

607 MAINPRO®

THE COLLEGE OF FAMILY PHYSICIANS OF CANADA

MAINPRO®**(Maintenance of Proficiency/Maintien de la compétence professionnelle)**

INTRODUCTION

Mainpro® (Maintenance of Proficiency) is The College of Family Physicians of Canada (CFPC) program designed to support and promote the continuous professional development of its members.

When a physician or family medicine resident joins the CFPC, he/she is assigned to a **five-year Mainpro® cycle**. All persons participating in Mainpro® must report a minimum of 250 Mainpro® credits in each five-year cycle to maintain membership and/or special designation(s):

- At least 125 of the 250 credits must be **Mainpro-M1** and/or **Mainpro-C***
- The remainder may be **Mainpro-M2** credits

* Those awarded Fellowship (FCFP) in 2004 or later, or those who wish to earn Fellowship in the College, are required to report a minimum of 25 Mainpro-C credits in every five-year Mainpro® cycle.

Mainpro-C credits are awarded for participation in CFPC accredited CME/CPD programs or activities that include a demonstrated self-reflective component. Eligible activities will include opportunities for participants to reflect on what they have learned and how they might apply newly acquired knowledge and/or skills in practice. For each Mainpro-C credit earned, the CFPC awards a bonus Mainpro-M1 credit.

Mainpro-M1 credits are awarded for participation in accredited structured learning programs, events and/or activities that focus on enhancing knowledge and/or skills pertinent to the practice of family medicine. A variety of activities are eligible for Mainpro-M1 credits, including CFPC-accredited conferences and workshops, faculty development activities, contributions to the medical community and more.

Mainpro-M2 credits are awarded for participation in self-directed and/or non CFPC-accredited learning activities. Mainpro-M2 eligible activities include teaching activities, journal reading and more.

Certificant members in good standing who complete two consecutive 5-year Mainpro cycles (ten years) including at least 25 Mainpro-C credits in each cycle will be eligible for Fellowship (FCFP).

MAINPRO-M1 ACCREDITATION CRITERIA

The following criteria are required for Mainpro-M1 accreditation.

- 1. At least one member of the CFPC has had substantial input into the program.**
 - The member must have direct and important input into the program to ensure it is appropriate to family physicians.
 - The member must sit on the planning or scientific committee if there is one.
 - The member must contribute to the consideration of learning needs, the determination of learning objectives, and the choice of any speakers and presenters.
 - Ideally, the member should be from the region where the CME is to be held. Minimally, the member must be from the province where it is to be held.
 - Having a member review a final program and stating that it is appropriate to family medicine is inadequate.
 - In situations where a CFPC member is not available to have substantial input, a physician organization (which includes family physicians) may

delegate this role and responsibility to a non-CFPC member family physician.

2. The educational content is relevant to family medicine.

- Relevancy is determined by whether or not the content would foster improved patient care by family physicians.
- The content of the program must address at least one of the four principles of family medicine.
- The content could address an area of potential growth for family medicine as long as it relates to the four principles.
- The content has been proven or generally accepted by the medical community.
- In addition to the usual clinical topics, the following are acceptable:
 - Faculty development programs that aim to improve teaching in family medicine.
 - Programs that aim to improve primary care research skills.
 - Computer skills as applied to learning, access to information or CME.
 - Practice management topics that emphasize quality assurance, patient flow, patient satisfaction, and general psychological patient well-being.
 - Programs designed to increase physicians' skills in administration in hospitals, medical organizations, or other health care systems.
 - Programs on alternative health practices designed to increase physicians' awareness of these techniques and how they might affect patients.
 - Programs designed to prevent or deal with physician stress, impairment and burnout.
- Any topic outside the generally accepted scope of medical practice or peripheral to it is not acceptable. These include the following (not exclusive):
 - Clinical topics outside the usual practice scope of family physicians
 - Computer applications not related to patient care, such as word processing or billing.
 - Business management topics that focus on physician benefits (e.g. financial planning).
 - Programs on alternative health practices designed to teach the techniques.
 - Personal well-being, self-growth, or personal development of physicians (other than those mentioned above).
- It is recognized that some members of the CFPC have developed more specialized practice profiles. Examples of these include emergency medicine, psychotherapy, military medicine, sports medicine, and anesthesia. Programs dealing with specialized topics may be accredited provided Mainpro-M1 criteria have been met. Members who participate in unaccredited activities can either claim Mainpro-M2 credits or apply to the CFPC for individual consideration for Mainpro-M1 credits.

