



## COA CME Course Accreditation Application Checklist

This checklist may be used by your Scientific Planning Committee (SPC) to ensure that your educational event meets the education and accreditation standards outlined by the Royal College. The COA Continuing Professional Committee (CPD) is an accreditation body recognized by the Royal College. We will apply this same checklist to consider the approval of your educational event, and to make recommendations. We hope this checklist, the accompanying toolkit, and the sample documents aid your SPC in designing your educational event. Please remember that the CPD can only consider the materials you have submitted in your application.

If your SPC or the COA CPD Committee identify items on this checklist that may need to be updated, modified, or added, the accompanying COA CME Course Accreditation Toolkit provides direction for your SPC to revise your application or event moving forward. We may have attached a sample evaluation form, speaker disclosure form, and CME certificate. If that is not the case, please contact us.

### Learning Outcome Objectives

We recommend inclusion of ALL of the following items:

- Do I have objectives for each session AND the overall event?
- Do my objectives have a beginning statement followed by an action verb?
- Does the action verb in each objective match the appropriate domain (cognitive vs. psychomotor)?
- Is my action verb clear, with a unique interpretation?
- Are my objectives relevant (“need to know” rather than “nice to know”)?
- Are my objectives measurable (could you test the learner after the session to identify if the objective was achieved; for example, you cannot measure a learner’s “understanding”, but you could measure their ability to “list” some need to know items)?
- Are my objectives achievable (consider the time allotted and the audience)?

### Educational Delivery Methods

NOT ALL OF THE FOLLOWING DELIVERY METHODS NEED TO BE INCLUDED IN YOUR PROGRAM. This checklist should be used to identify if more appropriate methods are available, and if the objectives above are a good match to delivery methods in use.

- Lectures/Plenary Sessions
- Case Studies
- Discussion Groups/Peer Exchange/User Groups
- Demonstrations
- Forums/Panels/Debate
- Question and Answer
- Role playing/Simulation
- Seminars
- Small Group Discussion
- Workshops with hands on demonstrations



- Breakout sessions
- Round Tables
- Other \_\_\_\_\_

## Participant Interaction

Please ensure that there is adequate participation of the learners. The RCPSC has set the **minimum of interaction to be 25% of the program**. We recommend inclusion of AT LEAST THE FIRST 2 ITEMS of the following items:

- Adequate Discussion Time
- Moderators/Course Facilitators
- Audience Response Systems
- Other \_\_\_\_\_

## Evaluations

We recommend inclusion of ALL of the following items:

- Overall effectiveness of the session
- Effective use of interaction to explore session/event content (25% of the time should be allocated to audience interaction)
- Gaps in knowledge that were addressed
- Relevance of course content to the target audience's learning needs (and how this will affect their current practice)
- Personal learning projects that the participant wishes to pursue (participants should identify which CanMEDS roles they fulfilled)
- Assessment of commercial bias in the content and learning provided by the speakers

Please ensure that your **Speaker/Faculty evaluations** include the following assessments:

- Presentation effectiveness
- Content relevance
- Effective teaching methods

## Disclosures:

All of the following ethical standards **MUST** be met for this event to be approved under section 1:

- Those responsible for developing or delivering content must ensure that the content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area.
- Ensure all members of the SPC, speakers, moderators, facilitators and authors complete the conflict-of-interest disclosure form and submit to the CPD provider organization or scientific planning committee, as directed.
- The SPC must ensure that all the speakers/faculty disclose to participants all financial conflicts verbally and in writing on a slide at the beginning of a presentation. All other individual's conflicts must be disclosed either in writing on a slide at the beginning of a presentation or be included in the written conference materials.
- Please provide a list of all organizations providing funding for this event. All funds received in support of this event must be provided in the form of an unrestricted educational grant



payable to the SPC.

- Provide a copy of the budget that identifies each source of revenue and expenditure for this event with a description of how the SPC assumes responsibility for the distribution of these funds (including honoraria to faculty).
- The description of therapeutic options must utilize generic names (or both generic and tradenames) and not reflect exclusivity and branding and no drug or product advertisements may appear on any written materials for this event.
- Provide a copy of the preliminary program, brochure or advanced notifications for this event.

## Needs Assessment

We recommend you reflect on the following:

- Who is your intended target Audience?
- By Specialty \_\_\_\_\_
- General Orthopaedics

### Perceived Needs

We recommend inclusion of ALL of the following items:

- Survey: Questionnaire to determine what potential participants may want or need to know.
- Interview: Representative of target audience questioned on information pertaining to program or current level of knowledge.
- Focus Group Interview: As above, with several members of the target audience
- Creation of a Planning Committee: including various members of target audience
- Informal meetings with colleagues:
- Evaluation of previous CPD activities: indicating further learning needs that may have been elucidated from the activity.
- Direct Requests from target Audience

### Unperceived needs (Learning needs that are outside the awareness of the learner)

We recommend inclusion of SOME of the following items:

- Knowledge test: learners respond to quiz, questions banks, cases that identify knowledge gap.
- Chart Audit: evaluate patterns of care and role for improvement
- Critical Incident: Review of clinical records after critical incident has occurred
- Expert Advisory Group: Experts consensus of perceived needs based on referral patterns
- Patient Feedback
- Observation of Performance: Simulation or in practice

## Relationships with Speakers and Sponsors

All of the following standards **MUST** be met for this event to be approved under section 1:

- All funds from commercial source are in the form of an unrestricted educational grant payable to the institution or organization sponsoring the CME/CPD activity.
- Educational grant is in the term for support to a specific event.
- Industry does not have any role or influence over any aspect of the CPD planning process.



- Letters have been sent to the sponsor indicating how the educational grant will be utilized to support the event.
- CPD provider organization or Scientific Planning Committee (SPC) can delegate or assume payment of travel, lodging or legitimate out of pocket expenses and any honoraria to members of SPC, speakers, moderators, facilitators and/or authors.
- Participants have not accepted payment or subsidies to attend the CPD event.
- Social activities will not occur at the same time or location that interferes/competes with or takes precedence over accredited CPD activities.
- All members of the SPC, speakers, moderators and facilitators have provided a written conflict of interest disclosure.
- Financial and in-kind support has been recognized.
- Commercial or product promotion does not appear on any educational material or course websites.
- Commercial or product promotion is not included or appears within locations where accredited CPD sessions are occurring.
- Unaccredited CPD activities are not scheduled at times or locations that interfere or compete with accredited CPD activities.
- Unaccredited CPD activities are not listed or included with activity agendas, programs or calendars of events (preliminary or final).