

**Guidelines** for  
**Continuing Professional  
Development**



Canadian Société  
Ophthalmological canadienne  
Society d'ophtalmologie

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### Applying for Approval for Credits of a CPD Activity

The Canadian Ophthalmological Society's (COS) mandate is to develop high quality and ethically responsible continuing professional development (CPD) opportunities for Canadian ophthalmologists. As an accredited CPD provider of the Royal College of Physicians and Surgeons of Canada (RCPSC), COS develops and approves activities for CPD credits under Section 1 and Section 3 of the RCPSC Maintenance of Certification program. Working in collaboration with physician organizations, universities and industry partners, COS develops and approves CPD activities based on the educational needs of its members across the country, in accordance with an annual learning plan. Physician organizations are invited to submit programs for either approval or co-development with COS. Non-physician organizations must submit a request for co-development.

#### **Organizations interested in developing a CPD activity should:**

Contact COS to discuss the learning needs of Canadian ophthalmologists. COS will provide you with the appropriate accreditation approval form.

Review the accreditation principles. COS can provide clarification or guidance, if desired.

Physician organizations may complete the approval form, attach all necessary documentation and submit the accreditation fee to COS at least 6 months prior to the CPD activity.

Non-physician organizations must work in collaboration with COS from the idea stage to ensure CPD activities are based on member needs. COS must agree to co-develop the activity in order to approve the program for credits. Contact COS at the earliest possible opportunity. COS will NOT co-develop programs already in development.

Please contact:

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## ACCREDITATION PRINCIPLES

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### CPD based on learning needs

CPD activities must be based on the educational needs of Canadian ophthalmologists.

#### Details

The content planning committee must determine physician educational needs through a formal needs assessment process to include, where appropriate, perceived and unperceived needs. The identification of needs must describe gaps in knowledge, skills, performance/clinical care or health outcomes. Learning objectives are developed by the content planning committee based on the identified needs.

### Physician membership of content planning committee

The content planning committee must reflect the target audience, and include not only content experts but also representatives of the target audience.

#### Details

Membership of a content planning committee for a CPD activity must reflect the intended target audience. In order to preserve the integrity of the educational planning process, industry representatives are prohibited from participating in content planning committees. Industry representatives may assist or contribute to overall steering or logistical committees. In co-developed programs, COS will appoint one member of the content planning committee as a COS representative.

### Physicians make decisions

The ultimate decision on the content, structure, organization and choice of CPD activities shall be made solely by the content planning committee.

#### Details

COS has a responsibility to ensure that educational and ethical standards have been met for all CPD activities. Industry representatives cannot influence the content or development of a CPD activity in any way. Ultimate responsibility rests with the content planning committee (jointly with COS for co-developed programs).

### Scientific integrity

The content planning committee and faculty are responsible for ensuring the scientific validity, objectivity and completeness of CPD activities.

#### Details

The scientific validity, objectivity and completeness of the content presented at a CPD activity are shared responsibilities between the content planning committee, faculty and COS (for co-developed programs). The content planning committee selects faculty, ensures each session has appropriate learning objectives and informs faculty of their obligations to develop presentations that are balanced and evidence informed. COS may choose to have the content of any CPD activity reviewed by the COS Maintenance of Certification committee.

### Full disclosure

Content planning committee members and all faculty must disclose all financial relationships, not just those relevant to the subject being discussed, over the previous 2 years.

#### Details

Written disclosure must be submitted with the accreditation application; disclosure during the CPD activity is also required. The content planning committee and faculty must disclose any and all financial interests or relationships with manufacturers of any commercial products or with providers of commercial services.

### Unrestricted funding

The decision on funding arrangements for CPD activities is the responsibility of the physician organization. Funds from industry must be in the form of an unrestricted educational grant.

