



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 unperceived 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://royalcollege.ca>.

Documentation for Credit Validation

Written confirmation from the chair of the planning committee specifying

- the number of hours you attended rounds, journal clubs or small group activities and
- the round, journal club or small group activity meets established standards.

*Accreditation Statement:

The [round's or journal club's name] is a self-approved group learning activity (Section 1) as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada.

Please complete the accompanying self-approval form, 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.

The Royal College of
Physicians and
Surgeons of Canada

Office of
Professional Affairs
774 Echo Drive
Ottawa, Ontario
K1S 5N8

Tel.: 1-800-461-9598
or (613) 730-6243

Fax: (613) 730-2410

Email:
rounds@rcpsc.edu

royalcollege.ca

Self-Approval Form

Please complete and fax: (613) 730-2410

Committee Chair

Name: _____

Email: _____

Phone Number: _____ Ext: _____

Fax Number: _____

Business Mailing Address

Hospital: _____

Department: _____ Floor: _____

Suite: _____ Street Address: _____

City: _____ Province: _____ Postal code: _____

Name of Principal Hospital/Institution Providing Rounds:

Other Participating or Affiliated Institutions:

Title of Rounds/Journal Club Program:

Approximate Number of Participants: _____

As Chair of the planning committee, I will ensure that the educational activities offered as Accredited Group Learning Activities meet all the requirements (educational and ethical standards) for the Maintenance of Certification program. I will provide proof of attendance to participants.

Planning Committee Chair

Date

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