

## Policy

### COS Accreditation of Co-developed Activities

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Co-development is the process by which two or more organizations, at least one of whom must be a physician organization, prospectively collaborate to develop and implement an accredited educational activity, learning resource or tool.

As an Accredited Continuing Professional Development (CPD) Provider of the Royal College of Physicians and Surgeons of Canada, the Canadian Ophthalmological Society (COS) is mandated to develop high quality and ethically responsible CPD opportunities for Canadian ophthalmologists. Co-developed CPD activities must meet the *National Standard for Support of Accredited CPD Activities* in order to be accredited by COS.

COS is committed to maintaining the highest ethical standards in order to ensure that both its members, its partners and public at large have confidence that CPD activities accredited by COS are free from bias and any undue influence. The COS reserves the right to audit the development process and delivery of the activity for adherence to accreditation standards and for bias and balance.

**In order for a co-developed activity to be accredited by COS, the following criteria must be met:**

*Physician organization authority and accountability*

- In a relationship of co-development, the physician organization will be responsible for monitoring the development of the CPD activity from initiation to completion, ensuring the activity meets the accreditation standards, according to the Maintenance of Certification (MOC) Program.
- The physician organization assumes ultimate authority and accountability for content, implementation, educational and ethical standards, as well as financial responsibility.

*Responsibilities of all partners*

- It is the responsibility of all partners to have read this policy and understand the *National Standard for Support of Accredited CPD Activities*.
- Co-developed CPD activities must be introduced to the physician organization from the idea stage. COS will not accredit co-developed activities that were already being developed or delivered prior to the involvement of the physician organization.
- The physician organization will clearly explain in writing to all partners, communication firms, scientific planning committee, and participants in the CPD activity what “co-development” means.
- A formal written agreement between the physician organization and the non-physician organization partner(s) must be developed and dually signed before the activity is developed. In addition, if an outside agency or communication firm is hired to manage the activity, a formal written agreement with this organization is also required. The co-developing partners agree to

share all dually signed agreements (e.g., between physician organizations, continuing medical education companies, industry partners or other sponsors) with COS as part of their accreditation application.

#### *Scientific Planning Committee*

- The physician organization will appoint a physician (who is also a member of the target audience for the CPD activity and a member of the physician organization) to the scientific planning committee as the representative who will provide accreditation oversight and guidance. This representative will participate fully in the activities of the scientific planning committee, including needs assessments, program design, implementation, and evaluation.
- The physician organization must clearly delineate in a written policy the roles and responsibilities of this representative to ensure the accreditation standards are met and upheld. A copy of this policy must be shared with COS as part of the accreditation application.
- This representative may be expected to report to the Accredited CPD Provider, as part of the accreditation application
- Representatives from non-physician organizations (e.g., industry) are **prohibited** from sitting on the scientific planning committee.

#### *Needs assessment*

- The CPD activity must be based on an identified need of the target audience and fit within the CPD priorities identified by the physician organization.
  - The scientific planning committee must employ a needs assessment strategy to describe gaps in knowledge, skills, performance or health outcomes.
  - Learning objectives are developed by the scientific planning committee based on the identified needs. The physician organization and other non-physician organization partners may work together to complete a needs assessment; however, the physician organization will remain in control of the interpretation of the needs assessment.

#### *Budgets and funding*

- The CPD activity budget must be developed in collaboration with the physician organization. The physician organization must review and approve all expenses related to the CPD activity.
- Any funding from partners (i.e. other physician organizations and/or non-physician organizations) must be in the form of an educational grant and/or in-kind support. Any financial support for a CPD activity from a non-physician organization partner must be provided in the form of an educational grant and be provided without any influence on program content.
- All funds for the activity are managed through the physician organization. The physician organization assumes responsibility for the distribution of funds for all faculty speakers, including the payment of honoraria, travel, accommodation, and any activity-related expenses. The physician organization will manage payments to any communications firms or agencies brought on to support the project – these should not be paid directly by a non-physician organization partner.

- Co-development partners and sponsors will be acknowledged for their support of the CPD activity in accordance with accreditation standards and the *National Standard for Support of CPD Activities*.
- To recognize the contribution of all partners in the co-development of a CPD activity, the following statement must be used in addition to the accreditation statement on activity materials: *This program was co-developed by [insert physician organization] and [insert non-physician organization partner's name] to achieve scientific integrity, objectivity and balance.*
- Sponsorship of a program can be listed separately.
- A program sponsor could also be one of the co-development partners.

#### **For more information**

- Please contact [education@cos-sco.ca](mailto:education@cos-sco.ca) or phone 1-800-267-5763 ext. 223.
- Please familiarize yourself with the *National Standard for Support of Accredited CPD Activities*:  
[https://www.cosprc.ca/wp-content/uploads/2019/03/national\\_standard\\_RC.pdf](https://www.cosprc.ca/wp-content/uploads/2019/03/national_standard_RC.pdf)
- Please familiarize yourself with the Royal College of Physicians and Surgeons of Canada's policies for co-developing an activity:  
<http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/cpd-guidelines-process-for-codevelopment-with-accredited-provider-e>
- Please see the COS document entitled "Guiding Principles for Co-development of an Accredited Activity with COS" available at: <https://www.cosprc.ca/guiding-principles-for-co-development-with-cos/>
- Please see the COS document entitled "Co-development of Accredited Continuing Professional Development Activities: Frequently Asked Questions (FAQ)" available at:  
[https://www.cosprc.ca/co-development\\_faq/](https://www.cosprc.ca/co-development_faq/)
- To submit an activity for review, please contact the COS and visit:  
<https://www.cosprc.ca/getting-accredited>

Last Updated October 2020