

CHSE POLICY

Policy for Review, Accreditation and Certification of Continuing Health Sciences Education (CHSE) offerings with single industry funding. (Sponsorship or co-development)

Purpose

The purpose of this policy is to outline the requirements and review process for CHSE educational offerings that are sponsored by one commercial source.

Background

The McMaster CHSE Program discourages developing educational programs with single source commercial support.

Under exceptional situations, and with prior consultation with the CHSE Assistant Dean and/or the CHSE Faculty Lead for Continuing Professional Development Accreditation, the CHSE Program would consider co-developing or accrediting programs that are co-developed with other physician organizations based on the educational value.

Requirement

- The Chair of the planning committee should be a senior faculty member within Faculty of Health Sciences at McMaster University, with an academic appointment at the level of Associate or Full Professor. This is to ensure the scientific validity and ethical integrity of the program and uphold the Faculty of Health Sciences (FHS) academic standards.
- The program development should meet all the administrative, educational and ethical accreditation/certification standards outlined in the CHSE Guidebook for the Planning, Developing and Delivering of CHSE Activities and those of the accrediting Colleges (The Royal College of Physicians and Surgeons of Canada & The College of Family Physicians of Canada). All CHSE, FHS and University policies must be adhered to.
- Partial or full logistical involvement of the CHSE Program is encouraged.

Procedure

- Accreditation/Certification application procedures outlined in other policies must be followed.
- Completed application form must be submitted to the CHSE Program at least 16 weeks prior to the event. Final learning material including slides must be submitted at least 12 weeks prior to the event.
- Application Fees will be determined by the CHSE Program Manager based on the complexity of the application.
- Content, including slides and learning materials should be reviewed by the Faculty Lead for CPD Accreditation or the CHSE Assistant Dean.
- The content will need to be reviewed by an independent expert in the field when indicated based upon the direction of the Faculty Lead for CPD Accreditation or the Assistant Dean
- Once accredited/certified, the educational material cannot be altered. Any updates (additions or removal) must be received by the CHSE office for further review and approval four weeks prior to the activity date. Written approval of the modified material must be provided by the CHSE Program prior to use at the event.
- Representatives from the co-developing physicians organization or the CHSE Program must be present at the time of delivery to ensure adherence to policies.
- Bias deduction tools could be used by the CHSE Program independent of the logistic and scientific planning committee at the discretion of the Assistant Dean.

Reviewed and approved by the CHSE Program administrative and faculty leadership

