

SECTION 3 STANDARDS: Accreditation of Self-Assessment Activities

Standards for Self-Assessment Activities that Fall under **Section 3** of the Maintenance of Certification Program (MOC) Framework

A self-assessment activity assesses participants’ knowledge or their application of knowledge in specific areas, topics or domains. It uses a structured format, such as multiple-choice or short-answer questions. It provides participants with feedback on their responses to help them identify areas for improvement and future learning.

In order for a self-assessment activity to be accredited in the Royal College Maintenance of Certification (MOC) Program, it must be planned to meet the following accreditation activity standards. These standards are sorted into administrative, educational, and ethical standards. The Accreditation Office at the Michener Institute of Education at UHN will review your application to assess whether your activity meets each standard listed below.

Resources to support you in meeting each of these standards are available on our [website](#).

Administrative Standard	Topic	Requirements
1	Developer	<p>The activity must be developed or co-developed by a physician organization. If one co-developer is not a physician organization, the application must be submitted by the physician organization.</p> <p>Please see 'Organization Types and Responsibilities' for more information on physician organizations.</p>
2	Scientific Planning Committee (SPC): Composition	<p>All activities must be developed by an SPC (also known as a “Program Planning Committee”) that is <u>representative</u> of the target audience.</p> <p>Your target audience must be determined from the inception of the CPD activity so that the SPC can be chosen accordingly.</p>
	SPC: Responsibilities	<p>The SPC must:</p> <ul style="list-style-type: none"> • Identify the educational needs of the target audience • Develop the learning objectives for the CPD activity • Select the educational methods for the CPD activity • Select all individuals (planning committee members, faculty) or organizations in a position to control the development of content • Oversee the development and delivery of content • Develop an evaluation to assess how well the learning outcomes were met
3	Attendance Records	Maintain attendance records, including each participant’s profession, for a period of 5 years.
	Certificate of Participation	<p>Issue a certificate of participation to all participants.</p> <p>Please see 'Certificate Template' for all elements that <u>must</u> be included on your Certificate.</p>

Educational Standard	Topic	Requirements
1	Needs Assessment	<p>A needs assessment must be performed to identify the needs of the target audience.</p> <p>It should identify areas of knowledge, skills, performance and/or health outcomes to address or improve across several of the CanMEDS roles.</p> <p>This can include perceived and/or unperceived needs.</p>
	Identified Needs: How to Use Them	<p>The identified needs should inform the:</p> <ul style="list-style-type: none"> • Development of learning objectives • Identification of learning format(s) to effectively address these learning objectives • Selection of content • Development of evaluation strategies that assess whether the learning objectives were met
2	Learning Objectives	<p>You must have learning objectives, addressing the identified needs of the target audience, for the overall CPD activity. If the self-assessment program is divided into modules, you must also include learning objectives for each module.</p> <p>Learning objectives must be written from the learner’s perspective (e.g. “By the end of this activity, the learner will be able to...”) and convey the expected outcomes.</p>
	Learning Objectives: Availability	<p>These must be made available to participants prior to the activity.</p> <p>These must be printed on the program, brochure and/or handout materials.</p>
3	Learning Format: Assessment	<p>The format must allow participants to:</p> <ul style="list-style-type: none"> • Demonstrate their knowledge, skills, clinical judgment and/or attitude(s), and • Assess these against established scientific evidence, such as a meta-analysis, systematic review or clinical practice guidelines.
	Learning Format: Record of Participants’ Answers	<p>Participants’ responses must be recorded, and a summary of their responses must be made available to them.</p>
4	Learning Format: Feedback	<p>The activity must provide feedback on each response, so that participants can identify areas for improvement and develop a plan for future learning.</p> <p>Feedback must include references that justify the correct answer.</p>
5	Learning Format: Future Learning Plan	<p>(Optional suggestion)</p> <p>Provide a template for participants to record:</p> <ol style="list-style-type: none"> (a) Knowledge / skills that are ‘up to par’ (e.g. up-to-date and consistent with current evidence) (b) Knowledge / skills to work on (e.g. to improve or enhance) (c) Learning strategies that the participant will use to address the

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		knowledge / skills that were identified in (b) (d) Strategies to overcome any anticipated barriers in pursuing the learning strategies that were identified in (c)
	Evaluation	Participants must be provided with an opportunity to evaluate the individual sessions and overall CPD activity.
6	Evaluation Questions	The evaluation questions must ask participants to assess: <ul style="list-style-type: none"> • Whether the individual session and overall CPD activity learning objectives were met • Whether the content was balanced and free of commercial / other bias • How the CPD activity will impact their practice

Ethical Standard	Topic	Requirements
Any activity receiving financial and in-kind support must comply with the National Standard .		
1	Protection against Commercial Influence	The SPC must control the process for selecting the topics, content and speaker(s). These cannot be influenced by commercial interest.
2	Content validity, objectivity, and balance	The SPC must ensure that the content is scientifically valid and balanced: It must be free of bias and it cannot be promotional in nature.
	SPC: Composition	The SPC cannot include members from industry or other for-profit companies.
3	Conflicts of Interest (COIs)	All faculty, speakers, and planning committee members must complete a COI Declaration form.
		There must be policies and procedures in place to manage any COIs disclosed.
		Faculty, moderators, and SPC members who have had financial affiliations with a commercial organization in the past two years must disclose this to program participants.
4	Receiving Funding	Funds from any sponsors must be received in the form of an educational grant payable to the physician organization.
	Distributing Funding	The physician organization must oversee the distribution of these funds.
	Use of Funding	These funds (e.g. the educational grants) can be used to provide honoraria and to support the travel, lodging, and meal expenses of faculty, authors, or SPC members.
		All of the above must be modest / reasonable amounts (see ' Budget Guide ').
	Sponsor Recognition	Funds cannot be used to support the above for activity participants..
'Tagging' (linking or aligning a sponsor's name to a specific educational session within the activity) is strictly prohibited.		
		Sponsors must be recognized in a location that is separate from the educational content.
		Example: Ads are acceptable in the hallway, but not in the room where the activity is being held. Sponsors can be recognized on a separate sponsorship page of the program / brochure.
	Unaccredited	'Satellite Symposia' (unaccredited group learning activities developed by

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	Activities	non-physician organizations alone) may not: <ul style="list-style-type: none"> • Occur at the same time as accredited group learning activities • Be included within brochures or schedules for accredited activities
5	Drugs / Product Advertisements	Drug or product ads cannot be included on or with any written or presented materials – including, but not limited to: programs, brochures, slides, or announcements.
6	Content: Drug Names	Slides and written materials can include generic names only or generic names with trade names. The use of trade names alone is prohibited.
	Content: Unapproved Therapies/Treatments	Any therapeutic recommendations for medications that have not received regulatory approval must be declared to program participants.

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