**OFFICE OF CONTINUING MEDICAL EDUCATION &
PROFESSIONAL DEVELOPMENT**

UNIVERSITY OF CALGARY

Self-Assessment Program (SAP) Application Form

Approval of Accredited Self-Assessment Programs
Section 3 of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification
program (MOC)

The standards contained within this sample application must be met and supporting documentation provided in order for a self-assessment program to be approved under Section 3 of the MOC program. A Royal College accredited CPD provider will review the documentation provided and determine if your activity meets these standards. Ask the accredited CPD provider if they require the completion of a specific application form and if co-development of this self-assessment program is a requirement for your organization. Please keep a copy of the completed application form for your records, and do not send this form to the Royal College.

Date of Application:
    Day   Month   Year

1. Self-assessment activity title: _____

2. Physician Organization

3. Co-Developing Organization(s)

4. Non-Physician Co-Developing Organization(s)

5. Course Chair: First Name, Last Name

6. Email address:

7. Telephone number:

8. Alternative applicant contact: First name, Last name

9. Job title:

10. Organization:

12. E-mail:

13. Telephone number:

14. Fax number:

Self-Assessment Programs approved under Section 3 must be developed or co-developed by a development committee consisting of members of a physician organization (see definition below).

Select the option that applies to your organization:

☐ **Option 1**   The self-assessment program was developed by or in collaboration with members of a physician organization.

☐ **Option 2**   The self-assessment program was developed in collaboration with a non-physician organization. The physician organization accepts responsibility for the entire program.

☐ **Option 3**   This is an ACCME accredited activity where the program was developed or co-developed by a physician organization meeting the Royal College definition below.

Physician Organization: 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

This definition includes (but is not exclusive to) the following groups:
- Faculties of medicine
- Hospital departments or divisions
- Medical (specialty) societies
- Medical associations
- Medical academies
- Physician research organizations
- Health authorities not linked to government agencies
- Canadian provincial medical regulatory authorities (MRAs)

Types of organizations that 'are not' considered physician organizations
- Disease-oriented patient advocacy organizations (e.g. Canadian Diabetes Association)
- Government departments or agencies (e.g. Health Canada, Public Health Agency of Canada)
- Industry 9e.g. pharmaceutical companies, medical device companies, etc.)
- Medical education or communications (MEC) companies (e.g. CME Inc.)
- For-profit online educators, publishing companies or simulation companies (e.g. Medscape, CAE)
- Small number of physicians working together to develop educational programming

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14. This is a new self-assessment program
☐ Yes (if yes, skip to #18) ☐ No (if no, proceed to #15)

15. This program was previously accredited:
☐ Yes ☐ No

16. The program was last offered on:
    Day   Month   Year

17. The program content and format was last reviewed for accreditation on:
    Day   Month   Year

18. The maximum number of hours required to complete this self-assessment program is _____ hours.

Criterion 1: Self-assessment activities must be planned to address the identified needs of the target audience with a specific subject area, topic or problem.

Self-Assessment Programs (SAP) must be based on an assessment of need including but not limited to changes to the scientific evidence base, established variation in the management or application of knowledge or skills by physicians, variation in the quality of care or health care outcomes experienced by patients.

Provide an explanation and/or supporting documentation for each of the following:
1. Describe the identified target audience. Indicate if this program is intended for non-physicians and list the other health professions invited to take part.

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3. List all members of the self-assessment development committee.

Name	RCPSC or Credential	Title and Affiliation	E-mail

Provide an explanation and/or supporting documentation where required:

4. Describe how the need for the development of this Self-Assessment Program was established.

A copy of the needs assessment must be attached to this application:

☐ Yes

The learning objectives that address identified needs must be communicated to the participants of the program. The learning objectives must express what the participants will be able to know or achieve by completing the program.

5a. List the program learning objectives.
5b. List the individual session learning objectives.

Criterion 2: Self-assessment programs must describe the methods that enable participants to demonstrate or apply knowledge, skills, clinical judgment or attitudes.

Self-assessment programs provide participants with a strategy to assess their knowledge, skills, clinical judgment and attitudes in comparison to established evidence (scientific or tacit). All self-assessment programs must use methods that enable participants to demonstrate these abilities across the key components of the subject area, topic or problem(s).

1. Describe the key knowledge areas or themes assessed by this self-assessment program.

2. List the scientific evidence base (clinical practice guideline, meta-analysis or systematic review) selected to develop the self-assessment program.

3. Describe the rationale for the selected format (for example, simulation, multiple-choice questions (MCQ), short answer questions (SAQ) or true/false statements) that enables participants to review their current knowledge or skills in relation to current scientific evidence.

