



CAS ACCREDITATION PROCESS BOOKLET & RESOURCES

Prepared by the Continuing Education and
Professional Development Committee of the
Canadian Anesthesiologists' Society, May 2019

<https://www.cas.ca/English/Accredit-Your-Meeting>

accredit@cas.ca

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Prepared by the Continuing Education and Professional Development Committee and the national office of the Canadian Anesthesiologists' Society

INTRODUCTION

The Canadian Anesthesiologists' Society (CAS) is a not-for-profit, physician led organization. It is dedicated to the advancement of the medical practice of anesthesia. It has been granted Accreditor Provider status from the Royal College of Physicians and Surgeons of Canada (RC) Accreditation Committee. As such, the CAS can review and accredit certain Continuing Professional Development activities.

Continuing Professional Development (CPD)

CPD extends beyond traditional continuing medical education, which is perceived to focus on updating medical knowledge. In CPD, practitioners define competencies that they see as relevant to their individual practice needs. CPD covers subject matter such as doctor- patient communication, interdisciplinary team skills and risk management, as well as other competencies defined by the Royal College's [CanMEDS 2015 Framework](#). CPD activities utilize a wide variety of education and content delivery formats. To ensure physicians have quality CPD opportunities, Section 1 group learning activities (such as conferences) and Section 3 assessment activities (self-assessment programs and simulation activities) are reviewed and approved by a Royal College-accredited CPD provider in order to be eligible for credit in the Maintenance of Certification (MOC) Program. An Accredited Provider can approve Section 1 and 3 programs submitted by either Physician (Group A) or Non-Physician (Group B) organizations.

ACCREDITATION APPLICATION OVERVIEW

All accreditation applications must follow all relevant CAS Accreditation processes, guidelines and policies; for [CAS Accreditation Policies](#), please see below.

All accredited events **must also** abide by **all** relevant standards, guidelines and policies outlined in the:

- 1) National Standard for Support of Accredited CPD Activities, and the
- 2) Canadian Medical Association Guidelines for Physicians in Interactions with Industry.

Please see the [External Policies](#) Section, below, for a fuller description of these requirements.

Step 1: Apply using the Combined Application Form

- Please complete a signed application, including all required forms and documents, to the CAS via [<accredit@cas.ca>](mailto:accredit@cas.ca).

Step 2: Staff Review

- The submission of a complete application to CAS will undergo review by Staff.
- If anything is missing or is needed, you will be contacted by Staff. An invoice quote will be provided to you.

Step 3: Acceptance of the quote & Review by the CEPD

- If you accept the quote for accreditation review, then the application will be shared for review by members of the CEPD Committee and/or an educational consultant.
- Review is often quick (3-4 weeks), but we recommend that you apply as early as possible (a minimum of 6 weeks), to avoid late fees (see Appendix 1) or the possibility of the CAS declining to review or accredit your activity.
- If changes are required, feedback will be provided in ample time for adjustments to be made.

Step 4: Email Notification of Review

- If your application is successful, CAS Staff will email a notification form to the Royal College when the activity is accredited. You will be copied on this notification – do not reply to or contact the RC.
- Your event is now accredited.
- If changes need to be made after this point, please contact accredit@cas.ca as soon as possible!

Step 5: Royal College Listing on MAINPORT

- The RC will post your activity on MAINPORT, but there may be a delay of up to a month between accreditation and the posting of your activity.

Step 6: Invoicing by CAS

- Please remit your payment to the CAS when you are invoiced.

Step 7: Receive your CAS materials

- CAS staff will provide you with a Certificate of Attendance (if desired); CAS logos to use (please refer to the guidelines of use in Appendix 2); and can provide you all appropriate accreditation statements.

Step 8: Provide the CAS with Post-Event Data

- If post-event documentation changes were recommended to you during Review, please re-submit all edited documentation to accredit@cas.ca
- Please provide all post-event evaluations to the CAS.

Required Application Documents & Forms

These forms and documents are to be completed, and signed, when appropriate, and submitted by the CPD program applicant to the CAS office. These include:

- CAS Combined Application Form, which includes a declaration of accuracy and adherence to CMA and National Standard guidelines & CAS policy
- Speaker/faculty/organizer disclosure forms
- Program and/or Draft program brochure
- Summary Needs Assessment
- The sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable). If sponsorship has been received, attach the written (signed) agreement(s) between the CPD provider and the sponsor(s)
- Program budget
- A copy of the answer sheet or assessment tool(s); examples of the feedback mechanism(s) used
- A sample Evaluation form(s)
- A template of your Certificate of Attendance (if not receiving one from the CAS).

