

Simulation Activities – Section 3 Summary of Requirements for Accreditation

The following summarizes the main requirements for accreditation of Simulation Activities 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 Simulation Activities 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 Simulation 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.

- Simulation activities 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.
- 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.
- Simulation 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 simulation-based activity and must be communicated to the 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.
- Simulation activities must describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes.
- Simulation activities 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.
- Simulation activities 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
 - Relevance of the simulation to the participant's practice
 - Appropriateness or relevance of the scenario
 - Whether or not CanMEDS competencies or roles were addressed during the activity
 - Program design i.e. Sufficient instruction time, sufficient practice time
 - Each participant is provided with individual feedback on their performance
 - Whether instructions evaluate competencies, skills, and/or attitudes
- Representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to simulation program elements, including but not limited to learning objectives, program content, speakers, moderators, facilitators, authors, educational methods etc.
 - Simulation activity planning committee is responsible to receive any financial and in-kind support for the development of the 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. 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.

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 Simulation Activity (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.