on a **national** basis (in many provinces and territories). For CPD programs offered locally or provincially, please refer to page 8.

Effective September 1, 2007, accreditation of all Mainpro-M1 programs to be run nationally will be administered through the CFPC National Office, as part of a shared process in which final accreditation will be granted by the CFPC Chapter office(s).

National Mainpro-M1 accreditation is a two-step process.

Step 1: The program or content is submitted to the CFPC National Office and then reviewed by two (2) physician Mainpro reviewers. If the program meets all criteria for National Mainpro-M1 accreditation, the program is considered to be National Mainpro-M1 **APPROVED**.

Step 2: Each time a session of the program is to be offered, CPD providers must complete the **ethical review process** (see pages 6 and 26) in the province where the session is to be held. Once approved by the pertinent CFPC Chapter office, the program or session is considered to be National Mainpro-M1 **ACCREDITED**.



*If hosting one of the following CPD activities, please refer to page 21 of this document.

*Advanced Life Support Electronic Medical Records Training Practice-Based Small Group Learning (PBSGL)
Hospital Rounds Online/Satellite/Webcast/Teleconference Journal Club
Clinical Traineeship Regularly Scheduled Series (RSS)*

RSS is defined as series of CME/CPD activities planned and implemented at regular intervals. weekly, biweekly, and monthly (eg. Hospital Rounds, Journal Clubs, PBSGL or CME Series).

National Mainpro-M1 Accreditation: General Information

Eligibility criteria

For a complete list of Mainpro-M1 accreditation eligibility criteria, see page 11.

Prior to January 1, 2011: All applications \$750 + HST = **\$847.50**

NEW! Effective January 1, 2011:

Administration fee

- **QuickConnect Applications:** \$750 + HST = **\$847.50**
- **Paper-based Applications:** \$750 + \$100 (Green Surcharge*) + HST = **\$960.50**

**To encourage providers to submit programs online using QuickConnect, the CFPC has adopted an additional fee for the processing of paper-based applications.*

Application deadline

Application materials should be submitted a **minimum of eight (8) weeks before the first session of the program being offered.**

The CFPC does not grant accreditation retrospectively; sessions of a program offered before accreditation has been conferred are not eligible for Mainpro credits.

National Mainpro-M1 Accreditation: General Information

Online Application Process

Apply for accreditation online using *QuickConnect*. Submit all documents electronically, including the administration fee (MasterCard, Visa, and American Express accepted).

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.

For a direct link to *QuickConnect*, click [here](#) or go to <http://quickconnect.cfpc.ca>

Paper-Based Application Process

Copies of the triplicate paper application form can be obtained from the CFPC National Office (Mainpro@cfpc.ca or 905.629.0900 or 1.800.387.6197, extension 319) or CFPC Chapter offices. A complete list of information and documents required when applying for National Mainpro-M1 accreditation is given on the reverse of the application form.

- When applying using the paper-based application form, three (3) copies of all program materials are required (one copy for each of two reviewers; one copy to be retained by the CFPC National Office).
- Where French-speaking family physicians are included in the target audience, CPD providers must submit French translations of the program to the CFPC National Office for review.

Paper-based application forms and associated documents (including the administration fee) should be sent to:

The College of Family Physicians of Canada
Attention: Mainpro Accreditation Coordinator
2630 Skymark Avenue
Mississauga, ON L4W 5A4

Application forms and documents

Review process

1. Two (2) physician Mainpro reviewers assess the initial application and supporting documents.
 - If the program is to be offered only in French, all materials are to be submitted in French.
 - If the program is to be offered in both English and French, the CFPC requests that materials be submitted in English for initial review (see item 4 below for details).
2. A **program-approval** decision requires unanimous agreement among reviewers. Programs will be deemed one of the following.
 - **Approved**
 - **Changes Required**
 - **Rejected**

*Programs listed as “**changes required**” may be granted fully **approved** status if evidence of implementation of recommended changes is provided to the CFPC National office within thirty (30) days of notification of provisional approval (see “Turnaround time for requested revisions” below).
3. Confirmation of **program approval** is sent to CPD providers from the CFPC National Office.
4. If the target audience includes both English-speaking and French-speaking family physicians, French language materials are to be submitted to the CFPC National Office only after the English-language materials have been approved.
5. **IMPORTANT!** The confirmation of approval letter from the CFPC National Office **does not confer final accreditation**. Each time a CPD provider wishes to offer a session of an approved National Mainpro-M1 program, session materials must first be submitted to the pertinent CFPC Chapter office for **ethical review** (see next page).

Turnaround time for requested revisions

CPD providers have **30 days from the date of notification to respond to requests for additional information, materials, or program revisions** (ie, program is listed as “*changes required*”). If CPD providers fail to respond within this time frame, the CFPC reserves the right to consider the application incomplete. Providers must then reapply for program approval (including payment of the administration fee plus applicable HST).

National Mainpro-M1 Accreditation: General Information

Ethical review (Final accreditation)	<p>Final accreditation is contingent upon ethical review as conducted by the pertinent CFPC Chapter office. The ethical review process addresses the logistical components of sessions (eg, meals, entertainment and social events, venue, cost to participants, speakers and presenters) and assesses compliance with CFPC accreditation standards and ethical guidelines, including those set forth by Rx&D and the Canadian Medical Association (see page 26 for additional information on the ethical review process).</p> <ul style="list-style-type: none">• Promotional materials, invitations, correspondence with potential attendees, and all other published announcements in print or electronic media, on websites or other places must be provided to the appropriate CFPC Chapter office.• The cost of each ethical review is \$100 plus applicable Goods and Service Tax GST/HST (non-refundable).• CPD providers must allow at least five (5) business days for the ethical review process to be completed. <p>Click here for a link to the standardized ethical review form (accepted by all CFPC Chapter offices) or go to www.cfpc.ca and click on “CME” and then “Mainpro” (scroll down to “Information for CME/CPD Providers”).</p>
Duration of Mainpro approval	National Mainpro-M1 approval is valid for 12 months from the date of notice of approval.
Mainpro accreditation statement	See Appendix 6.
Appeal process	<p>CPD providers may appeal the decision to deny program approval or session accreditation (ethical approval). The following process is to be followed.</p> <ul style="list-style-type: none">• All appeals must be made <i>in writing</i> (email acceptable) to the CFPC National Office and sent to the attention of the Mainpro Accreditation Coordinator (see contact on previous page)• Appeal requests must include the following:<ul style="list-style-type: none">○ a covering letter outlining the rationale for the appeal, and○ a copy of the accreditation or ethical review rejection notice.
Accreditation by other organizations	The CFPC has accreditation agreements with certain CME organizations. For a list of these organizations and established agreement terms, see page 24.
Partial accreditation	The CFPC is prepared to accredit individual sessions or events held as part of larger CME activities (eg, a single workshop offered as part of a conference). The accreditation criteria need apply only to the relevant sessions. It is the responsibility of CPD providers and organizers to inform participants as to which sessions have been Mainpro accredited. Please refer to Appendix 10.
Certificate of participation	<p>It is the responsibility of CPD providers to supply participants with a letter or certificate of participation upon completion of a Mainpro-accredited program. This document must include the following.</p> <ul style="list-style-type: none">• Participant’s full name• Program name (<i>exactly as it appears on the application for accreditation</i>)• Session date and location• Number of Mainpro-M1 credits for which the session is accredited <p>Mainpro participants (CFPC members and non-member Mainpro participants) are not required to submit proof of participation (certificates, etc) to claim Mainpro-M1 credits; proof of participation is required only to claim Mainpro-C credits. Mainpro participants should, however, retain all such records for a minimum period of six (6) years in case they are selected to participate in credit validation or auditing.</p>

National Mainpro-M1 Accreditation: General Information

Program audit

Any Mainpro-accredited programs might be subject to audit by the CFPC National Committee on Continuing Professional Development (NCCPD), the CFPC Department of Continuing Professional Development (CPD), and/or a CFPC Chapter or its CPD committee. The CFPC is not required to provide advance notice to CPD providers of intent to audit.

Failure to comply with Mainpro accreditation policies and procedures might result in revocation of approval/accreditation. When accreditation is revoked, it is the responsibility of CPD providers to inform physician participants that they are not eligible to claim Mainpro-M1 credits.

Reapproval policy

If a CPD provider wishes to have a program reapproved (initial 12-month approval period has expired), he or she must resubmit all program materials along with a completed application form and administrative fee (through [QuickConnect](#) or by the traditional paper-based route).

Provincial Mainpro-M1 Accreditation Overview

This section provides information for CPD providers seeking Mainpro-M1 accreditation for **conferences, courses, and workshops** to be offered to family physicians **locally** (one or two provinces). If the intent is to offer a program in three or more provinces, providers should seek **National Mainpro-M1 accreditation** (the cost to accredit a program in three individual provinces would be \$1050 compared with \$750 for National Mainpro-M1 accreditation). For CME programs offered nationally, please refer to page 4.

Provincial Mainpro-M1 accreditation is a two-step process.

Step 1: The program is submitted to the pertinent CFPC Chapter office and is then reviewed by one (1) physician Mainpro reviewer. If the program meets all criteria for Provincial Mainpro-M1 accreditation, the program is considered to be Provincial Mainpro-M1 **APPROVED**.

