

Canadian Association  
of Gastroenterology



L'Association Canadienne  
de Gastroentérologie

## Maintenance of Certification Program Guidelines

**CANADIAN ASSOCIATION OF GASTROENTEROLOGY  
L'ASSOCIATION CANADIENNE DE GASTROENTEROLOGIE**

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# MAINTENANCE OF CERTIFICATION GUIDELINES

## Introduction

The MOCERT (Maintenance of Certification) process was established by the Royal College of Physicians and Surgeons to encourage physicians to learn and develop throughout their careers.

Members of the Canadian Association of Gastroenterology (CAG) actively participate in the MOCERT program. The arguments in favor of participation in the process are convincing. To quote Dr. J. Connon in his introductory remarks to the University of Toronto's MOCERT handbook, "in today's socio-political climate, it is essential that a mechanism exists to ensure that physicians not only keep abreast of important advances (as well as maintaining existing skills) but that their involvement in continuing medical education be demonstrated in a very clear way to professional governing bodies and the public at large". Gastroenterologists, who are currently fellows of the college, who do not participate in the program will not have their fellowship renewed and will not be listed on a public register of fellows who are participating. The implications are obvious.

Since attaining accreditor status in 2002 the CAG has been provided major opportunities and assumed significant additional responsibilities.

The CAG has taken an active role in high quality program development based on the educational needs of the membership. Accredited educational activities, produced by medical or non-medical organizations, require clear objectives, time for interaction, and feedback to the audience on their learning. We recognize that members learn through different techniques and continue to develop innovative educational activities and refine existing programs. An increased number of accredited educational events and formats assist CAG members in reaching annual continuing professional development (CPD) targets. Improved standards of educational activities for the CAG membership and physicians at large benefits, not only the physicians participating, but also their patients who are the ultimate beneficiaries of these educational events.

The CAG has assumed significant financial responsibilities to provide the human and technological resources required to accomplish MOCERT activities. A significant proportion of the CAG annual budget is allocated to facilitate educational activities including MOCERT.

The granting of accreditor status to the CAG has also provided an opportunity for industry. Most, if not all, of the educational programs developed by the pharmaceutical industry are of an extremely high quality. As an accredited provider, the CAG has been able to work with industry to develop programs and have them accredited by a single accreditor with a national reach.

Along with the opportunities come responsibilities. We have a responsibility to the College, to the CAG membership, and to the groups with whom we work to ensure that the integrity of the MOCERT process is maintained. We continue to refine our accreditation process so that we not only meet the standards set, but exceed them. We are absolutely committed as an organization to maintaining the integrity of this process and to ensuring that educational materials meeting CAG accreditation status are of the highest possible standard.

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To date, the CAG has significantly impacted the development of high quality educational activities for members. We look forward to continuing as a MOCERT program accreditor to further encourage the development of innovative educational programs to encourage physicians to learn and develop throughout their careers.

A handwritten signature in black ink, appearing to be 'AR.' with a period at the end. The signature is stylized and somewhat abstract, with overlapping loops and a final dot.

Alaa Rostom  
Chair, CAG Education Committee.

# MAINTENANCE OF CERTIFICATION GUIDELINES

## Objectives:

The objectives of the CAG MOCERT program are outlined below;

1. Increase the quality of Gastroenterology educational events in Canada.
2. Facilitate participation of the CAG membership in the Royal College MOCERT program.
3. Provide medical and non-medical organizations with a single point of contact for accreditation of educational programs.

## Principles:

Implementation of the program will be guided by the principles outlined below;

1. We will adhere to the rules and regulations outlined by the College concerning the MOCERT accreditation process.
2. We will maintain the integrity of the accreditation process.
3. We will provide an efficient process for industry and non-industry groups.
4. The process will be transparent.

## The Accreditation Process:

Fellows of the College are required to gain 400 credits over a period of 5 years. Credits may be obtained through a variety of different activities.

The CAG will be involved primarily in accreditation of programs for Section 1 credits. Local organizations may grant accreditation for some activities and others, such as practice audits, do not require formal accreditation by either local bodies or by the CAG.

The CAG will not be responsible for accreditation of local rounds, journal clubs and other similar educational activities. These will remain the responsibility of the local organizations such as department or University CME groups. The CAG will be primarily, but not exclusively, concerned with programs that have a national or international target.

The educational options are outlined below.

