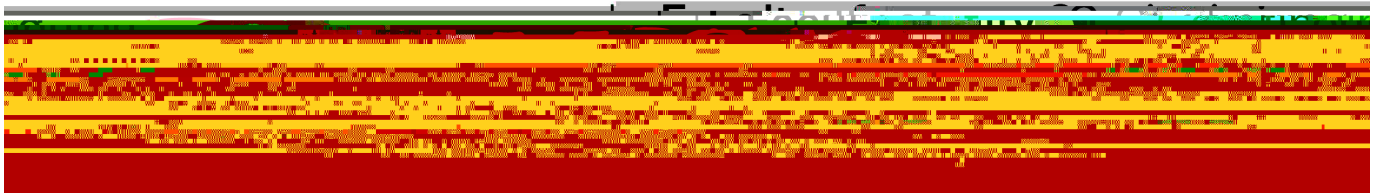


Policies, Procedures and Guidelines

Office for Continuing Professional Development (CPD)
Faculty of Medicine McGill University

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I. ACCREDITATION CERTIFICATION AND ETHICAL GUIDELINES

The Office ensures that all accredited/certified activities provide relevant and evidence-based learning experiences for health care professionals. To this end, the Office adheres to the accreditation/certification criteria established by relevant provincial and national stakeholders as per the list below:

- x [College of Family Physicians of Canada \(CFPC\): MAINPRO](#)
- x [Royal College of Physicians and Surgeons of Canada \(RCPSC\): Maintenance of Certification \(MOC\)](#)
- x [Le Conseil québécois de développement professionnel continu des médecins \(SQDPCM\): 2016 Code of Ethics for parties involved in Continuing Medical Education](#)
- x [National Standard for Support of Accredited CPD Activities](#)
- x [Industry](#)

The accreditation/certification approval for CPD activities is contingent upon activity organizers meeting or exceeding the criteria established by the

After delivery of a CPD activity, organizers are required to submit a final report of the activity, whose content will be dictated by the Office via a Final Report Form

III. GUIDELINES FOR CPD RESOURCE PERSONS

As described in the CPD Accreditation/Certification Application Form, the Office provides resource persons (scientific or planning/organizing committee members, speakers, moderators) with criteria to ensure compliance with accreditation and certification standards including information regarding how to avoid potential bias. Relevant documentation can be found on the CPD Office website.

IV. CPD CO-DEVELOPMENT MODEL

The co-development of educational activities in collaboration with third parties must adhere to a series of guidelines to ensure scientific integrity, objectivity and balance and to conform to relevant legal and financial standards. In its role as a physician organization for such programming, the Office oversees all aspects of program development, evaluation and implementation, in accordance with relevant standards.

VI. INTEGRITY OF PROGRAMMING

Educational activities are to be based on learner-centered instructional design principles and to be free from commercial bias. The Office ensures integrity at both the organizational (i.e., program design) and individual levels (i.e. resource persons).

A. Relationship Between

The Office uses all reasonable efforts to protect confidential information and only discloses such information to stakeholders on a need-to-know basis. The CPD Office advises any stakeholder to whom confidential information is disclosed that use of such information is restricted to the activity for which it is being disclosed and that such information may not be used for any other purpose without the express prior written approval of the CPD Office.

The Office's privacy policy regarding the disclosure of personal information is available at [www.cpdr.ca](#).

IX. CANCELLATIONS AND REFUNDS

Terms regarding cancellations and refunds to course participants are described on the course registration page for each individual activity.

X. COMPLAINTS AND VIOLATIONS

Any breach of this document identified by or brought forward to the Office will be reviewed by

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