



## **CDA Corporate Administrative Policy: Adherence to Educational and Ethical Standards for CPD Activities**

### **Purpose**

The Canadian Dermatology Association (CDA) is a national physician organization that provides continuing professional development (CPD) for dermatologists.

The CDA is also a Royal College-accredited CPD Provider with approval to issue, both to itself and to other physician organizations, Maintenance of Certification (MOC) Program credits for Section 1 (group learning) and Section 3 (self-assessment and simulation) activities.

The CDA is committed to providing and supporting high quality CPD activities for which continuous adherence to educational and ethical standards are essential.

To ensure all standards of the Royal College and the CDA are met, the CDA has adopted the following policy to:

- Identify requirements to be met before accreditation can be considered
- Formalize procedures for the assessment of accreditation related activities; and
- Provide a framework to safeguard the credibility of the MOC Program and the CDA.

### **Applicability**

This policy applies to all CPD activities developed or co-developed by the CDA and to all CPD activities submitted to the CDA for accreditation approval.

### **Policy Provisions**

#### **Principles:**

1. CPD activities accredited by the CDA must support the interests of dermatologists.
2. The CDA reserves the right not to accept accreditation applications from physician organizations, any organizations named as co-developers in CPD activities, and/or any third parties involved in the CPD activities whose interests, values, and goals are not aligned with the CDA.
3. The CDA reserves the right not to accept accreditation applications from not-for-profit physician organizations affiliated with medical education or communications companies.
4. The CDA will not develop or co-develop CPD activities that would jeopardize the CDA's financial, legal or moral integrity, adversely impact the CDA's reputation, or contradict the CDA's values or mission.

5. Educational content for CPD activities must be developed by individuals who are representative of the target audience. Policies to manage real and/or perceived conflict of interests must be in place.
6. The CDA and physician organizations seeking accreditation from the CDA must observe and respect all educational and ethical standards established for physicians and accredited CPD providers, including the:
  - [National Standard for Support of Accredited CPD Activities](#)
  - [CMA Policy: Guidelines for Physicians in Interactions with Industry](#) (Revised 2021); and
  - [Conseil québécois de développement professionnel continu des médecins \(CQDPCM\) Code of Ethics](#)<sup>1</sup> (Revised 2020)

As well as the applicable:

- [Accreditation Standards for Section 1 Group Learning Activities](#)
  - [Accreditation Standards for Section 3 Self-Assessment Programs](#)
  - [Accreditation Standards for Section 3 Simulation Activities](#)
7. CPD activities must not promote accreditation, or that it is forthcoming, until accreditation has been approved.

#### **Application Process:**

8. Accreditation applications must be completed using the applicable CDA Accreditation application form: [Section 1 \(Group Learning\)](#), [Section 3 \(Self-Assessment\)](#), or [Section 3 \(Simulation\)](#).
9. Application forms must be completed in full, provide all requested documentation, and be signed by the scientific planning committee chair or equivalent. Requested documents include:
  - Needs assessment results
  - Overall and session learning objectives
  - Preliminary and final programs/brochures
  - Conflict of interest form and process guidance document
  - Evaluation form(s)
  - Budget detailing receipt and expenditure of all revenues
  - Certificate of attendance
  - Promotional and/or advertising materials (if applicable)
  - Sponsorship and/or exhibitor prospectus or asks (if applicable)
  - Sponsorship agreements (if applicable)
10. Applicants must upon request be able to provide evidence of other processes and/or policies used in the development and delivery of CPD activities and for compliance with paragraphs 5 and 6. These shall include but are not limited to: privacy, confidentiality, and copyright protection; conflict of interest management; honoraria and faculty expense payments; and commercial activity separation (on-site and in-app); and technology used.

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<sup>1</sup> CDA Interpretation: Applicable for all face-to-face CPD activities held in the Province of Quebec and for all online CPD activities open to Quebec physicians.

11. Accreditation applications submitted after a CPD activity has taken place will not be accepted.
12. Accreditation decisions are to be issued in writing.
13. All accreditation applications, supporting documents and decisions are to be kept on file by the CDA for seven years.
14. The CDA is to register all decisions with the Royal College.
15. Payments for accreditation services are to be payable within 30 days.

#### **Assessment: Scientific Planning Committee**

16. All CPD activities must be developed by a scientific planning committee (SPC) that is representative of the target audience and is guided by a conflict of interest management and disclosure process as specified in paragraph 9. CPD activities aimed at only one specialty should incorporate demographic factors for more comprehensive representations.
17. Evidence that the SPC had exclusive control of the following is required:
  - Identification of the educational needs of the intended target audience.
  - Development of learning objectives.
  - Selection of educational methods.
  - Selection of speakers, moderators, facilitators, and authors.
  - Development and delivery of content.
  - Evaluation of outcomes.

#### **Assessment: Content Development**

18. All accreditation applications must show evidence there was a process to ensure those responsible for the development and/or delivery of the CPD activity were informed of the following:
  - Identified needs of the target audience.
  - Intended learning objectives for the activity.
  - Accreditation standards applicable for the activity.