Criterion 3: The self-assessment program 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.

Providing specific feedback on which answers were correct and incorrect with references enables specialists to determine if there are important aspects of their knowledge, skills, clinical judgment or attitudes that need to be addressed through engaging in further learning activities.

For written/online activities only:
1. Describe the process by which participants will provide answers to individual questions (e.g. through the creation of an answer sheet and scoring key or web based assessment tools).

A copy of the answer sheet or assessment tool must be attached to this application:
☐ Yes

2a. Describe how participants will receive feedback on the answers they provided.
2b. Will participants be able to know which answers were answered correctly or incorrectly?

3. The program must provide participants with references justifying the appropriate answer
☐ Yes

4. Describe how the references are provided to participants.

All activities:
5. Describe how participants receive feedback on their performance.

6a. The program must provide a reflective tool that enables participants to document:
- ☐ Yes - Knowledge or skills that are up-to-date or consistent with current evidence
- ☐ Yes - Any deficiencies or opportunities for improvement in their performance
- ☐ Yes - Learning strategies to be pursued to address the performances deficiencies
- ☐ Yes - An action plan or commitment to change to address any anticipated barriers

6b. Describe the process for using the reflective tool

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A sample of the reflective tool must be attached to this application:
- ☐ Yes

7. The program must provide participants with an evaluation form that invites participants to assess:
- ☐ Yes - Whether the stated learning objectives were achieved
- ☐ Yes - Relevance of the SAP to the participant's practice
- ☐ Yes - Thoroughness of the content reviewed
- ☐ Yes - Ability of the program to assess knowledge
- ☐ Yes - CanMEDS competencies or roles addressed by the program
- ☐ Yes - And comment upon any bias in the program

A copy of the evaluation form(s) must be attached to this application:
- ☐ Yes

8. The program must direct participants to document their learning in MAINPORT.
- ☐ Yes

Criterion 4: The content of self-assessment programs must be developed independent of the influence of any commercial or other conflicts of interest.

All accredited self-assessment programs (SAPs) must meet the ethical standards established for all learning activities included within the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada. For example: The developing organization must ensure the validity and scientific objectivity of the content.

Each of the following ethical standards must be met for a SAP to be approved under Section 3.

1. The planning committee was in complete control over the selection of the subject or topic and authors recruited to develop this SAP.
   We comply with this standard: ☐ Yes

2. No representative from industry, either directly or indirectly participated on the SAP development committee that selected the authors or content.
   We comply with this standard: ☐ Yes

3. The SAP development committee and authors will disclose to participants all financial affiliations with any commercial organization(s) regardless of their connection to the subject or topic of the SAP.
   We comply with this standard: ☐ Yes

4. All funds received in support of the development of this SAP were provided in the form of an educational grant. Funding must be payable to the physician organization, which must be exclusively responsible for distribution of these funds, including the payment of honoraria.
   We comply with this standard: ☐ Yes

5. No drug or product advertisements appear on any of the SAP written materials.
   We comply with this standard: ☐ Yes

6. Generic names should be used rather than trade names consistently and fairly throughout the SAP written materials.
   We comply with this standard: ☐ Yes

7. Provide a web link to the program

8. List all organizations providing funding, goods, or services in-kind for the development of this program.

A copy of the program budget must be attached to this application:

☐ Yes

Copies of all promotional materials (e.g. e-mail templates, flyers and brochures) must be attached to this application:

☐ Yes

Checklist: Supporting Documentation to be included with this application form:
☐ Copy of the budget ☐ Copy of needs assessment ☐ Copy of program with program and individual session learning objectives ☐ Copy of answer sheet or assessment tool ☐ Copy of reflection tool ☐ Copy of evaluation form(s) ☐ Copy of all promotional materials

DECLARATION:

As Chair of the SAP Development Committee (or equivalent), I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the CMA's policy, entitled, '*Guidelines for Physicians in Interactions with Industry*' have been met in preparing this program. If this event is held in Québec, we are aware that it is mandatory to adhere to the Conseil de l'ÉMC du Québec's Code of Ethics entitled, *Code of Ethics for parties involved in Continuing Medical Education.*

Signature (physician's name): _____

(Must be a Fellow of the Royal College)

This section to be completed by University of Calgary, Cumming School of Medicine, CME & PD Office	
This application is: ☐ Approved # ☐ MOC 3 SAP study credits ☐ Requires revisions ☐ Revisions met requirements ☐ Not approved	Date: Date: Date: Date:
Rationale:	
Reviewer name: Reviewer title:	