Step 2: Each time a session of the program is to be offered, CPD providers must complete the **ethical review process** (see pages 9 and 26) in the province where the session is to be held. Once approved by the pertinent CFPC Chapter office, the program session is considered to be Mainpro-M1 **ACCREDITED**.

Provincial Mainpro-M1 accreditation is valid only in the province where the program has been submitted and approved.

*If hosting one of the following CPD activities, please refer to page 21.

Advanced Life Support Electronic Medical Records Training Practice-based Small Group Learning
Hospital Rounds Online/Satellite/Webcast/Teleconference Journal Club Clinical Traineeship
Regularly Scheduled Series (eg. Hospital Rounds, Journal Clubs, PBSGL or CME Series).

Provincial Mainpro-M1 Accreditation: General Information

Eligibility criteria

For a complete list of Mainpro-M1 accreditation eligibility criteria, see page 11.

Administration fee

\$350 plus applicable GST/HST* payable to the CFPC Chapter Office at the time of application. Payment does not guarantee accreditation and is non-refundable.

* Effective July 1, 2010.

Application deadline

Application materials should be submitted **a minimum of eight (8) weeks before the first session of the program being offered.**

The CFPC does not grant accreditation retrospectively; sessions of a program offered before accreditation has been conferred are not eligible for Mainpro credits.

Provincial Mainpro-M1 Accreditation: General Information

Online Application Process

Apply for accreditation online using *QuickConnect*. Submit all documents electronically, including the administration fee (MasterCard, Visa, and American Express accepted).

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.

For a direct link to *QuickConnect*, click [here](#) or go to <http://quickconnect.cfpc.ca>

Application forms and documents

Paper-Based Application Process

Copies of the triplicate paper application form can be obtained from the CFPC National Office (Mainpro@cfpc.ca or 905.629.0900 or 1.800.387.6197, extension 319) or CFPC Chapter offices. A complete list of information and documents required when applying for Provincial Mainpro-M1 accreditation is given on the reverse of the application form.

Paper-based application forms and associated documents (including the administration fee) must be sent to the appropriate CFPC Chapter office. Click [here](#) for link to Chapter Office contact information or go to www.cfpc.ca and click on the tab marked "Chapters".

*Effective January 1, 2011 an additional \$ 100.00 fee will be charged for paper based applications.

Review process

1. One (1) physician Mainpro reviewer assesses the application and supporting documents.
2. Programs will be deemed one of the following:
 - **Approved**
 - **Changes Required**
 - **Rejected**

*Programs listed as "**changes required**" may be granted full **approval** status if evidence of implementation of recommended changes is provided to the CFPC Chapter office within thirty (30) days of notification of provisional approval (see "Turnaround time for requested revisions" below).

3. Confirmation of **program approval** is sent to CPD providers from the CFPC Chapter office.
4. **IMPORTANT!** The confirmation of approval letter **does not confer final accreditation**. Each time a CPD provider wishes to offer a session of an approved Provincial Mainpro-M1 program, session materials must first be submitted to the pertinent CFPC Chapter office for **ethical review** (see below).

Turnaround time for requested revisions

CPD Providers have 30 days from the date of notification to respond to requests for additional information, materials, or program revisions (ie, if program is listed as "*changes required*"). If CPD providers fail to respond within this time frame, the CFPC reserves the right to consider the application incomplete. Providers must then reapply for program approval (including payment of the administration fee plus **applicable GST/HST**).

Ethical review (Final accreditation)

Final accreditation is contingent upon ethical review as conducted by the pertinent CFPC Chapter office. The ethical review process addresses the logistical components of sessions (eg, meals, entertainment and social events, venue, cost to participants, speakers and presenters) and assesses compliance with CFPC accreditation standards and ethical guidelines, including those set forth by Rx&D and the Canadian Medical Association (see page 26 for additional information on the **ethical review** process).

- Promotional materials, invitations, correspondence with potential attendees, and all other published announcements in print or electronic media, on websites or other places must be provided to the appropriate CFPC Chapter office.
- For Provincial Mainpro-M1 approved programs only, the first ethical review is provided as part of the administration fee (no additional cost).
- The cost of each subsequent ethical review is \$100 plus applicable GST/HST (non-refundable).

Provincial Mainpro-M1 Accreditation: General Information

- CPD providers must allow **at least five (5) business days** for the ethical review process to be completed.

Click [here](#) for a link to the standardized **ethical review form** (accepted by all CFPC Chapter offices) or go to www.cfpc.ca and click on “CME” and then “Mainpro” (scroll down to “Information for CME/CPD Providers”).

Duration of Mainpro approval

Provincial Mainpro-M1 approval is valid for **12 months from the date of notice of approval**.

Mainpro accreditation statement

See **Appendix 6**.

Appeal process

CPD providers may appeal the decision to deny program approval or session accreditation (ethical approval). The following process is to be followed.

- All appeals must be made *in writing* (email acceptable) to the CFPC National Office and sent to the attention of the **Mainpro Accreditation Coordinator**.
- Appeal requests must include the following:
 - a covering letter outlining the rationale for the appeal, and
 - a copy of the accreditation or ethical review rejection notice.

Accreditation by other organizations

The CFPC has accreditation agreements with certain CME organizations. For a list of these organizations and established agreement terms, see page 24.

Partial accreditation

The CFPC is prepared to accredit individual sessions or events held as part of larger CME activities (eg, a single workshop offered as part of a conference). The accreditation criteria need apply only to the relevant sessions. It is the responsibility of CPD providers and organizers to inform participants as to which sessions have been Mainpro accredited. Please refer to **Appendix 10**.

Certificate of participation

It is the responsibility of CPD providers to supply participants with a letter or certificate of participation upon completion of a Mainpro-accredited program. This document must include the following.

- Participant’s full name
- Program name (*exactly as it appears on the application for accreditation*)
- Session date and location
- Number of Mainpro-M1 credits for which the session is accredited

Mainpro participants (CFPC members and non-member Mainpro participants) are not required to submit **proof of participation** (certificates, etc) to claim Mainpro-M1 credits; **proof of participation** is required only to claim Mainpro-C credits. CFPC Mainpro participants should, however, retain all such records for a minimum period of six (6) years in case they are selected to participate in credit validation or auditing.

Program audit

Any Mainpro-accredited program might be subject to audit by the CFPC National Committee on Continuing Professional Development (NCCPD), the CFPC Department of Continuing Professional Development (CPD), and/or a CFPC Chapter or its CPD committee. The CFPC is not required to provide advance notice to CPD providers of intent to audit.

Failure to comply with Mainpro accreditation policies and procedures might result in revocation of approval/accreditation. When approval/accreditation is revoked, it is the responsibility of CPD providers to inform physician participants that they are not eligible to claim Mainpro-M1 credits.

Reapproval policy

If a CPD provider wishes to have a program reapproved (initial 12-month Mainpro approval period has expired), he/she must resubmit all program materials along with a completed application form and administrative fee (through [QuickConnect](#) or by the traditional paper-based route).

Mainpro-M1 Accreditation Eligibility Criteria

The following section outlines basic eligibility requirements for Mainpro-M1 accreditation. Unless otherwise listed, the criteria apply to CME and CPD programs submitted for both Provincial and National Mainpro-M1 accreditation. Satisfaction of the criteria listed here does not guarantee Mainpro-M1 accreditation.

For more information on the accreditation process, please contact the Mainpro Accreditation Coordinator, Deborah Blois, at 905.629.0900 or 1.800.387.6197, extension 319, or at mainpro@cfpc.ca.

1. Program Planning and Development

Provincial Mainpro-M1

At least one (1) CFPC member (excludes non-member Mainpro participant) from the province where the program is to be held must be a member of the CME/CPD program planning committee* and have **substantial involvement** in development, planning, and implementation of the program.

As part of the application process, **substantial involvement** is confirmed when the CFPC member verifies that:

- he or she has had **substantial input** into the program being submitted for accreditation (eg, contributed to the consideration of learning needs, the determination of learning objectives, and the choice of speakers or presenters);
- the content of the program is relevant to family medicine;
- the planning, content, and conduct of the program meets pertinent ethical standards; and
- he or she has been informed of any financial or non-financial incentives associated with the program.

* He or she should also be a member of the scientific committee, where such a committee exists.


National Mainpro-M1

At least one (1) CFPC member (excludes non-member Mainpro participant) from each of the five (5) defined CFPC regions (British Columbia/Alberta, Saskatchewan/Manitoba, Ontario, Quebec, and Atlantic Canada) must be a member of the CME/CPD program planning committee* and have **substantial involvement** in the development, planning, and implementation of the program.

As part of the application process, **substantial involvement** is confirmed when each of the CFPC members verifies that:

- he or she has had **substantial input** into the program being submitted for accreditation (eg, contributed to the consideration of learning needs, the determination of learning objectives, and the choice of speakers or presenters);
- the content of the program is relevant to family medicine;
- the planning, content, and conduct of the program meets pertinent ethical standards; and
- he or she has been informed of any financial or non-financial incentives associated with this program.

* He or she should also be a member of the scientific committee, where such a committee exists.