And the requirements that:

- Content and/or materials must provide a balanced view across all relevant options related to the content area (where applicable).
- Content and/or materials must comply with privacy, confidential and copyright laws.
- Products, if mentioned, must be identified by their generic names. Brand names may be used in parenthesis as secondary text after their generic names only when necessary. The latter is an additional requirement by the CDA.
- Off-label recommendations, if mentioned, must be identified before being stated.
- SPC must have a process to deal with instances where a CPD activity is not in compliance with paragraph 6, or a situation arises during the delivery of a CPD activity.

#### **Assessment: Educational Needs and Learning Objectives**

19. Submitted needs assessment information must be sufficient for the CDA to fully understand the knowledge, skill, quality of care, health outcome, attitude gap and/or change to be addressed. Accreditation applicants must be able to provide references and sources for such upon request.
20. Submitted learning objectives must be written from the perspective of the learner and express the expected outcome determined by the SPC. Learning objectives must correlate with the provided needs assessment information.
21. There must be evidence that the learning objectives have been, or will be, made available to participants in advance.
22. Learning objectives must be incorporated in the evaluation strategy.

### **Assessment: CPD Activity Format**

23. CPD activity types have unique requirements as identified below. Evidence to support the relevant requirement must be submitted.
  - 23.1. Group learning activities must allocate at 25 per cent of the total education time for interactive learning. Online CPD activities must permit participants to engage with moderators and/or presenters at anytime similarly to in-person CPD activities. A program with start and end times should be provided.
  - 23.2. Self-assessment programs must provide participants with a strategy to assess their knowledge, skills, clinical judgment and/or attitudes in comparison to established scientific evidence bases. Self-assessment programs must provide participants with a process to record their answers to the assessment questions. Details should be provided.
  - 23.3. Simulation programs must use methods that enable participants to demonstrate these abilities across the key areas of the subject area, topic, or problem(s). Simulation programs must provide detailed feedback to participants on their performance to enable the identification of any areas requiring improvement through the development of a future learning plan. Feedback is to be based on an assessment of performance as measured against the learning objectives, competencies, and practice standards supported by published evidence. Details should be provided.

### **Assessment: Program Design**

24. All CPD activity programs and/or brochures should identify opportunities for interactive learning. This is to be reported as an area for improvement when applicable.
25. Social activities associated with CPD activities must not occur at a time or location that interferes/competes with or takes precedence over accredited CPD activities.
26. Unaccredited activities such as satellite symposia must not occur at a time or location that interferes/competes with or takes precedence over accredited CPD activities.

27. Unaccredited CPD activities must be identified separately from accredited CPD activities. Unaccredited CPD activities must not be listed or included in activity agendas, programs, or calendars of events.

#### **Assessment: Participant Evaluation of CPD Activity**

28. All CPD activities must provide participants with opportunities to evaluate the overall programs and individual modules (if applicable). Evaluation forms must:
- 28.1. Allow participants to identify whether the individual session and overall CPD activity learning objectives were met.
  - 28.2. Ask participants to identify whether the content was (i) balanced and (ii) free of commercial or other inappropriate bias (preferably with space for comments)
  - 28.3. Provide opportunities for participants to identify the potential impact of the CPD activity for their practice.
  - 28.4. Identify which CanMEDS Roles were addressed during the CPD activity.

#### **Assessment: Certificate of Participation**

29. Certificate of Participation must include the following elements:
- title of the activity
  - name of the physician organization responsible for the activity
  - date(s) the activity took place
  - location of the activity (i.e., city, country, web-based)
  - total number of hours for which the activity is accredited
  - number of hours the registrant attended the activity (if not tracked, provide a blank space for the registrant to complete themselves)
  - all applicable accreditation and co-development statements, and
  - signature of the Scientific Planning Committee Chair.
30. Certificates of Participation must use the accreditation and co-development statements as provided by the CDA. See paragraphs 45 and 46 for text.
31. For online CPD activities, certificates of participation should only be given to participants logged on to the interactive component for the course.

#### **Assessment: Budget and Financial/In-Kind Support Management**

32. All accreditation applications must provide a budget detailing receipt and expenditure of all revenues. A deficit budget must not be accepted. SPCs and/or physician organizations must explain how the deficit was handled. Upon request, SPCs and/or physician organization must disclose how financial and in-kind support was used.
33. The SPC or physician organization are solely responsible for paying travel, lodging, legitimate out-of-pocket expenses, and any honoraria offered to members of the SPC, speakers, moderators, facilitators and/or authors when offered.
34. SPCs and physician organizations may delegate payments of the expenses listed in paragraph 32 to a third party but must approve what payments are delegated and retain

overall accountability for the payments. Individuals and businesses under contract with sponsors of CPD activities are ineligible. The CDA views such as no longer having independent third-party status.

35. Participants, except for those identified in paragraph 32, must not receive payments or subsidies for their travel, lodging, or other out-of-pocket expenses to participate in an accredited CPD activity. Excepted are:
  - 35.1. Participants' claiming and receiving compensation from residency programs, employers, or provincial CPD support funds are excluded.
  - 35.2. Education scholarships and bursaries established by physician organizations intended to support attendance and/or presentations at CPD activities are permitted.

