

## GRAND ROUNDS ACCREDITATION GUIDE

Rounds can be accredited through the Royal College of Physicians and Surgeons of Canada, enabling participants to claim MOC Section 1 credits for time attended. This document describes accreditation requirements, and the application process.

**For full information on accrediting rounds, go to:**

<http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-accreditation-rounds-journal-clubs-small-groups-e>

**IN BRIEF: Rounds may be accredited IF:**

1. They are planned by a committee whose membership represents the target audience, and which is accountable to the Head of Department, Division Chief, or equivalent.
2. They are regularly occurring activities (minimum of 4x annually), include at least 25% interactivity time, and are advertised in advance using materials that state
  - a) the RCPSC accreditation statement and
  - b) the expected outcomes of attending (i.e., the learning objectives) so that people can make informed decisions on how they will benefit from attending.
3. Topics demonstrably address participants' identified learning needs, and are delivered using a variety of learning formats appropriate to the content.
4. The planning committee ensures that rounds meet ethical standards, by:
  - a) controlling topics, content, and speakers so that content is scientifically valid and objective
  - b) collecting, managing and disclosing to participants any potential conflicts of interest or sources of bias of faculty, moderators or planning committee members. Disclosures must be done verbally and displayed in writing on a slide at the beginning of the presentation
  - c) receiving and controlling use of any in-kind and financial support, which must be given in the form of educational grants
  - d) removing any drug or product advertising, logos, or colour schemes
  - e) uniformly using generic drug names only, or both generic and trade names
5. Participants evaluate each educational activity and the overall series. This is commonly accomplished using evaluation surveys, which must include mandatory questions.
6. The planning committee issues attendance certificates with mandatory components, and maintains attendance records for a period of 5 years.

**Additional University of Calgary resources**

- Copyright Office <https://library.ucalgary.ca/copyright> for resources on copyright regulations
- Office of Indigenous Engagement <https://www.ucalgary.ca/indigenous/cultural-protocol> for Territorial acknowledgement statements and image
- CME&PD Office <https://cumming.ucalgary.ca/cme/accreditation> for additional accreditation guides and templates

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## IN BRIEF: The Accreditation process

Self-approval enables physician leaders to ensure rounds meet the established Royal College continuing professional development (CPD) accreditation standards for Section 1 of the Royal College Maintenance of Certification (MOC) Program.

- a. Review the CPD accreditation standards for rounds.
- b. Complete the appropriate self-approval checklist and self approval form found here: <http://www.royalcollege.ca/rcsite/documents/continuing-professional-development/form-self-approval-rounds-e.pdf>
- c. Submit both the self-approval checklist and the self-approval form to: [rounds@royalcollege.ca](mailto:rounds@royalcollege.ca)
- d. Await confirmation of accreditation from the Royal College (confirmation will be sent to the planning committee chair).
- e. Keep a copy of the completed self-approval form and confirmation email for your records.

*\*The Self-Approval form must be sent whenever you wish to have a new rounds program, journal club or small group accredited or when the Chair of the planning committee, contact information or activity changes.*

### Additional Resources such as tools and templates are available as well such as:

- Accreditation Statement
- CMA Policy: Guidelines for Physicians in Interactions with Industry
- National Standard of Support for Accredited CPD Activities
- Evaluations
- Frequently asked questions
- Learning objectives

Self-Approval Checklist & Form for rounds, journal Clubs or small groups

Royal College Templates:

- Certificate of Attendance
- Confirmation of Attendance Letter
- Conflict of Interest Declaration Form
- Evaluation Form

All resources are found at <http://www.royalcollege.ca/rcsite/documents/continuing-professional-development/form-self-approval-rounds-e.pdf>

Questions? Email [rounds@royalcollege.ca](mailto:rounds@royalcollege.ca)

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