 Asking a CFPC member to review a finalized CME/CPD program is **not acceptable**; CFPC members must meet the provided definition of **substantial involvement**.

2. Program Design and Content

A needs assessment must be conducted to identify the perceived and unperceived educational needs of the target audience.

- The needs assessment is intended to identify an absence or deficit in knowledge or skills (a “gap” between current practice and best practice activities).
- There are many acceptable needs assessment methodologies, including but not limited to the following.
 - Chart audits, focus groups, and patient surveys
 - Local epidemiological studies and pre-tests administered to participants
 - Evaluations from previous CME/CPD events and expert opinion consensus
 - Review of audio or video tapes of patient encounters, clinical recall interviews, and direct observation of performance

For more information on needs assessments, please refer to **Appendix 2**.

Learning objectives must be developed according to the results of the needs assessment and be advertised to participants before the program (eg, during registration and in advertisements). There must be evidence that the needs assessment has been used as the basis for establishing learning objectives and program design and content.

For more information on learning objectives, please refer to **Appendix 3**.

The CME/CPD program content must be relevant to family medicine. Relevancy is determined by whether or not the content:

- fosters improved patient care by family physicians;
- addresses at least one of the [four principles of family medicine](#) (the content could address an area of potential growth for family medicine as long as it relates to the four principles); and
- has been proven or generally accepted by the medical community.

For a list of generally acceptable and unacceptable topics, see **Appendix 1**.

There must be evidence of appropriate use of *brand* and *generic* names in CME/CPD programs and associated materials.

- Generic names should be used where possible in accredited programs.
- If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

3. Communication with Speakers/Presenters

CPD providers should give specific instructions to presenters and speakers regarding their involvement in the program. Specifically, presenters and speakers must be provided with the following.

- The learning objectives pertaining to their part of the program
- A description of the program format
- A description of the target audience
- A description of the nature of the evaluation to be completed by participants

In addition, it is the responsibility of CPD providers to ensure that the content and materials presented are the same as those submitted and approved or accredited. **If changes are to be made to approved or accredited program content, CPD providers must first contact the CFPC Chapter office (for Provincial Mainpro-M1 programs) or the National Office (for National Mainpro-M1 programs) to discuss the intended changes.** If changes are deemed by the Chapter office or National Office to be substantial, the program must be resubmitted for accreditation (along with payment of the administrative fee plus applicable GST/HST).

4. Learning Methodology, Delivery, and Environment

The environment, teaching techniques, and use of audiovisual aids must be conducive to effective learning and appropriate to the learning objectives.

- There must be sufficient opportunity for discussion among participants.
- In the case of didactic presentations, there must be adequate time set aside for speakers or presenters to address questions from participants.
- No social activity may take precedence over the educational activities.

Participants must have an opportunity to evaluate the program. Evaluation may be completed through use of forms, discussion groups, or other techniques deemed appropriate and useful.

- The evaluation must include a question on **content and presenter bias**.
- CPD providers must retain copies of completed evaluation forms or response summaries for at least one (1) year in case the program is audited by the CFPC.
- The CFPC recommends that organizers provide a summary of the evaluations to all speakers and presenters for personal and professional development.
- Feedback sought from participants should be used by CPD providers to improve future presentations of the program.

For more information on evaluations, please refer to **Appendix 5**.

5. Ethical Standards and Disclosure

The planning, content, and conduct of programs must follow acceptable ethical standards. Ethical standards must be adhered to during all stages of planning and implementation of CME/CPD programs. All Mainpro-accredited programs must be able to withstand public scrutiny.

- The planning, development, and implementation of CME/CPD programs must comply with the Canadian Medical Association's [Policy on Physicians and the Pharmaceutical Industry](#) (2007) and Rx&D's (Canada's Research-Based Pharmaceutical Companies) [Code of Ethical Practices](#) (2010). If any disagreement exists between these two, the CMA policy should prevail.
- Disclosure information and accompanying verbal statements should be included as part of all Mainpro-accredited programs; all speakers and presenters must disclose financial affiliations with manufacturers of products or service providers related to the presentation (see **Appendix 7** for more information on disclosure of potential for conflict of interest).



Inappropriate influence from external sources, such as funding, on any aspect of a program is unacceptable.

Mainpro-C Accreditation Overview

This section provides information and instructions for CPD providers who wish to offer Mainpro-C accredited **conferences, courses, and workshops**.

IMPORTANT! Mainpro-C accreditation is **only granted through the CFPC National Office**. University CME offices and CFPC Chapter offices *may not* accredit programs for Mainpro-C credits (see page 24 for details).



*If you are hosting one of the following CME activities, please refer to page 21.

- *Advanced Life Support*
- *Hospital Rounds*
- *Journal Club*
- *Regularly Scheduled Series (eg. Hospital Rounds, Journal Clubs, PBSGL or CME Series).*
- *Electronic Medical Records Training*
- *Clinical Traineeship*
- *Online/Satellite/Webcast/Teleconference*

Mainpro-C Accreditation: General Information

Eligibility criteria

For a complete list of Mainpro-C accreditation eligibility criteria, see [page 18](#).

Administration fee

Prior to January 1, 2011: All applications \$500 + HST = **\$565.00**

Effective January 1, 2011:

- **QuickConnect Applications:** \$750 + HST = **\$565.00**
- **Paper-based Applications:** \$750 + \$100 (Green Surcharge*) + HST = **\$678.00**

**To encourage providers to submit programs online using QuickConnect, the CFPC has adopted an additional fee for the processing of paper-based applications.*

Application deadline

Application materials should be submitted a **minimum of 12 weeks before the first session of the program being offered**.

The CFPC does not grant accreditation retrospectively; sessions of a program offered before accreditation has been conferred are not eligible for Mainpro credits.

Mainpro-C Accreditation: General Information

Online Application Process:

Apply for accreditation online using *QuickConnect*. Submit all documents electronically, including the administration fee (MasterCard, Visa, and American Express accepted).

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.

For a direct link to *QuickConnect*, click [here](#) or go to <http://quickconnect.cfpc.ca>

Paper-Based Application Process:

Copies of the triplicate paper application form can be obtained from the CFPC National Office (Mainpro@cfpc.ca or 905.629.0900 / 1.800.387.6197, extension 319) or CFPC Chapter offices. A complete list of information and documents required when applying for Mainpro-C accreditation is given on the reverse of the application form.

- When applying using the paper-based application form, three (3) copies of all program materials are required (one copy for each of two reviewers; one copy to be retained by the CFPC National Office).
- Where French-speaking family physicians are included in the target audience, CPD providers must submit French translations of the program to the CFPC National Office for review.

Paper-based application forms and associated documents (including the administration fee) should be sent to:

The College of Family Physicians of Canada
Attention: Mainpro Accreditation Coordinator
2630 Skymark Avenue
Mississauga, Ontario L4W 5A4

Application forms and documents

Review process

1. Two (2) physician Mainpro reviewers assess the initial application and supporting documents.
 - If the program is to be offered only in French, all materials are to be submitted in French.
 - If the program is to be offered in both English and French, the CFPC requests that materials be submitted in English for initial review (see item 4 below for details).
2. An **accreditation decision** requires unanimous agreement among reviewers. Programs will be deemed one of the following:
 - **Accredited**
 - **Changes Required**
 - **Rejected**

*Programs listed as **“changes required”** may be granted full **accreditation** status if evidence of implementation of recommended changes is provided to the CFPC within thirty (30) days of notification of provisional approval (see **“Turnaround time for requested revisions”** below).
3. Confirmation of **program accreditation** is sent to CPD providers from the CFPC National Office.
4. If the target audience includes both English and French-speaking family physicians, French language materials are to be submitted to the CFPC National Office only after the English-language materials have been accredited.

Turnaround time for requested revisions

CPD providers have **30 days from the date of notification to respond to requests for additional information, materials, or program revisions** (ie, program is listed as **“changes required”**). If CPD providers fail to respond within this time frame, the CFPC reserves the right to consider the application incomplete. Providers must then reapply for program accreditation (including payment of the administration fee plus applicable HST).

Duration of accreditation

Mainpro-C accreditation is valid for **18 months from the date of notice of accreditation**.