Process for CAS Co-Development with Non-Physician Organizations

This procedure may not be complete due to the complexities of co-development – always contact the CAS before embarking on a co-development.

Events sponsored by organizations that do not meet the definition of a physician organization must be co-developed by an accredited provider to obtain Maintenance of Certification credits. Such organizations, hereafter called industry, include pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies, for-profit physician led and other for-profit organizations and ventures/activities. These programs may or may not occur at a CAS sponsored event. There is a fee payable to CAS for the co-development of such an educational activity in addition to logistical support. Please contact the CAS for a quote.

In order for industry-sponsored CPD activities to be accredited, a CAS-appointed representative must be involved in the planning process to ensure that the content of the CPD activity is of educational value, is unbiased, and that the speakers deal objectively with the subject matter. The CAS, in its role as the co-developing accredited provider, through its representative, has ultimate authority over program content and speakers, including the right to propose or veto speakers. If CAS co-development guidelines are not met, participants must be informed that the educational event is not part of the official program. This information must be printed on course material and announced at the commencement of the activity.

Note: All industry-sponsored Satellite Symposia at the CAS Annual Meeting must be co-developed if they are to be included in the official scientific program book or brochure. If the symposium is not co-developed by the CAS, the name of the co-developing accredited provider must be included along with the Satellite Symposium listing.

For **Co-Development Policy**: please see Policy Section.

All co-development accreditation applications must follow all relevant CAS Accreditation processes, guidelines and policies.

All co-developed events **must also** abide by **all** relevant standards, guidelines and policies outlined in the:

- 1) National Standard for Support of Accredited CPD Activities, and the
- 2) Canadian Medical Association Guidelines for Physicians in Interactions with Industry.

Please see the **External Policies**, below, for a fuller description of these requirements.

CAS ACCREDITATION POLICY

1. **CAS Accreditation Policy on the Management of Relationships with Industry**: The CAS requires all activity sponsors, exhibitors, planning committee members and speakers of its accredited CPD activities to adhere to the principles outlined in the most current CMA Guidelines for Physicians in Interactions with Industry (“CMA Guidelines”) and the National Standard for Support of Accredited CPD Activities (“National Standard”), created by the Royal College. Please see the **External Policies** section of this document for a description of these minimum standards. The planning of accredited CPD activities should be based on needs assessment; recommendations for accredited CPD activities should only be considered if they are based on identified professional practice needs.

2. The CAS must be recognized as the accrediting body on the program materials.
3. The physician organization accepts responsibility for keeping records of attendance and will provide the attendees with certificates of attendance.
4. The physician organization will provide records of the CPD activity (materials, attendance) to the Credit Validation program of the Royal College of Physicians and Surgeons of Canada Maintenance of Certification program on request, or to participants who request this material.
5. The CAS requires that the Identifying Products, Reporting on Research, and Discussing Unlabelled Uses of Products Guidelines (below) be followed, as well as any applicable CMA or National Standard guidelines.
6. The term “sponsored by an ‘unrestricted’ educational grant” can only be used to denote an educational activity that:
 - a. Meets Royal College National Standard guidelines and CMA guidelines
 - b. Does not permit tagging of sponsors to individual sessions
 - c. The planning committee and speakers have final and complete control of the educational content.
7. CAS Accreditation Policy on Non-Compliance:
Undisclosed Relationships, failure to follow a management plan and non-compliance with this Policy will not be tolerated by the CAS. The failure of any requested person to make proper disclosure, follow a management plan and otherwise comply with this Policy may be grounds for corrective action, up to and including the non-accreditation of a CPD activity, and a suspension or revocation of accreditation privileges through the CAS, where applicable.
8. CAS Accreditation policies must be readily accessible online and regularly reviewed for compliance with ethical standards.