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## Framework of Continuing Professional Development Activities

<b>Section 1</b>	<p><b>Accredited Group Learning Activities</b> Events that meet established educational and ethical standards for group learning activities</p> <ol style="list-style-type: none"> <li>a) Hospital-based rounds, journal clubs or other educational events (approved by a planning committee)</li> <li>b) Small-group learning sessions (approved by a planning committee)</li> <li>c) Accredited group-learning activities held in Canada (approved by a Royal College accredited provider)</li> <li>d) Accredited group learning activities held outside Canada (sponsored by a university, academy, specialty society or physician organization)</li> <li>e) Web-based continuing medical education events (approved by a Royal College accredited provider in Canada and meets the same criteria defined for face-to-face accredited group activities)</li> </ol>	<p><b>1 credit per hour: No maximum Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• Official certificate of attendance or confirmation of participation</li> <li>• Optional—documented learning outcome(s) for practice</li> </ul>
<b>Section 2</b>	<p><b>Other Learning Activities</b> Non-accredited group events and individual learning activities that do not meet the standards for Section 1. E.g., unaccredited conferences, journal reading, browsing the internet, etc.</p>	<p><b>1 credit per hour: Maximum 100 credits per cycle Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• No documentation required</li> </ul>
<b>Section 3</b>	<p><b>Accredited Self-Assessment Programs</b> Programs developed or approved by a Royal College accredited provider designed to assist the specialist to identify gaps in knowledge (written self-assessment programs) or performance (simulators)</p>	<p><b>2 credits per hour: No maximum Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• Confirmation of completion by the program sponsor</li> <li>• Documented learning outcome(s) for practice</li> </ul>
<b>Section 4</b>	<p><b>Structured Learning Projects</b> Self-initiated learning activities stimulated by practice where an outcome is identified and recorded</p> <ol style="list-style-type: none"> <li>a) Personal learning projects—individually planned learning projects stimulated by questions in practice</li> <li>b) Traineeships—learning activities developed to meet specific professional needs</li> <li>c) Preceptored courses, fellowships, master or PhD programs sponsored by a university or college</li> </ol>	<p><b>1 credit per hour: No maximum Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• <b>Personal learning projects</b>—question, stimulus, resources and documented learning outcome(s) for practice</li> <li>• <b>Traineeships</b>—learning objectives, learning activities, confirmation of completion by supervisor and documented learning outcome(s) for practice</li> <li>• <b>Courses &amp; programs</b>—learning objectives; confirmation of completion by the university, college or institute; and documented learning outcome(s) for practice</li> </ul>
<b>Section 5</b>	<p><b>Personal Practice Review</b> Activities that assist specialists to review their personal performance in practice in relation to a defined standard</p>	<p><b>2 credits per hour: No maximum Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• Date of completion</li> <li>• Summary of the findings</li> <li>• Documented learning outcome(s) for practice</li> </ul>
<b>Section 6</b>	<p><b>Personal Education Development</b> Learning stimulated by engaging in:</p> <ol style="list-style-type: none"> <li>a) Teaching—formal presentations</li> <li>b) Research—publications and grant proposals</li> <li>c) Standard setting activities</li> </ol>	<p><b>1 credit per hour: No maximum Documentation Requirements:</b></p> <ul style="list-style-type: none"> <li>• Description of the activity</li> <li>• Documented learning outcome(s) for practice</li> </ul>

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## Approval Process for Section 1 Accreditation by the CAG:

### Physician Organizations

1. Contact the CAG National Office to request program review.
2. The CAG National Office will advise you of the fee schedule and arrange for a member of the MOCERT committee to review the program. Review and accreditation for CAG members is a benefit of membership and no fee will be applied in situations where the budget for the event is < \$10,000.00.
3. The CAG will approve the CPD event after the program planner has met the requirements stipulated on the application form (Appendix 1). The physician organization that plans the activity is accountable for its implementation.
4. The physician organization is responsible and accountable for the planning, implementation and evaluation of the CPD event.
5. The accredited provider will not be recognized on the brochure or materials of an approved CPD event.
6. The physician organization accepts the responsibility to keep records of attendance and provide the attendees with certificates of attendance or receipt of payment.
7. If requested, the physician organization will provide to the Credit Validation Program written evidence (e.g., the completed application form) of approval of the CPD event for Section 1.
8. Approval of a CPD event under Section 1 of the framework of CPD options for Maintenance of Certification will be recognized by the following statement on program materials:

***This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Gastroenterology.***

Definition: **Physician Organization\*** is a voluntary organization or association which is primarily for physicians and has a board of directors that is normally made up of physicians in clinical, laboratory, or academic practice.