Mainpro-C Accreditation: General Information

Mainpro accreditation statement	See Appendix 6 .
Appeal process	<p>CPD providers may appeal the decision to deny program accreditation. The following process is to be followed.</p> <ul style="list-style-type: none"> • All appeals must be made <i>in writing</i> (email acceptable) to the CFPC National Office and sent to the attention of the Mainpro Accreditation Coordinator • Appeal requests must include the following: <ul style="list-style-type: none"> ○ a covering letter outlining the rationale for the appeal, and ○ a copy of the accreditation rejection notice.
Accreditation by other organizations	Mainpro-C accreditation is only granted by the CFPC National Office. Mainpro-C accreditation cannot be provided by any other organization, including universities CME office and CFPC Chapter offices. Reciprocal agreements with other organizations do not apply to Mainpro-C accreditation.
Partial accreditation	The CFPC is prepared to accredit individual sessions or events held as part of larger CME activities (eg, a single workshop offered as part of a conference). The accreditation criteria need apply only to the relevant sessions. It is the responsibility CPD providers and organizers to inform participants as to which sessions have been Mainpro accredited. Please refer to Appendix 10 .
Certificate of program completion	<p>It is the responsibility of CPD providers to supply participants with a letter or certificate of participation upon completion of a Mainpro-accredited program (participants must complete the post-program activity prior to the certificate being issued). This document must include the following.</p> <ul style="list-style-type: none"> • Participant’s full name • Program name (<i>exactly as it appears on the application for accreditation</i>) • Session date and location • Number of Mainpro-C credits for which the session is accredited <p>CFPC members and non-member Mainpro participants are required to submit proof of participation (certificates, etc.) to claim Mainpro-C credits. CFPC members and non-member Mainpro participants should also retain a copy of all such records for a minimum period of six (6) years in case they are selected to participate in credit validation or auditing.</p>
Programs offered many times	<p>A program approved for Mainpro-C credits <i>may be held more than once</i> and in more than one province. The following guidelines must be followed.</p> <ul style="list-style-type: none"> • The provider <i>must</i> inform the CFPC at the time of accreditation application whether the program is to be held on more than one occasion. • All sessions, including locations and dates, must be registered in advance with the CFPC National Office (note: this <i>does not</i> need to be done at the time of accreditation application). • The accreditation criteria must be met on each occasion the program is offered, and the program should be sufficiently flexible to meet the needs of a variety of participants. CPD providers must indicate, at the time of application, how this will be achieved, including how the needs assessment will be conducted, how CFPC members will continue to be involved, and how the consistency of the program content and format will be maintained. • Only approved and trained facilitators should be allowed to facilitate sessions. There should be a defined facilitator training process. A description of how training will be carried out should be included as part of the application. <p>CPD providers are responsible for the quality of programs whenever and wherever they are offered. Specifically, CPD providers must ensure that every repetition of the activity is done in accordance with the program’s description as outlined in the original application materials.</p>

Mainpro-C Accreditation: General Information

Program audit

Any Mainpro-accredited program might be subject to audit by the CFPC National Committee on Continuing Professional Development (NCCPD), the CFPC Department of Continuing Professional Development (CPD), and/or a CFPC Chapter or its CPD committee. The CFPC is not required to provide advance notice to CPD providers of intent to audit.

Failure to comply with Mainpro accreditation policies and procedures might result in revocation of approval/accreditation. When approval/accreditation is revoked, it is the responsibility of CPD providers to inform physician participants that they are not eligible to claim Mainpro-C credits.

Reaccreditation policy

If a CPD provider wishes to have a program reaccredited (initial 18-month accreditation period has expired), he or she must resubmit all program materials along with a completed application form and administrative fee (through [QuickConnect](#) or by the traditional paper-based route).

Mainpro-C Accreditation Eligibility Criteria

The following section outlines basic eligibility requirements for Mainpro-C accreditation. Satisfaction of the criteria listed here does not guarantee Mainpro-C accreditation.

For more information on the accreditation process, please contact the Mainpro Accreditation Coordinator, Deborah Blois, at 905.629.0900 or 1.800.387.6197, extension 319, or at mainpro@cfpc.ca.

1. Program Planning and Development

IMPORTANT: This criterion will change on April 1, 2011. Please see below for new version.

The program must be developed and implemented by, or in collaboration with, an educational or medical organization (eg, a university CME office, a university department of family medicine, a CFPC Chapter office, or a physician-based organization that includes family physicians).

Effective April 1, 2011:

All Mainpro-C programs must be developed and implemented by, or in collaboration with, a physician organization as defined by the CFPC.

The term *physician organization* (PO) has been defined as follows below.

A physician organization (PO) is a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, family physicians through:

- continuing professional development (CPD);
- provision of health care; and/or
- research.

This definition includes, but is not necessarily limited, to the following:

- CFPC National and Chapter offices,
- universities/faculties of medicine (incl. university CME/CPD offices),
- hospital departments or divisions,
- national medical societies,
- medical associations,
- medical academies,
- physician research organizations (e.g., Canadian Heart Research Centre),
- health branch of the Canadian forces.

This definition excludes pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies or other for-profit organizations and ventures/activities.

At least one (1) CFPC Certificant (CCFP) member must be a member (excludes non-member Mainpro participant) of the CME/CPD program planning committee* and have *substantial involvement* in development, planning, and implementation of the program.

As part of the application process, *substantial involvement* is confirmed when the CFPC member verifies that:

- he or she has had *substantial input* into the program being submitted for accreditation (eg, contributed to the consideration of learning needs, the determination of learning objectives, the choice of speakers and/or presenters, and follow-up reflective activities);
- the content of the program is relevant to family medicine;
- the planning, content and conduct of the program meets pertinent ethical standards; and
- he or she has been informed of any financial or non-financial incentives associated with the program.

* He or she should also be a member of the scientific committee, where such a committee exists.

The planning committee for Mainpro-C accredited programs no longer requires 50% family physician representation. Instead, and in support of interprofessional and interdisciplinary education, planning committee membership should be representative of the intended target audience to ensure all participant needs are adequately addressed.



Asking a CFPC member to review a finalized CME/CPD program is **not acceptable**; CFPC members must meet the provided definition of **substantial involvement**.

2. Program Design and Content

A needs assessment must be performed directly on all persons participating in the program. This assessment must be performed each time the program is offered, and the results used to direct the learning objectives and content of the program so that it is tailored to meet participant needs.

For more information on needs assessments, please refer to **Appendix 2**.

Learning objectives must be developed according to the results of the needs assessment and be advertised to participants before the program (eg, during registration and in advertisements). There must be evidence that the needs assessment has been used as the basis for establishing learning objectives and program design and content.

For more information on learning objectives, please refer to **Appendix 3**.

The CME/CPD program content must be relevant to family medicine. Relevancy is determined by whether or not the content:

- fosters improved patient care by family physicians;
- addresses at least one of the [four principles of family medicine](#) (the content could address an area of potential growth for family medicine as long as it relates to the four principles); and
- has been proven or generally accepted by the medical community.

For a list of generally acceptable and unacceptable topics, please refer to **Appendix 1**.

There must be evidence of appropriate use of *brand* versus *generic names* in CME/CPD programs and associated materials.

- Generic names should be used where possible in accredited programs.
- If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

Mainpro-C—accredited programs must include a post-program activity or exercise (see **Appendix 4**) that:

- encourages participants to reflect upon what they have gained from completing the program and how it might or has affected their practice, and
- provides an opportunity or opportunities for participants to discuss their responses or results with course coordinators and/or other participants.

Participants must not receive a certificate or letter stating that they have completed the program until the post-program activity has been completed and returned to the CME provider.

3. Communication with Speakers/Presenters

CPD providers should give specific instructions to presenters and speakers regarding their involvement in the program. Specifically, presenters and speakers must be provided with the following.

- The learning objectives pertaining to their part of the program
- A description of the program format

- A description of the target audience
- A description of the nature of the evaluation to be completed by participants

In addition, it is the responsibility of CPD providers to ensure that the content and materials presented are the same as those submitted and approved/accredited. **If changes are to be made to the accredited program content, CPD providers must first contact the CFPC National Office to discuss the intended changes.** If changes are deemed by the National office to be substantial, the program must be resubmitted for accreditation (along with payment of the administrative fee).

4. Learning Methodology, Delivery and Environment

The environment, teaching techniques, and use of audiovisual aids must be conducive to effective learning and appropriate to the learning objectives.

- There must be sufficient opportunity for discussion among participants.
 - At least two thirds of the program should be conducted in small groups to ensure a maximum amount of group-directed interaction.
 - Small groups should have no more than ten (10) participants.
- In the case of didactic presentations, there must be adequate time set aside for speakers or presenters to address questions from participants.
- No social activity may take precedence over the educational activities.

Participants must have an opportunity to evaluate the program. Evaluation may be completed through use of forms, discussion groups, or other technique deemed appropriate and useful.

- The evaluation must include a question on **content and presenter bias**.
- CPD providers must retain copies of completed evaluation forms or response summaries for at least one (1) year in case the program is audited by the CFPC.
- The CFPC recommends that organizers provide a summary of the evaluations to all speakers and presenters for personal and professional development.
- Feedback sought from participants should be used by CPD providers to improve future presentations of the program.

For more information on evaluations, please refer to **Appendix 5**.

Participants must be provided with and complete a post-program activity before they receive a certificate of program completion (see “*Program Design and Content*”).

5. Ethical Standards and Disclosure

The planning, content, and conduct of programs must follow acceptable ethical standards. Ethical standards must be adhered to during all stages of planning and implementation of CME/CPD programs. All Mainpro-accredited programs must be able to withstand public scrutiny.

- The planning, development, and implementation of CME/CPD programs must comply with the Canadian Medical Association's [Policy on Physicians and the Pharmaceutical Industry](#) (2007) and Rx&D's (Canada's Research-Based Pharmaceutical Companies) [Code of Ethical Practices](#) (2010). If any disagreement exists between these two, the CMA policy should prevail.
- Disclosure information and accompanying verbal statements should be included as part of all Mainpro-accredited programs; all speakers and presenters must disclose financial affiliations with manufacturers of products or service providers related to the presentation (see **Appendix 7** for more information on disclosure of potential for conflict of interest).