CAS ACCREDITATION CO-DEVELOPMENT POLICY

To achieve co-development:

1. CAS Accreditation Policy on the Management of Relationships with Industry: The CAS requires all members involved in the co-development of an event to adhere to the principles outlined in the most current CMA Guidelines for Physicians in Interactions with Industry (“CMA Guidelines”) and the National Standard for Support of Accredited CPD Activities (“National Standard”), created by the Royal College. Please see the **External Policies** section of this document for a description of these minimum standards.
2. The CAS must be integrally involved in the planning process from the beginning, be represented on the planning committee, and participate in the assessment of needs, program design, implementation, and evaluation. To achieve this purpose, the CAS will appoint a representative to the scientific planning committee.
3. For CAS-related co-developed educational activities, this representative will be selected by the Chair of the CAS Continuing Education and Professional Development Committee. With respect to

the Satellite Symposia that are held concurrently with the CAS Annual Meeting, the CAS Annual Meeting Chair will select and appoint this representative.

4. Co-development of the CPD activity by the CAS must be recognized on program materials.
5. Co-development will be recognized by the correct and current accreditation co-development statement on program materials.
6. The CAS logo shall appear on the program accordant with all requirements and guidelines on logo use.
7. The CAS accepts responsibility for maintaining registration records and will provide registrants with certificates that show potential maximum educational credits. It remains with the individual attendee to exercise appropriate discretion when claiming actual credits for Maintenance of Certification.
8. The Program Planners and Organizer will provide the CAS with all documentation (minutes, correspondence etc.) related to the planning of the program. This documentation requirement is needed so that the CAS can meet its obligation as the responsible organization overseeing the planning of the program i.e. the same requirements as when the CAS organizes its own educational program.

EXTERNAL POLICIES

National Standard for Support of Accredited CPD Activities

A single standard for support has been adopted by the Royal College and the CAS (adopted by the CAS CEPD Committee on **June 24, 2017**). The [National Standard](#) applies to all situations where financial and in-kind support is accepted to contribute to the development, delivery and/or evaluation of accredited CPD activities.

The National Standard applies to all Royal College-accredited group learning activities, self-assessment programs, and simulation-based activities. CPD activities reviewed for Royal College MOC Section 1 or 3 credits on or after January 1, 2018, must meet the National Standard, as well as the administrative and educational CPD activity accreditation standards which will apply during the accreditation review. **These standards must be observed by any activity accredited by the CAS.**

Canadian Medical Association Guidelines for Physicians in Interactions with Industry

The National Standard and any CAS Policy or Guidelines do NOT replace the [Canadian Medical Association Guidelines for Physicians in Interactions with Industry](#). These guidelines must be adhered to by all accredited CPD activities.

CAS ACCREDITATION GUIDELINES

CAS Accreditation Standard for Mitigating Conflicts of Interest

The Canadian Anesthesiologists' Society (CAS) works with industry to achieve our goals in continuing professional development. With regards to financial support for continuing physician professional development (CPPD activities), certain guidelines must be followed to ensure that there is no conflict of interest (COI) between the aims of those providing or participating in the educational activity and those of the company that is supporting the program.

In most instances, a conflict of interest can be easily resolved through disclosure and implementation of necessary corrective action. Managing one's ties to industry can often be as simple as being *aware* of the potential for a conflict of interest when acquiring sponsorship and freely disclosing potential or apparent conflicts of interest when creating or presenting content.

This mitigation most often consists of consulting with the CAS and following the guidelines set out by the [CMA](#) and the Royal College [National Standards](#). The Royal College provides some hints on [conflict mitigation](#). An individual in doubt about the existence of a conflict of interest is required to discuss the matter with the appropriate authority within the CAS, who can escalate that concern appropriately, as needed.

The following are examples of the steps that can be taken to ensure that you are properly managing your relationships with industry:

- Following the CAS Application procedure and familiarizing yourself with the [Guidelines](#) below will help to ensure that you have provided the required Disclosure forms (in advance of your accreditation), included the required disclosures on your programming material, and are aware of your Scientific Planning Committee, Faculty, organizer and speaker relationships with industry.
- Reading and understanding this CAS document, as well as the CMA Guidelines and the Royal College's National Standard will help you to appropriately manage your relationships with industry.
- Acknowledging and acting appropriately to mitigate any possible interests that require disclosure will help you to mitigate potential conflicts of interest. Please inquire with the CAS at any time if you are unsure as to what requires disclosure. Our Application Form suggests many of the most common relationships that require disclosure.
- It is important to keep an arm's length relationship with financial sponsors to ensure that bias is minimized during the educational event. The Canadian Medical Association's policy regarding Physicians and the Pharmaceutical Industry indicates that "all funds from a commercial source should be in the form of an unrestricted educational grant payable to the institution or organization sponsoring the CME/CPD activity". Ensuring that you have received – if applicable – an educational grant from any sponsor will also assist you in meeting our requirements.
- Providing COI forms allows the CAS to review any COI. See a sample [conflict of interest disclosure form](#).