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## Non-Physician Organization (so called *Co-developed Educational Programs*)

1. Regarding Non-Physician Organization CPD activities, the CAG must co-develop the CPD activity and be responsible and accountable for the implementation of the event. Further details surrounding Co-Developed activities may be reviewed at <http://rcpsc.medical.org/opd/moc-accreditation/providers/index.php>
2. Contact the CAG National Office, at the outset of discussion and before any program planning is put in place, with a short 1-2 page proposal which includes:
  - identify (or attach if available) any needs assessment results that support the proposal
  - outline the broad intent/content of the program
  - list any proposed faculty to be involved
  - the intended mechanism(s) for distribution of the program
  - a budget estimate including all development, implementation, and dissemination costs (APPENDIX 6).
  - a \$500.00 non-refundable application fee (see Fee Schedule)
3. In situations where the non-physician organization is a BENEFACTOR Corporate Sponsor of the CAG, up to 12 hours of accreditation review time and program management is provided. Accreditation review time and program management will thereafter be charged in accordance with the attached fee schedule. A maximum of TWO Co-developed Educational programs, per 12 month period, will be considered for any one Benefactor Corporate Sponsor. For all other applicants, the fee schedule that follows will be applied.
4. The CAG MOCERT Committee will review the above proposal and provide a written response with respect to CAG's willingness/ability to co-develop the proposed program. If the CAG agrees to co-develop the program, the CAG MOCERT Committee will appoint a member of the CAG Education Committee to sit on the steering committee and oversee this co-developed activity. This representative will submit an independent report to the CAG MOCERT Committee at the completion of the project, ensuring that the program has been developed to meet the educational needs and is free of commercial bias. The CAG MOCERT Committee will work with the sponsor to assimilate a steering committee to take forward the Co-developed initiative. The content of the co-developed initiative **MUST** be created and finalized by the steering committee and **WILL NOT** be driven by the sponsor or a third party (e.g. CME company).
5. The CAG must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation. This is the role of the assigned CAG Education Committee member.
6. Co-ownership of the CPD event by the CAG must be recognized on the brochure or materials of the CPD event.
7. The CAG accepts the responsibility to keep records of attendance and provide the attendees with certificates of attendance or receipt of payment.
8. The CAG will meet the requirements for accreditation as outlined in principles 7 & 8 of the document entitled "*The Accreditation of Providers of CPD Activities for Specialists: Principles, Guidelines and Questions.*"
9. Approval of Section 1 of The Royal College's Maintenance of Certification Program will be recognized by the following statement on program brochures and materials:

***This event is an Accredited Group Learning Activity as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, approved by the Canadian Association of Gastroenterology.***
10. The program must comply with the CMA code of ethics. The relevant section follows.

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## ***CMA Policy: Physicians and the Pharmaceutical Industry (22-33):***

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- 22 The primary purpose of CME/CPD activities is to address the educational needs of physicians and other health care providers in order to improve the health care of patients. Activities that are primarily promotional in nature, such as satellite symposia, should be identified as such to faculty and attendees and should not be considered as CME/CPD.
- 23 The ultimate decision on the organization, content and choice of CME/CPD activities for physicians shall be made by the physician organizers.
- 24 CME/CPD organizers and individual physician presenters are responsible for ensuring the scientific validity, objectivity and completeness of CME/CPD activities. Organizers and individual presenters must disclose to the participants at their CME/CPD events any financial affiliations with manufacturers of products mentioned at the event or with manufacturers of competing products. There should be a procedure available to manage conflicts once they are disclosed.
- 25 The ultimate decision on funding arrangements for CME/CPD activities is the responsibility of the physician-organizers. Although the CME/CPD publicity and written materials may acknowledge the financial or other aid received, they must not identify the products of the company(ies) that fund the activities.
- 26 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.
- 27 Industry representatives should not be members of CME content planning committees. They may be involved in providing logistical support.
- 28 Generic names should be used in addition to trade names in the course of CME/CPD activities.
- 29 Physicians should not engage in peer selling. Peer selling occurs when a pharmaceutical or medical device manufacturer or service provider engages a physician to conduct a seminar or similar event that focuses on its own products and is designed to enhance the sale of those products. This also applies to third party contracting on behalf of industry. This form of participation would reasonably be seen as being in contravention of the CMA's Code of Ethics, which prohibits endorsement of a specific product.
- 30 If specific products or services are mentioned, there should be a balanced presentation of the prevailing body of scientific information on the product or service and of reasonable, alternative treatment options. If unapproved uses of a product or service are discussed, presenters must inform the audience of this fact.
- 31 Negotiations for promotional displays at CME/CPD functions should not be influenced by industry sponsorship of the activity. Promotional displays should not be in the same room as the educational activity.
- 32 Travel and accommodation arrangements, social events and venues for industry sponsored CME/CPD activities should be in keeping with the arrangements that would normally be made without industry sponsorship. For example, the industry sponsor should not pay for travel or lodging costs or for other personal expenses of physicians attending a CME/CPD event. Subsidies for hospitality should not be accepted outside of modest meals or social events that are held as part of a conference or meeting. Hospitality and other arrangements should not be subsidized by sponsors for personal guests of attendees or faculty, including spouses or family members.
- 33 Faculty at CME/CPD events may accept reasonable honoraria and reimbursement for travel, lodging and meal expenses. All attendees at an event cannot be designated faculty. Faculty indicates a presenter who prepares and presents a substantive educational session in an area where they are a recognized expert or authority.

