



## Self-Assessment Programs (SAP) – Section 3 Summary of Requirements for Accreditation

The following summarizes the main requirements for accreditation of Self-Assessment Programs (SAP) by the Canadian Thoracic Society (CTS) under Section 3 of the framework of continuing professional development activities defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada. Accredited SAP Programs are approved for a maximum of three years from the start date of the activity.

For full requirements, please review the Application Form and National Standards for Section 3 SAP Activities. Accreditation will not be granted retroactively.

Applications for accreditation can be obtained through the CTS website. Applications should be submitted at least 8 weeks prior to program delivery.

- SAP programs approved under Section 3 must be developed or co-developed by a physician organization with the physician organization assuming full responsibility for the program ensuring that the content of the event is scientifically valid, objective and free of bias.

*“A physician organization is defined by the Royal College as a not-for-profit group of health professionals with a formal governance structure, accountable to and serving among others, its specialist physician members through: continuing professional development, provision of health care, and/or research.”*

- Planning committee must include members of the target audience.
- Self-assessment activities must be planned to address the identified needs of the target audience with a specific subject area, topic or problem.
- Learning objectives that address identified needs must be developed for the overall program, and for each individual module, if applicable and must be communicated to SAP participants. Learning objectives should be written from a learner’s perspective and state what a learner will know or be able to do after attending a session. Refer to [CTS Faculty Package](#) for more details on writing learning objectives.
- SAPs must describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes and must provide participants with a process to record their answers to the assessment questions.
- SAPs 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. SAPs must provide specific feedback on which answers were correct and incorrect, with references, enabling specialists to determine if there are important aspects of their knowledge, skills, clinical judgment or attitudes that need to be addressed through further learning activities.
- SAPs may include a reflective tool that provides participants with an opportunity to document the following:
  - Knowledge or skills that are up-to-date or consistent with current evidence
  - Any deficiencies or opportunities they identified for further learning
  - What learning strategies will be pursued to address these deficiencies; and



- An action plan or commitment-to-change form to address any anticipated barriers
- SAPs must include an evaluation form that assesses the following:
  - Whether the stated learning objectives were achieved
  - Whether the content was balanced and free of commercial or other inappropriate bias
  - Provide opportunities to participants to identify the potential impact to their practice
  - Relevance of the SAP to the participant's practice
  - The ability of the program to assess knowledge
  - Whether or not CanMEDS competencies or roles were addressed during the activity
- The physician organization must disclose to participants all financial relationships of speakers, moderators, facilitators, authors as well as all members of the scientific planning committee (within the past two years) with any for-profit and not-for-profit organization, regardless of its connection to the topics discussed or mentioned during this event (conflict of interest declarations). The SPC must also have procedures in place to be followed if a conflict arises prior or during the CPD activity.
- Representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to SAP program elements, including but not limited to learning objectives, program content, speakers, moderators, facilitators, authors, educational methods etc.
- SAP planning committee is responsible to receive any financial and in-kind support for the development of the SAP activity. The physician organization assumes responsibility for the distribution of these funds, including the payment of honoraria and expenses to faculty. Planning Committee cannot be required to accept advice from a sponsor as a condition of receiving financial or in-kind support. The terms and conditions of the sponsorship must be documented in a written agreement signed by the physician organization or SPC and the sponsor.

The agreement should include (but not limited to) the following details:

- whether sponsorship is financial or in-kind support;
- the dollar amount of financial support provided;
- the specific in-kind resources provided;
- the sponsor's agreement to comply with the National Standard;
- that the SPC cannot be required to accept advice from a sponsor as a condition of receiving financial and in-kind support;
- that specific interests of any sponsor must have no direct or indirect influence on any aspect of the development, delivery or evaluation of an accredited CPD activity;
- if logistical payments have been delegated to a sponsor this arrangement including the budget must be included in the written agreements;
- how sponsorship will be recognized;
- how sponsorship will be disclosed to participants.
- No drug or product advertisements may appear on, or with, any of the written materials (preliminary or final programs, brochures, or advanced notifications) for this event. Commercial exhibits or advertisements must be arranged in a location that's clearly and completely separated from the accredited CPD activity.
- The description of therapeutic options must use generic names (or both generic and trade names) and nor reflect exclusivity and branding on all presentations and written materials.



- Sponsors must be recognized and disclosed on a separate page from the educational content with the following standard acknowledgement statement: *“This program has received an educational grant or in-kind support from (names of funding organizations.)”*

Linking or alignment of a sponsor’s name (or other branding strategies) to a specific educational session or section of an educational program within an accredited group learning activity is prohibited.

- Social activities and unaccredited CPD activities cannot take place at a time or location that interfere or compete with or takes precedence over accredited CPD activities. Unaccredited CPD activities cannot be listed or included within activity agendas, programs or calendars of events (preliminary or final).

**The Royal College prohibits the reference to accreditation status prior to accreditation being awarded. You may only refer to or advertise an event as accredited when your application is approved, and notification is received.**

#### **Requirements – Following Program Delivery**

- Attendees are provided with a certificate of attendance that includes the following statement:  
“This event is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program (MOC) of The Royal College of Physicians and Surgeons of Canada and approved by the Canadian Thoracic Society. You may claim a maximum of # hours (credits are automatically calculated).”
- The organization that developed the activity is responsible for maintaining all records (including attendance records) for 5-year period.