Reconciliation of Differing Accreditation Standards:

- All relevant CMA and National Standard for Support guidelines must be met. The following CAS guidelines are supportive guidelines.
- For Royal College MOC Section 1 or MOC Section 3 accredited activities the Code of Ethics of the Conseil québécois de développement professionnel continu des médecins is only applicable to CPD activities developed by organizations directly accredited by the Collège des médecins du Québec (CMQ). After January 1, 2018, all MOC Section 1 or MOC Section 3 accredited activities must

comply with the National Standard. For College of Family Physicians of Canada (CFPC) Mainpro+ certified activities the requirements of the [CQDPCM](#) must be met for accredited activities held in the province of Québec. After January 1, 2018, all Mainpro+ certified activities must also comply with the National Standard. Wherever discrepancies exist between the National Standard and the Code of Ethics, the higher of the two standards shall prevail.

Identifying Products, Reporting on Research, and Discussing Unlabelled Uses of Products

- Educational and professional development activities organized by the CAS must be free of commercial bias. Events related to commercial products must present objective information about those products predicated upon valid scientific assessment of evidence generally accepted in the medical community.

Acknowledgment of Support

- Acknowledgment of support may be included in the course program or on the enduring material, but without mention of any specific product.

Commercially Supported Social Events

- The value of social functions at CPD events is recognized. However, they must be compliant with all relevant ethical standards.

Policy on Disclosure of Faculty and Sponsor Relationships

- All faculty and planning committee members must disclose all relevant relationships with industry (not just those directly related to the topic or content being discussed at the event) for the prior two years (disclosure requirements extend to immediate family members of the speaker).
- All Disclosures must be received prior to the event being accredited.

APPENDICES

Appendix 1: CAS Accreditation Application Fee Structure

- Section 1 Fees
 - CAS Members* & Group A Applicants: Minimum \$500 + tax
 - Non-CAS Members & Group B Applicants (including co-development): Minimum \$750 + tax
- Section 3 Fees
 - CAS Members & Group A Applicants: Minimum \$1,000 + tax
 - Non-CAS Members & Group B Applicants (including co-development): Minimum \$1,500 + tax

*You are considered a CAS member if you meet the following definition: A program for which at least 50% of the planning committee are current CAS members.

You must apply as a Non-CAS Member if you meet the following definition: A program organized by a not-for-profit physician organization, the planning committee of which consists of less than the required percentage of current CAS members.

Late Application Fees: Late fees will be applied at a minimum rate of \$250 per Sec 1 request which is submitted under 4 weeks from the start date, and a minimum of \$500 per Sec 3 event which is submitted under 4 weeks from the start date. The CAS reserves the right to deny accreditation services. The CAS

retains the right to waive any late fee. Non-members will face higher penalties and/or may be denied. Please contact accredit@cas.ca to discuss any possible late application.

Appendix 2: Official Use of Logos and Accreditation Documents

Permission for Use

Official CAS logos may only be used by authorized partners. Permission may be requested through the CAS Executive Director at the National Office. Contact Debra Thomson at dthomson@cas.ca. For use of the CAS Accreditation Logo, please contact accredit@cas.ca.

The official logos are:

CAS Logo

- The logo must always be accompanied by the full name of the Society, in both French and English
English: Canadian Anesthesiologists' Society
French: Société canadienne des anesthésiologistes;
- Official colours must be used when produced in 4 colour (CMYK) format. Colours are PMS 186 Red and 273 Blue;
- The logo is also available in Black & White upon request;
- Various logo versions are available including print and web.



CAS Accreditation Logo

- Use of the official CAS Accreditation logo requires adherence to the elements noted above, in addition to the inclusion of the phrase "Accredited by the";
- All others terms above, apply as well.