Inappropriate influence from external sources, such as funding, on any aspect of a program is unacceptable.

Mainpro Accreditation of Non-Traditional CME Formats

Advanced Life Support Programs

The advanced life support programs listed here are pre-approved by the CFPC for Mainpro® credits. All other programs must be submitted to the CFPC for accreditation.

The CFPC tracks all approved courses and should be informed whenever such courses are being offered to family physicians in Canada. An application fee is not required.

- Advanced Cardiac Life Support (ACLS)
- Advanced Trauma Life Support (ATLS)
- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)
- Advanced Life Support in Obstetrics (ALSO)
- Advances in Labour and Risk Management (ALARM)

Electronic Medical Records (EMR) Vendor Training Programs

Electronic medical records training is eligible for **Mainpro-M1 accreditation**. Training may be provided by an EMR vendor or supplier, whether or not this person is a physician. It is agreed that vendors and suppliers are likely the people most knowledgeable about the various programs or equipment being used.

Journal Clubs or Regularly Scheduled Series (RSS)

Well organized, pre-planned journal clubs or regularly scheduled series involving groups of family physicians **might be eligible for Mainpro-M1 and/or Mainpro- C credits if submitted for Mainpro accreditation**. See “Mainpro-M1 Accreditation Eligibility Criteria” or “Mainpro-C Accreditation Eligibility Criteria” for details. If these events are sponsored/supported by industry and funds are from one company then each journal club meeting or RSS session must be submitted as a separate application for Mainpro accreditation. Presentations funded either wholly or in part by funds obtained from pooled unrestricted educational grants are permissible and do not require individual application for Mainpro accreditation.

Online, Satellite Broadcast, Webcast, and Teleconference CPD programs

For all online, satellite broadcast, webcast, and teleconference CME and CPD programs, the general guidelines listed below apply. These guidelines are in addition to the aforementioned eligibility criteria for Mainpro-M1 and Mainpro-C programs (depending upon the type accreditation CPD providers are seeking).

General Guidelines

- Participants must be able to register and receive a receipt or record of registration.
- There must be a definitive period of time during which the program is available. This time frame should be mentioned before the start of the program.
- There must be an opportunity for participants to interact with faculty and other participants (direct or asynchronous). When a discussion is closed, a summary of the discussion points, conclusions, and recommended additional readings should be provided.
- The number of assigned credits should be based on a best estimate of the time required to complete the CME or CPD program (including reading time, discussion board entries, and so on).

Application Process

- **CPD programs intended for a local audience:** See “Provincial Mainpro-M1 Accreditation Overview.”
- **CPD programs intended for a national audience or for Mainpro-C credits:** See “National Mainpro-M1 Accreditation Overview” or “Mainpro-C Accreditation Overview.”
- **Canadian universities** may continue to accredit and promote online programs they have developed, including those to be offered nationally, provided they meet applicable CFPC eligibility criteria.

Ethical Review

Online programs which are held as group events at a hotel, or restaurant where food is provided by industry will require ethical review.

Organized Clinical Traineeships, Fellowships and Preceptorships

Organized clinical traineeship (individual or group-based), fellowship, and preceptor programs are eligible for **Mainpro-C accreditation**. A completed Mainpro-C application, including a description of the traineeship, is required along with payment of the administration fee. See “*Mainpro-C Accreditation Eligibility Criteria*” for details.

Practice-Based Small Group Learning (PBSGL)

There are two types of PBSGL: **PBSGL Programs and Independent PBSGL**. PBSGL activities might be eligible for **Mainpro-C accreditation** and should follow the outline provided (see “*Mainpro-C Accreditation Overview*”).

PGSGL Programs

Directors of programs must submit an application for **Mainpro-C accreditation** to the CFPC National Office (online using [QuickConnect](#) or by submitting a one-to-two page letter outlining the information below). The application package must include the following.

- A complete description of how the program will function, including development of learning materials, facilitator training process, support for the groups, and administrative structure.
- Copies of all relevant documents including:
 - sample learning materials and evaluation forms;
 - process forms, including attendance sheets and letters or certificates of participation (provided to participants confirming their attendance and number of Mainpro-C credits they may claim); and
 - a statement of how the program addresses ethical issues.

Independent PBSGL

The **facilitator** of each Independent PBSGL group must submit an application for **Mainpro-C accreditation** to the CFPC National Office (online using [QuickConnect](#) or by submitting the traditional paper-based application package). The application must include the following.

- Name, address and telephone number of the facilitator
- A list of group members
- The proposed schedule for group meetings, including frequency and duration
- A description of how the group intends to function, including how they will acquire or develop their evidence-based learning materials, how the discussions will be held, and how previously discussed topics will be revisited to allow participants an opportunity for reflection
- A signed declaration that the function of the group will be consistent with all accepted ethical practices

For Independent PBSGL groups, facilitators must provide participants with certificates or letters indicating their overall attendance at the end of the series of meetings (certificates or letters should also indicate the facilitator’s name). **Members must submit these certificates or letters to the CFPC to receive their Mainpro-C credits**. Also, facilitators should provide a one-page report to the CFPC describing educational experiences, a list of topics covered, a statement that the group has completed its meetings and a summary of evaluation of programs.

If these events are sponsored/supported by industry and funds are from one company then each independent PBSGL meeting must be submitted as a separate application for Mainpro accreditation. Meetings funded either wholly or in part by funds obtained from pooled unrestricted educational grants are permissible and do not require individual application for Mainpro accreditation.

Hospital or Clinical Rounds

Updated hospital or clinical rounds accreditation standards: The CFPC recognizes that hospital or clinical rounds can provide family physicians with access to timely, high-quality educational opportunities relevant to their practice. Hospital or clinical rounds must be Mainpro accredited if CFPC members wish to claim Mainpro-M1 credits for participation in these rounds. Unaccredited and non-Mainpro-accredited rounds (eg, Maincert accredited) are eligible for Mainpro-M2 credits only.

The Department of Family Medicine or another relevant Department of Medicine within a hospital must apply for accreditation of rounds; the application for Mainpro accreditation is to be submitted to the pertinent CFPC Chapter office for Provincial Mainpro-M1 accreditation on an annual basis.

General Guidelines

Hospital or clinical rounds are eligible for Mainpro-M1 accreditation if developed and implemented in compliance with the requirements for Provincial Mainpro-M1 accreditation (see “Mainpro-M1 Accreditation Criteria”) as well as the specific guidelines listed here.

1. The Department of Family Medicine or another relevant Department of Medicine will select topics based on a needs assessment informed by rounds evaluations, regional initiatives, physician-leader experiences, conversations with colleagues, and newly arising practice issues.
2. The needs assessment is to be used as the basis for establishing learning objectives and program design and content.
3. The Department must select an appropriate speaker or presenter as determined by the topic.
 - The Department should advise the speaker of Mainpro-M1 accreditation requirements.
 - Presentations must be generated by speakers, not by external agencies or individuals.
4. The Department will select an appropriate venue and timing for presentations (should not be held external to the hospital or clinic unless the venue is appropriate for teaching and learning, eg, a university auditorium).
5. The Department should take responsibility for advertising the rounds and should provide the registration function, including attendance monitoring and providing a certificate of attendance bearing the Mainpro accreditation statement, on an annual or semi-annual basis.
6. All costs associated with the rounds, including speaker honoraria and food or refreshments for participants, will be paid by the Department* using pooled funds accumulated from unrestricted educational grants (may be from industry), provincial grants, and the like.
7. The Department will gather evaluation data from presentations and will use this information to establish learning objectives for the following year.

***IMPORTANT:** Presentations arranged and/or paid for by agencies external to the pertinent Department of Medicine (eg, pharmaceutical companies or biotechnology companies) may not be implemented or advertised as Mainpro-accredited rounds. These presentations must be submitted independently for Mainpro accreditation (separate application and administrative fee) and are subject CFPC ethical review.

Presentations funded either wholly or in part by monies obtained from pooled unrestricted educational grants are permissible if they otherwise satisfy the above criteria.

Ethical Review of Hospital or Clinical Rounds

Accredited provincial Mainpro-M1 hospital or clinical rounds are not subject to session-by-session ethical review. Instead, a single ethical review form should be completed and submitted to the pertinent CFPC Chapter office each year outlining the venue, approximate costs, and other details (this ethical review is conducted at no additional cost; the first ethical review is included under the administrative fee for provincial Mainpro-M1 programs).

*The only exception to this is when presentations are arranged and/or paid for by external agencies (see above paragraph).

Mainpro Accreditation Agreements

This section contains information about organizations to which the CFPC has granted Mainpro® accrediting authority or Mainpro® credit equivalency.

