

CO-DEVELOPMENT OF ACCREDITED CPD ACTIVITIES

A description of the co-development process, including the responsibilities that are required of all co-developing organizations.

WHAT IS “CO-DEVELOPMENT”?

Co-development is the process by which two or more organizations — at least one of which must be a physician organization — collaborate to develop an accredited continuing professional development (“CPD”) activity. The CPD Accreditation Office at The Michener Institute of Education at UHN (“Michener”) currently accredits:

- a. Activities that have been developed by organizers across Michener, including its St. Patrick Campus and all four hospital sites, or
- b. Activities that have been co-developed by organizers across UHN in conjunction with organizers across Michener

In the future, the CPD Accreditation Office will also accept applications for the accreditation of activities that have been co-developed by external organizations in collaboration with Michener.

WHAT’S INVOLVED IN CO-DEVELOPMENT?

The accredited CPD provider, in this case Michener, must:

- Be involved in all aspects of the CPD activity (from the very start of the planning process).
- Be represented on the planning committee.
- Maintain accountability for all decisions, ensuring that all accreditation standards are met and adhered to.
- Maintain attendance records for a five-year period.
- Provide attendees with certificates of participation.

STEPS TO FOLLOW FOR CO-DEVELOPMENT

Step 1: Contact The CPD Accreditation Office at Michener.

- Before you begin planning your activity: Contact The CPD Accreditation Office at Michener to discuss the possibility of establishing a co-development relationship with Michener and to share your ideas for the activity (including the proposed topic, target audience, and date). *It is recommended that this step occur at least twelve months prior to the intended start date of your activity.*

Step 2: If Michener agrees to co-develop the activity, it will be accountable to see that all guidelines for co-development (listed above) are met.

- Michener will fulfill the [responsibilities that are required of physician organizations](#)

Step 3: Michener and/or the co-developing organization (if it's a physician organization) must complete the application form, with all supporting documentation, to have the activity approved for accreditation.

- The application MUST be signed off by a physician on the Planning Committee, preferably the Chair of the Planning Committee.
- The appointed independent observer must submit a letter indicating that the planning process has complied with all accreditation requirements.

This document was adapted from the [Royal College of Physicians and Surgeons of Canada's website](#).