Accredited By:



Legibility

- CAS logos may be resized, if scaled proportionally;
- CAS logos must be reproduced on a background that ensures clear legibility where used.

Style

- CAS logos may not be rearranged or altered in any way;
- Logos must be protected from any potential alteration or editing, on any materials.

Mobile or Web Usage

- When posted online, CAS logos must be actively linked to the url www.cas.ca;
- When used in a mobile App, the logos should direct to the same url.

Certificate of Attendance

- If you provide a Certificate of Attendance to attendees of your event, you must ensure that the document is non-editable, except for the “Name” (of attendee) and “Number of Hours” (the number of accredited hours that are being claimed) fields. Please ensure that all of the [accreditation statements required by the Royal College](#) of Physicians and Surgeons of Canada and/or other accreditation statements are reproduced verbatim and are non-editable. The CAS can provide you with this Certificate and all statements. If you have any concerns or questions, please contact CAS at accredit@cas.ca, prior to distribution.

International Statements

- If you were provided with a reciprocal or [international accreditation statement](#) by the Royal College of Physicians and Surgeons of Canada, or CAS, please reproduce this on all relevant material in its original, unaltered form. If you have any concerns or questions, please contact CAS at accredit@cas.ca, prior to distribution.

DEFINITIONS AND GLOSSARY

Section 1 Accredited Group Learning Activities

All Section 1 Accredited Group Learning activities must meet the following criteria, including **all** standards outlined on the Royal College website [MOC Section 1 Group Learning Activity Accreditation Standards](#):

- The activity must be planned to address the identified needs of the target audience.
- The activity must create learning objectives to address identified needs. The learning objectives must be printed on the program brochure and/or hand-out materials.
- At least 25% of the total education time must be devoted to interactive learning strategies.
- The activity includes an evaluation of learning for practice.
- Group CPD activities approved under Section 1 must meet the CAS and [CMA Guidelines governing the relationship between physicians and the pharmaceutical industry](#). The Royal College also has [guidelines to assist in mitigating conflict of interest](#).

Section 3 Accredited Self Assessment (SAP) and Simulation (SIM) programs

Section 3 Accredited Self Assessment and Simulation programs must meet the following criteria, including **all** [Standards for accredited self-assessment programs](#) & [Standards for accredited simulation activities](#) outlined on the Royal College website:

- Be developed by a planning committee who are members of a physician organization.
- Address a defined need within a specific subject area, topic, or problem.

- Describe or include methods that enable participants to demonstrate or apply knowledge, skills or attitudes.
- Provide detailed and immediate feedback to participants on their performance to enable the identification of any deficit in knowledge and the development of a future learning plan.
- Be independent from any commercial interests.
- Group CPD activities approved under Section 3 must meet the CAS (outlined in this document) and [CMA Guidelines governing the relationship between physicians and the pharmaceutical industry](#). The Royal College also has [guidelines to assist in mitigating conflict of interest](#).

Group A (Physician) Organization

A [physician organization](#) is a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its specialist physician members through (among others):

- continuing professional development,
- provision of health care, and/or research

Examples of physician organizations:

- faculties of medicine
- hospital departments or divisions
- medical societies
- medical associations
- medical academies
- physician research organizations
- health authorities not linked to government agencies
- Canadian provincial/territorial medical regulatory authorities (MRAs)

This definition excludes pharmaceutical companies and their advisory groups, medical and surgical supply companies, medical device companies, communication companies and other for-profit organizations and ventures/activities.

Group B (Non-Physician) Organization

Organizations that do not meet the definition of a physician organization. Group B organizations include pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies, for-profit physician led and other for-profit organizations and ventures/activities. Educational activities sponsored by Group B organizations must be co-developed by an accredited provider if they wish to obtain Section 1 or 3 Maintenance of Certification credits for their educational activity.

Educational Examples/Templates

The following templates and examples are available upon request, or on the [CAS website](#):

- Evaluation form
- Budget form
- Sample disclosure form
- CAS guide for writing learning objectives

- Needs assessment form
- The Royal College has also created a [CPD activity toolkit](#) to help developers of educational activities who want to create quality programs, resources and samples:
 - Needs assessment
 - Creating learning objectives
 - Educational delivery methods
 - Evaluations
 - Web-based CPD events
 - Relationships with speakers and sponsors
 - Sample Conflict of Interest Form Sample Certificate of Attendance