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For more information on this policy, visit:

[GUIDELINES FOR PHYSICIANS IN INTERACTIONS WITH INDUSTRY](#)

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<http://www.cag-acg.org/about/policies.aspx> “Canadian Medical Association: Physicians and the Pharmaceutical Industry”

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<http://www.cag-acg.org/about/policies.aspx> “Rx&D Physicians and the Pharmaceutical Industry Announcement (2003)”

# MAINTENANCE OF CERTIFICATION GUIDELINES

## Fee Schedule:

### **A. CAG MEMBER FEE SCHEDULE:**

- No charge in the instance where the event budget\* does not exceed \$10,000.00.
- \$300.00 non-refundable fee for an application with an event budget\* > \$10,000.00.

### **B. NON-CAG MEMBER / MEDICAL ORGANIZATION FEE SCHEDULE:**

- \$500.00 non-refundable fee for an application with an event budget\* < \$10,000.00
- \$1,000.00 non-refundable fee for an application with an event budget\* > \$10,000.00.

### **C. INDUSTRY CO-DEVELOPED/NON-MEDICAL ORGANIZATION FEE SCHEDULE:**

- \$500.00 non-refundable application fee **MUST** accompany all proposals. **The application WILL NOT be processed without the application fee.**
- A fee<sup>+</sup> equal to 10% of the event budget\* will be invoiced upon approval of the program.

<sup>+</sup> The \$500.00 application charge will be deducted from this fee, provided the program is approved. A final closing budget must be provided to the CAG at the conclusion of the program, and the fee will be accordingly adjusted based on any deviation from the estimated budget.

\*Budget includes faculty travel and expenses, catering, rental equipment, meeting facilities (see APPENDIX 5 in the MOCERT Application Forms document).

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## CAG Administration / Remuneration:

A subcommittee of the CAG Education Committee, the MOCERT Committee, administers the program.

The subcommittee consists of the chair and several members of the CAG, one of whom should be a representative of the ethics committee.

The subcommittee will be responsible for

- ensuring that all applications are suitable for consideration
- compliance with the College guidelines
- compliance with CMA guidelines
- assigning CAG representation to Co-developed programs in development
- ensuring that programs are reviewed in a timely way
- submission of the final program, with documentation of process to the Education committee chair before approval.
- submission of all documents to the CAG National Office
- preparation of an annual report.

The Chair of Education and Chair of MOCERT will NOT be paid.

Education and/or MOCERT Committee members, assigned to co-developed initiatives by the CAG, may be reimbursed for their participation by industry with an honorarium identical to that of the other faculty/panel members working on the initiative. Recommendations in regards to honoraria are provided below. ALL honoraria MUST be administered by the CAG and a 10% administration fee will be applied. Travel and expenses related to planning meetings should also be paid directly to the participating CAG MOCERT Committee representative.

### Honorarium for Participation in CAG Co-Developed Educational Programs

The following represents general recommendations for honoraria given to participants of a CAG co-developed educational program. This guide cannot cover all possible circumstances and is not meant to cover other CAG or non-CAG educational events / programs such as visiting professors or expert sessions. The statements made herein will be reviewed yearly by the CAG Education Committee to ensure compliance with RCPSC guidelines for Co-developed activities, and for market fairness of the proposed honorarium.

1. Participants, actively involved in the development of a co-developed educational program, should be provided an honorarium representative of their time commitment. The CAG Education and/or MOCERT Committee members, assigned to co-developed initiatives by the CAG, may be reimbursed for their participation. Travel and expenses related to co-developed program development meetings should be paid directly by the industry sponsor, and will also include such costs related to the participation of the CAG MOCERT Committee representative(s).

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2. Honoraria, related to the development of a co-developed program, will be calculated and paid once the program has been developed and submitted for final accreditation by the CAG. Program development committee members should be provided with a time log (as attached below) to facilitate the tracking and capture of activities, which upon completion of program development will be submitted to the CAG National Office.
3. The CAG recommends, as a standard, that an amount of \$2,000.00 per day (8 hours) is paid for the time committed in development of the co-developed program. The honoraria paid to committee chair/co-chairs should recognize any additional commitment that is commensurate with this responsibility.
4. In the instance(s) where co-developed educational programs are rolled-out (e.g. lunch and learns, evening dinner sessions) the CAG recommends an honorarium of \$1,000.00-\$1,500.00 (local event) or \$1,500.00-\$2,500.00 (out of town/overnight requirement) be paid for faculty/facilitators.