### **Assessment: Sponsorship Management**

36. All accreditation applications must submit documentation and/or evidence pertaining to sponsorship as specified in paragraph 9 to confirm:
  - 36.1. Sponsorship was processed in accordance with the [National Standard for Support of Accredited CPD Activities](#) (National Standard).
  - 36.2. Specific interests of sponsors or their agents had no direct or indirect influence on any aspect of the development, delivery, or evaluation of the CPD activity.
  - 36.3. Sponsorship benefits did not permit entitlements prohibited under the National Standard or under privacy, confidentiality, copyright and/or contractual laws.
  - 36.4. Sponsorship has been/will be recognized and disclosed in a collective sponsorship acknowledgement page (e.g., print page, web page and app page) separate from educational content. Acknowledgements, in whole or part, must not be linked or aligned to any one specific part of the CPD activity, or to a sponsor or branding strategy.
37. For CPD activities taking place in the Province of Quebec or online, sponsor logos must not be included in sponsorship acknowledgement statements. Name of sponsors must all be the same size and displayed in the same font.
38. Sponsorship agreements must be co-signed by the sponsor and the physician organization. Funding must be provided in the form of an educational grant. The agreement must provide all applicable terms and conditions for the grant.

### **Assessment: Commercial Activity**

39. All accreditation applications must provide evidence to confirm product-specific advertising, promotional materials and branding strategies have not been allowed on, appear within, or be adjacent to:
  - 39.1. Any educational materials, slides, abstracts, and handouts used as part of an accredited CPD activity.
  - 39.2. Activity agendas, programs, or calendars of events (preliminary and final).

- 39.3. Any webpages or electronic media containing educational material.
- 39.4. Any physical or virtual space before, during, and immediately after a CPD activity.
- 40. All accreditation applications must provide evidence to confirm commercial exhibits or advertisements have been:
  - 40.1. Arranged in a location that is clearly and completely separated from the accredited CPD activity.
  - 40.2. Gated participants from commercial activities so they have the option to choose whether to engage.
- 41. Sponsor incentives, gaming activities, giveaways, if applicable, must be approved by the SPC and/or physician organization and must be educational in nature.

**Accreditation Terms:**

- 42. The accreditation term for Section 1 group learning activities is one year.
- 43. The accreditation term for Section 3 self-assessment programs and Section 3 simulation activities is up to three years. The CDA reserves the right to determine the accreditation term based on the serviceable life of the CPD activity.

**Canadian Accreditation and Co-Development Statements:**

- 44. CPD activities once approved are permitted to display an accreditation statement. Statements can be used in all educational and promotional materials relating to the CPD activity. The following are approved texts.

44.1. Section 1 Group Learning Activities

"This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and approved by the Canadian Dermatology Association. You may claim a maximum of #.# hours (credits are automatically calculated)."

44.2. Section 3 Self-Assessment Programs

"This activity is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and approved by the Canadian Dermatology Association. You may claim a maximum of #.# hours (credits are automatically calculated)."

44.3. Section 3 Simulation Activities

"This activity is an Accredited Simulation Activity (Section 3) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and approved by the Canadian Dermatology Association. You may claim a maximum of #.# hours (credits are automatically calculated)."

- 45. CPD activities that are co-developed can also display the co-development statement:

"This [program/workshop/seminar] was co-developed with [name of organization] and was planned to achieve scientific integrity, objectivity and balance."

46. Logos must not be displayed in conjunction with the accreditation statements or the co-development statement.

#### **International Accreditation Statements:**

47. Under reciprocal agreements with the Royal College, the following additional accreditation statements may be used upon request. Statements must be used as provided.

##### **47.1. American Medical Association (AMA) recognition**

"Through an agreement between the Royal College of Physicians and Surgeons of Canada and the American Medical Association, physicians may convert Royal College MOC credits to AMA PRA Category 1 Credits™. Information on the process to convert Royal College MOC credit to AMA credit can be found at <https://edhub.ama-assn.org/pages/applications>."

##### **47.2. European Union of Medical Specialists - European Accreditation Council for CME (UEMS-EACCME)**

"Live educational activities recognized by the Royal College of Physicians and Surgeons of Canada as Accredited Group Learning Activities (Section 1) are deemed by the European Union of Medical Specialists (UEMS) eligible for ECMEC®"

##### **47.3. Qatar Council for Healthcare Practitioners, Ministry of Public Health (QCHP) recognition of Royal College accredited CPD activities**

"Through an agreement between the Royal College of Physicians and Surgeons of Canada and the Qatar Council for Healthcare Practitioners, healthcare practitioners participating in the QCHP CME/CPD program may record MOC Section 1 or MOC Section 3 credits as QCHP Category 1 or Category 3 credits."

#### **Review**

This policy shall be reviewed annually.

Approved by:  
CDA Board of Directors  
February 26, 2024