#### Details

The content planning committee must develop a budget that includes all CPD expenses including travel, accommodation, and honoraria. For co-developed programs travel, accommodation and logistical expenses may be handled by industry partners; honoraria will be distributed by COS on behalf of industry partners. Industry partners will be recognized for their financial support of CPD activities in program materials.

### Use of generic names

Generic names should be used in addition to trade names in the course of CPD activities.

#### Details

Faculty presentations must be consistent in their use of either generic names, trade names or both generic and trade names during their presentation. Presentations must be balanced and objective.

### Peer selling is prohibited

Physicians should not engage in peer selling. This also applies to third party contracting on behalf of industry. Endorsement of a specific product is prohibited.

#### Details

Peer selling occurs when a pharmaceutical or medical device manufacturer or service provider engages a physician to conduct an activity that focuses on or is designed to enhance the sale of its own products. Faculty at CPD events may intentionally or unintentionally engage in peer selling of products, tools or devices if their presentations are not balanced and evidence informed. The inclusion of product specific materials on any program material or other material distributed to participants is strictly prohibited.

### **Balanced presentations**

Presentations must be balanced and reflect the current scientific literature. Unapproved use of products or services must be declared by faculty presenters.

#### **Details**

If specific products or services are mentioned, there should be a balanced presentation of the prevailing body of scientific information on the product or service and of reasonable, alternative treatment options. If unapproved uses of a product or service are discussed, presenters must inform the audience. COS reserves the right to conduct content reviews of presentations where the likelihood of commercial bias is assessed to be high.

### **Promotional displays separate from educational events**

Promotional displays must not be placed in areas where educational activities are being conducted.

#### **Details**

Promotional displays must abide by all appropriate industry standards and regulations including the Code of Advertising Acceptance of the Pharmaceutical Advertising Advisory Board (PAAB), and Health Canada's Medical Devices Regulations.

### **Reasonable hospitality subsidies**

Subsidies for hospitality cannot be accepted outside of modest meals or social events that are part of CPD activities. Funding for participant travel, lodging and other costs is prohibited.

#### **Details**

Faculty can receive financial support for travel, lodging and honoraria. Hospitality and other arrangements must not be subsidized for guests of attendees or faculty, including spouses or family members. COS is accountable and responsible to ensure that all hospitality and other arrangements are modest and do not compete in any way with planned educational activities.

### **Faculty is limited to key-note presenters**

Faculty indicates a presenter who prepares and presents a substantive educational session in an area where they are a recognized expert or authority.

#### **Details**

All attendees at an event cannot be designated faculty. Faculty may accept reasonable honoraria and reimbursement for travel, lodging and meal expenses. Attendees cannot accept reimbursement for expenses related to the event.

## DEFINITIONS

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### **CPD/continuing professional development**

Any learning activity that enhances knowledge, skills and competencies required for professional practice. CPD encompasses clinical education, practice management, ethical decision-making, evidence-based care, managed care principles, etc. CPD can include a variety of learning formats that are focused on relevant outcomes and practice applications.

### **Physician organization**

A not-for-profit group of health professionals with a formal governance structure, accountable to and serving specialist physicians through CPD, provision of health care, and/or research.

Includes: faculties of medicine, hospital departments or divisions, medical societies, medical associations, medical academies, and health branches of the Canadian forces.

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

### **Non-physician organization**

Disease-oriented organizations, pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, medical communication companies, or other for-profit organizations.

### **Industry**

General term used to describe non-physician organizations, usually pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, or medical communication companies.

### **Content planning committee**

Physician organizers responsible for planning the content of a CPD activity. For co-developed programs, the planning committee is appointed by COS.

### **Steering committee**

May include physician organizers, and members of non-physician organizations including industry sponsors and medical communication companies and a COS representative (for co-developed programs). Responsible for logistics of CPD activity and provides administrative support to the content planning committee.

### **Maintenance of Certification committee**

A committee of the COS board, with a mandate to set policy regarding CPD activities, monitor programs and assess applications for credit approval.