Organization	Description
<p>Canadian University CPD Departments and Offices</p>	<p>Canadian university CPD offices have the authority to assign Mainpro-M1 credits to activities and programs into which they have had substantial input into planning, organization, development, and implementation (as long as the activity or program meets the criteria for Mainpro-M1 accreditation).</p> <p>*Effective September 1, 2007, National Mainpro-M1 accreditation of live CME/CPD programs will be administered through the CFPC National office as part of a shared process in which final accreditation will be granted by the CFPC Chapters.</p> <ul style="list-style-type: none"> • University CPD offices may not confer National Mainpro-M1 accreditation for live CME/CPD programs. • University CPD offices may confer Provincial or National Mainpro-M1 accreditation for online CME/CPD programs (for the latter, the online program must meet all established criteria for National Mainpro-M1 accreditation including CFPC representation from the five defined regions of Canada). • University CPD offices may not confer Mainpro-C accreditation for live and/or online programs. The CFPC National office is responsible for the accreditation of all Mainpro-C programs/activities. <p>A university CPD office must be accredited by the Committee on Accreditation of CME (CACME) to exercise Mainpro accreditation authority. CACME is an independent national accrediting body with representation from many national Canadian medical organizations whose sole mandate is to evaluate university CPD offices.</p>
<p>The Royal College of Physicians and Surgeons of Canada</p>	<p>The Royal College of Physicians and Surgeons of Canada (RCPSC) offers the Maintenance of Certification program for Canadian surgeons and physician specialists (excluding the specialty of family medicine). Canadian national specialty societies are accredited by the RCPSC to provide CME activities that RCPSC members may claim for Section 1 RCPSC credits.</p> <ul style="list-style-type: none"> • CFPC Affiliate Members (members whose specialty is not family medicine) may count RCPSC credits toward their Mainpro credit requirements • All other CFPC members may request <i>individual consideration</i> of Mainpro-M1 credits for participating in RCPSC-accredited CME activities or programs.
<p>The Fédération des médecins omnipraticiens du Québec</p>	<p>The Collège des médecins du Québec (CMQ) has given authority to the Fédération des médecins omnipraticiens du Québec (FMOQ), the Quebec Chapter of The College of Family Physicians of Canada, the four Quebec university CME offices, and the Association des médecins de la langue française du Canada (AMLFC) to grant FMOQ Category 1 credits. The College of Family Physicians of Canada accepts FMOQ Category 1 credits as equivalent to Mainpro-M1 credits for events held within the province of Quebec; however, only Quebec members or residents may claim FMOQ credits for Mainpro-M1 credits.</p>

Organization

Description

The [American Academy of Family Physicians](#) (AAFP) is the accrediting body for family medicine CME in the United States (US). The CFPC and the AAFP have a bilateral reciprocal accreditation agreement, which means that:

- **AAFP members participating in live CME activities and programs accredited by the CFPC for Mainpro-M1 or Mainpro-C credits may claim AAFP Prescribed credits.**
 - CME providers promoting their program(s) to AAFP members may remind them of this reciprocal agreement.
 - Upon written confirmation from the CFPC that a program has been accredited, the following statement may be used in program materials but must be presented exactly as indicated.
Members of the American Academy of Family Physicians are eligible to receive up to _____ Prescribed credit hours for attendance at this meeting/event due to a reciprocal agreement with The College of Family Physicians of Canada.
- **CFPC members participating in live CME activities or programs accredited by the AAFP for Prescribed credit may claim Mainpro-M1 credits.**
 - CME providers promoting their programs to CFPC members may remind them of this reciprocal agreement.
 - Upon written confirmation from the AAFP that a program has been accredited, the following statement may be used in program materials but must be presented exactly as indicated.
Members of The College of Family Physicians of Canada are eligible to receive up to _____ Mainpro-M1 credits for attendance at this meeting/event due to a reciprocal agreement with the American Academy of Family Physicians.
- **CME activities held across the Canada-US border are accredited according to the nationality of the primary target audience (regardless of where the providers are located).** The programs will be reviewed according to the criteria of the accrediting organization.
 - **The CFPC accredits the activity if the primary target audience is Canadian.**
 - If the activity is to be held in Canada and delivered by an American provider, accreditation is done through the appropriate provincial CFPC Chapter office.
 - If the activity is to be held in the US, accreditation is coordinated through the CFPC National Office.
 - The CFPC will inform the AAFP of all such programs.
 - Canadian university CME offices may assign Mainpro-M1 credits to programs they organize and then offer in the US as long as the primary target audience is Canadian (they must inform the CFPC National Office of all such program; the CFPC will then inform the AAFP).
 - **The AAFP accredits the activity if the primary target audience is American.**
 - This is true if the activity is to be held in the US and delivered by a Canadian provider or if it is to be held in Canada and delivered by an American provider.
 - The AAFP will inform the CFPC of all such programs held in Canada.

The American Academy of Family Physicians

Mainpro Ethical Review

Continuing professional development is an essential component of maintaining proficiency for family physicians. The CFPC recognizes that there are many costs associated with planning, development, and implementation of CME events and programs. The CFPC and its Chapters believe it is ethically acceptable for industry (pharmaceutical, biomedical, etc) to contribute to CME events provided all contributions are at “arm's length” and that all parties adhere to the guidelines presented in this document.

To ensure that the focus of Mainpro-accredited CME/CPD programs remains on addressing the educational needs of family physicians and not on ancillary benefits, such as meals, entertainment, and monetary rewards, the CFPC has instituted a formal **ethical review process for all Mainpro-M1—accredited programs**. Click [here](#) for a link to the ethical review forms available through the CFPC website (available in both Word and PDF formats).

Each time a session of an *approved Mainpro-M1 program* is to be offered, the CPD provider must seek ethical approval from the CFPC Chapter office in the province where that session being offered. The CFPC ethical review process includes a thorough review of the following to ensure compliance with CFPC accreditation standards and ethical guidelines as outlined by the Canadian Medical Association (CMA) [Guidelines for Physicians in Interaction with Industry](#) (2007) and the Rx&D [Code of Ethical Practices](#) (2009).

- Promotional materials, invitations and correspondence with potential attendees, and all other published announcements and publicity in print or electronic media (including websites, blogs, and the like)
- Session location or venue, meals, and entertainment or social events
- Costs to be assumed by attendees (eg, registration and social events)

The documents and information listed above must be submitted by CPD providers to the appropriate Chapter offices at least five (5) business days before the session being offered.

Failure to apply for ethics approval from the appropriate Chapter office(s) in advance of offering a Mainpro-M1 session will result in CFPC members being unable to claim Mainpro-M1 credits for their participation.

Mainpro-M1 Accreditation Process Overview	
Provincial Mainpro-M1 Programs*	National Mainpro-M1 Programs
1. Submit your program to the <u>CFPC Chapter</u> office for review and approval (<i>application form, administration fee, needs assessment, evaluation, PowerPoint slides, etc</i>).	1. Submit your program to the <u>National Office</u> for review and approval (<i>application form, administration fee, needs assessment, evaluation, PowerPoint slides, etc</i>).
2. Once your program has been <u>approved</u> by a Chapter office , you are eligible to seek ethical approval and final accreditation from this Chapter office only.	2. Once your program has been <u>approved</u> by the National Office , you are eligible to seek ethical approval and final accreditation in any province.
3. The first ethical review is provided at no cost for Provincial Mainpro-M1 programs only. For all subsequent sessions, you should submit the ethical review form (paper-based or through QuickConnect), along with the ethical review fee and required documents, to the pertinent Chapter office at least five (5) business days in advance of your session.	3. For all sessions to be offered you should submit the ethical review form (paper-based or through QuickConnect), along with the ethical review fee and required documents, to the pertinent Chapter office at least five (5) business days in advance of your session.

APPENDIX 1: CME/CPD Topics

In addition to the clinical and therapeutic topics traditionally addressed in family physicians' CME/CPD sessions, the following are considered acceptable for Mainpro programs.

- **Faculty development programs that aim to improve teaching in family medicine**
- **Programs that aim to improve primary care research skills**
- **Programs that aim to improve computer skills as applied to learning, access to information, or CME**
- **Practice management topics that emphasize quality assurance, patient flow, patient satisfaction, and general patient well-being**
- **Programs designed to increase physicians' skills in administration in hospitals, medical organizations, or other health care systems**
- **Programs on alternative health practices designed to increase physicians' awareness of these techniques and how they might affect patients**

Any topic outside the generally accepted scope of medical practice or peripheral to it is not acceptable for Mainpro-M1/Mainpro-C accreditation. Such topics include, but are not limited to, the following.

- **Clinical topics outside the usual scope of practice of family physicians**
- **Business management topics that focus on physician benefits (eg, financial planning)**
- **Programs on alternative health practices that are designed to teach associated techniques**
- **Programs that focus on personal well-being (eg, Yoga), self-growth, or personal development of physicians.**

APPENDIX 2: Needs Assessments

The College of Family Physicians of Canada would like to acknowledge the **McMaster University Faculty of Health Sciences Continuing Health Sciences Education Program** for granting permission to reproduce the following section from their *Guidebook for Planning and Delivering Continuing Professional Development Programs and Events*. (Copyright 2009).

Needs assessment is a term used to describe the process involved in gathering information on learning needs of the target audience. It is the systematic process of gathering information and using it to determine instructional solutions to close the gap between actual knowledge and optimal knowledge for a given application.

Perceived and unperceived needs: Learning needs are divided into different categories. Perceived needs are those of which the learner is aware: “I know I don’t know,...”. Unperceived needs are those of which the learner is unaware: “I don’t know what I don’t know”. Both sets of needs are important to identify for the purpose of program planning and require different methods of assessment. This section provides a list of possible strategies to define learning needs.

