

# POLICY FOR NON-PHYSICIAN ORGANIZATION CO-DEVELOPING WITH CONTINUING HEALTH SCIENCES EDUCATION PROGRAM (CHSE)

## Purpose

The purpose of this policy is to outline the requirements and the process of co-developing continuing professional development (CPD) educational offerings by a non-physician organization with the CHSE program.

## Background

Co-development is defined by the Royal College as the process by which two or more organizations — at least one of which must be a physician organization — prospectively collaborate to develop and implement an accredited educational activity, learning resource or tool.

The CHSE program will constitute the physician organization for accreditation of co-developed CPD activities.

## Requirement

- CHSE **must** be involved in planning all aspects of the CPD activity from the beginning of the development process.
- CHSE is responsible to receive all financial and in-kind support for the development of the accredited CPD activity.
- CHSE is responsible to identify a Chair for the Planning Committee (or Scientific Planning Committee when applicable).
- The Planning committee chair is responsible for the selection of planning committee members. The membership should be approved by CHSE.
- CHSE must be represented on the planning committee.
- It is encouraged that all logistical support is provided by CHSE. If required the Planning Committee may contract out part of the logistics upon approval from CHSE.
- Co-development of the CPD activity will be recognized by the following statement (in addition to the usual accreditation statements) on all program materials:

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

- All involved parties are required to adhere to:
  - » CHSE Policy for Review, Accreditation and Certification of Continuing Health Sciences Education (CHSE) offerings with single industry funding. (Sponsorship or co-development) (If applicable).
  - » Co-development policy and requirements set by the Royal College.
  - » CMA Guidelines for Physicians in Interactions with Industry.
  - » The National Standard of Support for Accredited CPD Activities.

## Procedures

- CHSE **must** be contacted, **before** the non-physician organization starts planning the educational offering, to discuss the possibility of establishing a co-development relationship.
- After initial informal consultation, the non-physician organization should provide a “letter of intent” to CHSE outlining the following:
  - Preliminary topic, title and purpose of the proposed CPD Activity.
  - Source of funds from for-profit and not-for-profit organizations (sponsors).
  - Non-physician organization that may be involved in logistics, if any.
  - Description of CPD activity including:
    - » Intended target audience
    - » Delivery (webinar, live events, online, synchronous or asynchronous)
    - » Length of the program
    - » Single event vs. reoccurring activity (include number of events per year)
    - » Available preliminary needs assessment
    - » Names and bios of suggested speakers if any (ultimate selection of speakers is at the discretion of the Planning Committee)
    - » Preliminary budget outline including sponsorship funds
  - Acknowledgment that a copy of this policy was reviewed and a commitment to adhere to all requirements and procedures.
- A \$1500 non-refundable fee should accompany the letter of intent.
- CHSE Manager and Assistant Dean or delegate will review the “letter of intent” and provide a preliminary approval letter within 6 weeks in conjunction with an outline of additional CHSE fees required for the co-development.
- Written contracts between the non-physician organization and CHSE will be completed before any planning commence.
- Base funds to support the development of the CPD activity must be received by McMaster CHSE prior to the planning process.
- Written contracts between CHSE and all sponsors will be required.
- CHSE will maintain full control of the scientific content and logistical support throughout the planning, development and delivery of the CPD activity. This includes but not limited to planning committee selection, needs assessment, development of learning objectives, speaker selection, program design, implementation and evaluation.
- Sponsor cannot participate in the planning process or be on the planning committee, select speakers nor be involved in the development of learning objectives.
- The CPD activity will be developed to 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.

## References:

[www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/cpd-guidelines-process-for-codvelopment-with-accredited-provider-e](http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/cpd-guidelines-process-for-codvelopment-with-accredited-provider-e)  
CHSE Guidebook for the Planning, Developing and Delivering of CHSE Activities

Reviewed and approved by the CHSE Program administrative and faculty leadership on March 29, 2018

