

SELF-ACCREDITATION TOOL KIT FOR ROUNDS, JOURNAL CLUBS OR OTHER HOSPITAL-BASED EDUCATIONAL EVENTS

Information referenced from the Royal College of Physicians and Surgeons of Canada web site at <http://rcpsc.medical.org/opd/moc-accreditation/self-accreditation/index.php>. Please visit the website for complete details on the self-accreditation process.

Self-Accreditation Tool Kit

The Royal College promotes maintaining high standards and quality in every aspect of the Maintenance of Certification (MainCert) program. Activities and events approved by self-accredited providers represent a key component of the MainCert program. These continuing professional development activities include rounds, journal clubs and small group learning.

This tool kit offers hospitals and other medical institutions information about how to achieve the standards required for these activities to become self-accredited, and the tools and strategies for developing quality group learning activities.

Self-accreditation is a process through which physician leaders in hospitals and other medical institutions ensure their rounds and journal clubs meet the Royal College's established standards, thus allowing these activities to be included under Section 1 of the Framework of Educational (CPD) Options. Self-accreditation allows providers to design and implement continuing professional development activities that are responsive to the learners' needs, are interactive and evaluate the impact of these activities on practice. As with accreditation, self-accreditation places the responsibility of adhering to the Royal College standards with the provider developing and delivering the activity. Formal accreditation from the Royal College is not required. Activities are automatically included within the MainCert program so long as the requirements established by the Royal College for self-accreditation are met.

Events eligible for self-accreditation:

- rounds
- journal clubs
- other regularly occurring continuing professional development events
- small group learning events

Self-accreditation does not apply to clinical conferences, workshops or seminars; an accredited provider is required to review and approve these events.

Groups of physicians and allied professionals meeting outside the hospital environment can also self-accredit their small group activities under Section 1 of the [Framework of Educational \(CPD\) Options](#). These activities are recognized by the Royal College if those developing and organizing the activity adhere to the self-accreditation requirements specified in the MainCert program

FOR ROUNDS, JOURNAL CLUBS OR OTHER HOSPITAL-BASED EDUCATIONAL EVENTS

Planning Committee:

1. The membership of the planning committee must be representative of the target audience.
2. The planning committee must be accountable to the head of the department, or chief of staff or equivalent.
3. The planning committee plans and implements educational events based on the perceived and non-perceived needs of the target audience.
4. The planning committee will maintain records of attendance and provide confirmation of attendance to participants. The letters confirming attendance require the insertion of the Royal College's accreditation statement. *(see below).

Educational Content of Self-Approved Events:

1. The series of regularly occurring events (at least quarterly) should be planned and advertised in advance. The Royal College's accreditation statement must be placed on the promotional material. *(see below)
2. Learning objectives for rounds, journal clubs and other continuing professional development events should be circulated to the target audience in advance, where appropriate.
3. A variety of learning formats should be used to support the identified learning objectives.
4. At least 25 per cent of the time for each event should be allocated for interactive learning.
5. Participants will be provided with an opportunity to evaluate individual events and the overall series of events.

Ethical Guidelines:

1. The events must adhere to the CMA Guidelines governing the relationship between physicians and the pharmaceutical industry. A copy of the CMA Guidelines is available on the Royal College website at <http://rcpsc.medical.org>.

*Accreditation Statement:

"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 [round's or journal club's name]."

Please complete the self-approval form found on-line at <http://rcpsc.medical.org/opd/forms/index.php#self>, return it to the Royal College and retain a copy on file for reference. Should any of the recorded information change, please update the information and re-submit the form.