Perceived Needs	Unperceived Needs
<ul style="list-style-type: none"> • Planning committee members • Surveys • Questionnaires • Focus groups • Requests from the target audience 	<ul style="list-style-type: none"> • Self-assessment tests • Chart audits • Chart stimulated recall interviews • Direct observation of practice performance • Quality assurance data from hospitals • Standardized patients • Provincial databases • Incident reports • Published literature (random controlled trials, cohort studies)

Identification and analysis of CPD needs provide the basis for developing educational objective that inform the planning and delivery of an educational event. The planning committee should determine the following:

- How prevalent is the need among the target audience?
- How many different assessment sources indicated this need?
- How significantly will the unfulfilled need or knowledge gap hinder health care delivery?
- How directly is the need related to actual healthcare provider performance?
- How likely is it that a CPD activity will improve behaviour?
- How likely is it that a CPD activity will improve performance?
- How likely is it that a CPD activity will improve healthcare outcome?
- Are sufficient resources available to effectively address this topic?
- How receptive will the target audience be to a session on this topic?

Types of needs assessments

Inferred needs may be derived from the following:

- New methods of diagnosis or treatment
- Availability of new medication(s) or indication(s)
- Development of new technology
- Input from experts regarding advances in medical knowledge
- Acquisition of new facilities or equipment
- Legislative, regulatory or organizational changes effecting patient care

Verbalized needs and interests may be derived from the following:

- Requests submitted on participants' activity evaluation forms
- Formal surveys of potential participants (mail and Internet-based)
- Informal comments
- Patient problem inventories compiled by potential participants
- Consensus of faculty members within a department or service area

Proven needs based on objective external data sources may be derived from the following:

- Epidemiological data
- Quality assurance/audit data
- Re-credential review
- Morbidity/Mortality
- Statistics Infection control data
- Surgical procedures statistics
- Professional society requirements
- Journal articles/literature citations
- News media

Describe target audience

Describe work environment or work activities

Identify topics of importance to the work done or activities performed

Identify preferred learning style

Identify current knowledge or skill level

Determine desired knowledge, skill or performance level

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APPENDIX 3: Learning Objectives

The College of Family Physicians of Canada would like to acknowledge the **McMaster University Faculty of Health Sciences Continuing Health Sciences Education Program** for granting permission to reproduce the following section from their *Guidebook for Planning and Delivering Continuing Professional Development Programs and Events*. (Copyright 2009).

The following guidelines are provided to assist in the development of appropriate learning objectives for a proposed educational experience.

Step 1. Describe the information, skills, behaviors, or perspectives participants in the session will acquire through attendance and participation.

Step 2. Clearly identify the outcomes or actions participants can expect to demonstrate as a result of the educational experiences. See the action words below.

Step 3. Write the learning objectives that relate to these outcomes and that reflect the content of the session.

Objectives describe the behavior of the learner, and:

- Are stated **clearly**;
- Define or describe an **action**;
- Are **measurable**, in terms of time, space, amount, and/or frequency.

Domain	Emphasis	Relevant Verbs
Cognitive	Knowledge	Recall, identify, recognize, acquire, distinguish, state, define, name, list, label, reproduce, order
Cognitive	Comprehension	Translate, extrapolate, convert, interpret, abstract, transform, select, indicate, illustrate, represent, formulate, explain, classify, comprehend
Cognitive	Application	Apply, sequence, carry out, solve, prepare, operate, generalize, plan, repair, explain, predict, demonstrate, instruct, compute, use, perform, implement, employ, solve
Cognitive	Analysis	Analyze, estimate, compare, observe, detect, classify, discover, discriminate, explore, distinguish, catalog, investigate, breakdown, order, determine, differentiate, dissect, contrast, examine, interpret
Cognitive	Synthesis	Write, plan, integrate, formulate, propose, specify, produce, organize, theorize, design, build, systematize, combine, summarize, restate, argue, discuss, derive, relate, generalize, conclude, produce
Cognitive	Evaluation	Evaluate, verify, assess, test, judge, rank, measure, appraise, select, check, judge, justify, evaluate, determine, support, defend, criticize, weigh, assess
Affective		Agree, avoid, support, participate, cooperate, praise, help, offer, join
Psychomotor		Adjust, repair, taste, bend, measure, perform, operate, use, move

Avoid using verbs that are difficult to measure objectively. The following verbs are difficult to assess, thus should be used with caution:

- know
- comprehend
- understand
- appreciate
- familiarize
- study

Objectives Review Checklist:

- Does the learning objective stem from a course goal or objective?
- Is the learning objective measurable?
- Does the learning objective target one specific aspect of expected performance?
- Is the learning objective student-centered?
- Does the learning objective utilize an effective, action verb that targets the desired level of performance?
- Do learning objectives measure a range of educational outcomes?
- Does the learning objective match instructional activities and assessments?
- Does the learning objective specify appropriate conditions for performance?
- Is the learning objective written in terms of observable, behavioral outcomes?

Reference: Mandernach, B. J. (2003). Writing Quality Learning Objectives. Retrieved 2008/10/03, from Park University Faculty Development Quick Tips.

APPENDIX 4: Examples of Post-Program Activities (Mainpro-C)

Examples

A. Performance and/or knowledge test

A performance and/or knowledge test should use open-ended questions (as opposed to multiple-choice questions) to encourage active reflection. The test should be directly related to the learning objectives of the program, and the results should be used to provide specific feedback to participants.

B. Follow-up chart audit with feedback provided

An audit could be performed by an external agency or by the actual participants if they are provided with the necessary instructions and tools.

C. Open-ended questionnaire

Open-ended questionnaires should challenge participants to consider the effect of the program on their practice. This should reinforce the key themes or information presented during the program and also stimulate further inquiry.

Example questions

- What effect has [program title] had on your practice?
- Did you implement changes in your practice as a result of this program?
 - What specific change(s) did you implement?
 - What effect, if any, has the program had on your confidence in dealing with patients with [condition/disease]?
- If you have not changed your practice as a result of this program:
 - Did you find the program to be irrelevant to your practice? If 'yes', please explain.
 - Have you encountered specific barriers to implementing change? If 'yes', please explain.
 - How might the program have been modified to make it more useful?
- What further changes might you implement as a result of this program?

APPENDIX 5: Sample Evaluation Form

CME PROGRAM EVALUATION

Title:

Date:

Location:

EDUCATIONAL OBJECTIVES

The program met the stated objectives:

	Strongly Agree	4	Neutral	3	Strongly Disagree
1.	5	4	3	2	1
2.	5	4	3	2	1
3.	5	4	3	2	1
4.	5	4	3	2	1

PROGRAM CONTENT and DELIVERY

	Strongly Agree	4	Neutral	3	Strongly Disagree
The program content was relevant to family medicine.	5	4	3	2	1
The program met my expectations.	5	4	3	2	1
The program was well organized.	5	4	3	2	1
Disclosure of potential conflicts of interest was clearly communicated.	5	4	3	2	1
Faculty members were effective in delivering/facilitating the program.	5	4	3	2	1
There were adequate opportunities to interact with my peers.	5	4	3	2	1
There were adequate opportunities to interact with program faculty.	5	4	3	2	1
The information I learned will be used in my future practice.	5	4	3	2	1

Did you perceive **any degree of commercial bias** in any part of the program? Yes No

*If 'Yes', please describe:

What was the **most effective** part of the program? Why?

What was the **least effective** part of this program? Why?

Describe **two ways** in which you will change your practice as a result of attending this program:

1.

2.

Please list any topics you would like to see addressed in future programs:

General Comments:

Thank you for completing the program evaluation. Please return form to the program organizer.

APPENDIX 6: Mainpro Accreditation Statements

No reference may be made to the CFPC and/or Mainpro accreditation before notification of approval or accreditation. *Do not* state or indicate "application for CFPC credits pending" or similar.

National Mainpro-M1 Programs

Once a program has been APPROVED by the CFPC National Office (a notice will be provided in writing by mail or by email), but before notice of final accreditation has been received from the provincial Chapter office, program providers may indicate the following on correspondence, invitations, and promotional materials (this notice must be presented exactly as follows).

This program has been reviewed by the College of Family Physicians of Canada and is awaiting final accreditation by the College's _____ Chapter.

Upon confirmation of final ACCREDITATION from the pertinent CFPC Chapter office(s), a provider may use the following statement on program materials (this notice must be presented exactly as follows).

This program has been accredited by the College of Family Physicians of Canada and the _____ Chapter for up to _____ Mainpro-M1 credits.

Provincial Mainpro-M1 Programs

Once a program has been APPROVED by a CFPC Chapter office (a notice will be provided in writing by mail or by email), but before notice of final accreditation (ethical review) has been received, program providers may indicate the following on correspondence, invitations and promotional materials (this notice must be presented exactly as follows).

This program has been reviewed by the College of Family Physicians of Canada and is awaiting final accreditation by the College's _____ Chapter.

Upon confirmation of final ACCREDITATION from the pertinent CFPC Chapter office(s), providers may use the following statement on program materials (this notice must be presented exactly as follows).

This program has been accredited by the College of Family Physicians of Canada and the _____ Chapter for up to _____ Mainpro-M1 credits.

