

McMaster CPD Office, Continuing Health Sciences Education

Scientific Planning Committee Chairs - Checklist of Responsibilities

The following outline the key responsibilities of a Scientific Planning Committee (SPC) Chair:

1. Identify the target audience(s) for the program
 - a. Ensure that representatives from the target audience sit on the SPC
2. Oversee the membership and operations of the SPC
 - a. Review and assign roles and responsibilities to SPC members
 - b. Make decisions on the frequency and format of SPC meetings
 - c. Determine program planning timelines
3. Accountable for the planning, developing and delivery of the CPD program:
 - a. Decide on the program format
 - i. Ensure that there is 25% interactivity built into the program
 - b. Conduct a needs assessment
 - i. Identify perceived and unperceived needs of target audience
 - ii. Document details and findings from the needs assessment
 - c. Develop the program learning objectives
 - i. Use the results of the needs assessment to develop overall program learning objectives
 - d. Ensure program content has scientific validity, integrity, objectivity and is evidence-based
 - e. Selection of Speakers
 - i. Identify speakers and communicate the overall learning objectives to speakers
 1. Ensure speakers provide session-specific learning objectives
4. Conflict of Interest Disclosure and Management
 - a. Review conflict of interest forms for all SPC members, speakers, authors, moderators and facilitators prior to the program
 - b. Mitigate any identified conflicts of interest
 - c. Ensure speakers disclose their COI at the beginning of their presentation
5. Program Evaluation
 - a. Review the evaluation results and learning outcomes of the program
 - b. Identify improvements and recommendations to be made for the next iteration of the program
6. Ensuring the Program is Free from Bias and Sponsorship Influence
 - a. Ensure that all sponsors/exhibitors sign a Sponsor Agreement form prior to the activity
 - b. Ensure that the program covers multiple views
 - c. Ensure all program sponsorship is disclosed to participants

- d. Do not accept any advice or recommendations to the content from any sponsors
- 7. Overseeing the Application for Accreditation
 - a. Responsible for the accuracy and completeness of the application
 - b. Ensure that the Declarations and Approvals form has been signed by a Chair or Director (for McMaster University programs only)
- 8. Provide the required documentation after the program:
 - a. Accurate final budget including revenues and expenditures
 - b. Electronic copy of the speakers/presenters and attendees list with full names, addresses, and professional titles or designation
- 9. Abide by all McMaster CPD policies during the planning, design and delivery of the program (outlined on the [website](#))