Mainpro-C Programs

Upon written confirmation from the CFPC that a program has been ACCREDITED, program providers may indicate the following on program materials (this notice must be presented exactly as follows).

This program meets the accreditation criteria of The College of Family Physicians of Canada and has been accredited for _____ Mainpro-C credits.

Unaccredited and Non-Mainpro-Accredited Programs

The CFPC members and non-member Mainpro participants may claim Mainpro-M2 credits for activities not eligible for Mainpro-M1 or Mainpro-C credits (programs that are not Mainpro-M1 or Mainpro-C accredited). These activities must be relevant to family medicine. Providers cannot designate any activities as Mainpro-M2; credits should be self claimed by Mainpro participant.

APPENDIX 7: Disclosure of Potential Conflict of Interest

Effective July 1, 2009, all live Mainpro-accredited programs and sessions must include written and verbal disclosure of potential conflict of interest.

The CFPC has developed a sample PowerPoint template/reference for CME/CPD providers (see below). At a minimum, the following items must be included as part of the written or verbal disclosure for each presenter or speaker.

- Name of presenter or speaker
- Topic the speaker will address
- Financial disclosure
 - Grants/Research support
 - Speaker bureau/Honoraria
 - Consulting fees
 - Other

If speakers have not been identified at the time of application, please ensure that a placeholder slide is included in the materials submitted for accreditation (to be filled in once speakers have been identified).

Disclosure of Potential for Conflict of Interest

Sarah K. Roads, MD
Eating Disorders and Adolescence – A Novel Study

FINANCIAL DISCLOSURE
Grants/Research Support: PharmaCorp ABC
Speakers Bureau/Honoraria: XYZ Biopharmaceuticals Ltd.
Consulting Fees: MedX Group Inc.
Other: Employee of XXY Hospital Group

SAMPLE SLIDE

APPENDIX 8: Policy: Responding to Mainpro accreditation policies/procedures violations

If a CME/CPD provider* (*individual and/or company*) is found to be in violation of the CFPC guidelines for Mainpro accreditation, including use of the Mainpro accreditation statement, the following may apply:

- **First Violation:** A written warning will be issued by the CFPC National Office. The CME/CPD provider must provide evidence of amendments to any erroneous information and respond to the warning with details of how the individual or company has/will take steps to ensure compliance with Mainpro guidelines within ten (10) business days following receipt of the warning.

Failure on the part of the CME/CPD provider to provide evidence of amendments, institute corrective action and/or respond to the warning within the ten (10) business day timeframe may result in “Second Violation” actions being employed.

In instances where the violation is deemed to be significant in nature, the CFPC reserves the right to handle the violation as a second violation “*vide infra*”, irrespective of whether a “first violation” has occurred.

Also if the violation is deemed to be significant in nature the CFPC reserves the right to communicate said violation to Rx&D at any stage of the process.

- **Second Violation:** A written warning will be issued by the CFPC National Office. A copy of this warning will be distributed to all CFPC provincial Chapter Offices and members of the National Committee on Continuing Professional Development (NCCPD). Within ten (10) business days following receipt of the warning, the CME/CPD provider must provide evidence of amendments to any erroneous information and also respond to the warning with details of how the individual and/or company has/will put into place measures to ensure compliance with Mainpro guidelines.

Failure on the part of the CME/CPD provider to provide evidence of amendments, institute corrective action and/or respond to the warning within the ten (10) business day timeframe may result in “Subsequent Violation” actions being employed.

- **Subsequent Violation(s):** Referral to the NCCPD for appropriate action which may include, but not be limited to one or more of the following:
 - Revoking accreditation of one or more programs (programs from the provider which are involved in “subsequent violations”) currently accredited for Mainpro credits (CFPC members would not be permitted to claim Mainpro-M1 and/or Mainpro-C credits for their participation);
 - A six to twelve month suspension during which time no new programs may be submitted for Mainpro accreditation/reaccreditation;
 - A written complaint submitted to Rx&D (Canada's Research-Based Pharmaceutical Companies) in instances where the CME/CPD provider is a Canadian research-based pharmaceutical company and it is felt that they have violated the Rx&D Code of Ethical Practices (2010).

The rights of CFPC pursuant to these guidelines and the actions set out herein are without prejudice to any other rights that CFPC may have at law or otherwise.

* Often the CME/CPD provider will be a communication or consulting company acting on the behalf of another organization or company (for example, a pharmaceutical company or independent health care organization); in such instances, the CME/CPD provider is considered to be both the *contracted party* (i.e., the communication company) and the *contractor* (i.e., the company or organization that engaged the contracted party). As such, when violations are noted – both parties would be issued warnings and would be subject to appropriate action(s).

APPENDIX 9: Guidelines for Mainpro Program invitations, brochures and other materials

General Use of Logos and Branding:

CME provider and/or sponsor logos and other branding must not be included as part of the content presented during a Mainpro-accredited CME/CPD event. For example:

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

Commercial/industry logos and/or other branding must not be included on certificates presented to participants upon completion of the program. A statement such as “This program was made possible through an educational grant from (name of the company)” may be included on certificates; however, font size must not be larger than that used in the body of the certificate.

Logos must not be included on the cover page/front page of a multipage booklet or brochure. The CFPC recommends that when logos must be used, they are reserved for the end or back page of a booklet or brochure only. Name of the company or logo should not be on the same page as program e.g., agenda, speaker information, course outline, etc.

Effective September 1, 2010:

For single-page brochures, posters and/or flyers, commercial sponsors may be acknowledged at the bottom of the document in an unobtrusive manner. A statement such as “This program was made possible through an educational grant from (name of the company)” and logo may be included at the bottom of the page.

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 100% of the body text font size used within the advertisement or brochure (see examples below).

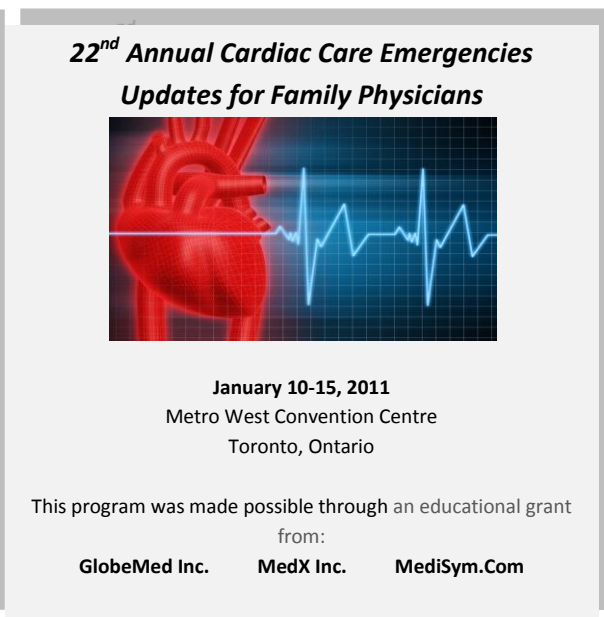
FRONT/ COVER PAGE – Example A



Not Acceptable:

- Sponsor logos included on cover page
- Product names included
- Sponsor title font exceeds body text font size

FRONT/ COVER PAGE – Example B



Acceptable:


- No sponsor logos on cover page
- No product names included
- Sponsor title font does not exceed body text font size

BACK/END PAGE:

Acknowledgements

The Planning Committee for ***The 22nd Annual Cardiac Care Emergencies Updates for Family Physicians*** wishes to acknowledge the following sponsors:

Platinum Level Sponsors

 **GlobeMed Inc.**  **MedX Inc.**

Gold Level Sponsor

 **MediSim.Com**

Acceptable:

- Sponsor logos included on back / end page
- Product names not included
- Sponsor title font does not exceeds body text font

Where a commercial/industry logo is used, it must not incorporate or include the name or title of a specific product.

The CFPC logo may not be used without explicit, written consent from the College of Family Physicians of Canada; Mainpro accreditation does not confer the right to use the CFPC logo.

Mainpro accreditation statements may be used once program approval and or final accreditation is granted.

Advertisements:

Advertisements and/or propositional materials may only be included within printed programs and or CME/CPD event handouts if:

- They are included at the end of the document (final pages only);
- They are not facing any page containing educational content (e.g., agenda, speaker information, course outline, etc.);
- They are clearly marked as advertising/promotion.

Where advertisements are included within a program or brochure for a Mainpro-accredited event, the advertisement may mention the name or indication of a specific product.

Websites:

Brochures, programs and/or promotional websites for Mainpro accredited events may not be housed within or advertised on an industry/commercial website; this includes online registration for Mainpro-accredited events.

- E.g., www.pharmaX.com/Mainpro_events is not acceptable

Where an active link to non-accredited materials, content, products or services is included, a 'pop-up' warning must inform the user that the site and/or content is not part of the Mainpro-accredited program site/content. As well:

- The destination page must appear in a new window or tab.
- Users must have the option to not click on an advertisement or link; the advertisement/link cannot be established in such a manner that requires the user to click on the advertisement or link to proceed.

APPENDIX 10: *NEW! GUIDELINES FOR PROGRAM PLANNING AND IMPLEMENTATION*

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 violation policy.