3. Learning objectives have been defined according to the learning needs of participants and will have been provided to them prior to the program.

Assessment could take the form of chart audits, focus groups, patient surveys, local epidemiological studies, thorough pre-tests of participants, review of audio or video tapes of patient encounters, clinical recall interviews, or direct observation of performance.

4. Organizers will have provided specific instructions to speakers regarding their involvement.

- Speakers must be given direction, based on the learning objectives, as to their involvement in the CME program.

- Speakers must respond to the learning objectives of the session(s) in which they are involved by integrating this input into their presentations.
- As a minimum, speakers should be provided with:
 - the learning objectives pertaining to their part of the program including the specific questions to be addressed that the organizers have formulated;
 - a description of the program's format;
 - a description of who will be in the audience; and
 - a description of the nature of the evaluation to be done by the participants.
- Speakers should be prepared to alter prepared presentations to meet the needs of the specific audience.

5. The format and environment will be appropriate for learning.

- The environment, teaching techniques, and use of audio-visual aids must be conducive to effective learning and appropriate to the learning objectives.
- There must be ample opportunity for discussion among participants.
- In the case of didactic presentations, there must be adequate time for questions from participants.
- No social activity can take precedence over the educational activities in terms of time, venue, meals or any other criteria.

6. Participants will have an opportunity to evaluate the program.

- Feedback must be sought from participants to allow organizers to improve the planning of future activities.
- Evaluation can be done through use of forms, discussion groups or any other

technique deemed appropriate and useful. See appendices for an example.

- Organizers must retain copies of the program evaluation forms or summaries for one year for audit purposes.
- The CFPC recommends that organizers provide a summary of the evaluations to all speakers and presenters so they can improve their future presentations for family physicians

7. The planning, content, and conduct of the program follow acceptable ethical standards.

- Appropriate ethical standards must be followed in all stages of planning and implementation of the program.
- Any program accredited must be able to stand up to public scrutiny.
- The program and its planning must comply with the Canadian Medical Association's **Guidelines for Physicians in Interactions with Industry (2007)** and Rx&D's (Canada's Research-Based Pharmaceutical Companies) **Code of Ethical Practices (2009)**. If any disagreement exists between these two, the CMA policy will prevail.
- Outside funding must be provided as an educational grant.
- There must be an arm's length relationship with any party with potential financial or other proprietary interest in the program.
- CME providers and faculty must disclose to the participants any financial affiliations with manufacturers of products or service providers related to the presentation.
- Physician organizers should pay all costs associated with the program (facility, meals, and costs for speakers including travel, maintenance, and honoraria). At a minimum, they should be aware of all costs and of any potential conflict of interest.

- Sponsors must not pay for meals or other social events for participants' spouses, partners or family members.
- There must be a description in the program materials of any external funding sources.
- Inappropriate influence by external sources, funding or otherwise, on any aspect of the program is unacceptable.

8. The Use of Brand vs. Generic Names in CME Programs.

- Generic names should be used where possible in accredited programs. If Brand names are used, the Brand name should appear in brackets after the generic name and every drug mentioned should be treated in the same manner.

9. For Mainpro-C accreditation, there is an activity after the program that encourages participants to reflect on what they have learned.

There are a number of ways this could be done. Any of these are acceptable as long as they actively engage the participants in thinking about what they have learned and how it could affect or has affected their practice. It must be detailed and individualized. There should also be an opportunity to discuss the results with the course coordinators or the other participants. Some recommended examples include:

- Performance and/or knowledge test. This must be more than the traditional MCQ post-test. It should utilize open-ended questions to encourage active reflection. It should be directly related to the learning objectives of the program and should be used to provide specific feedback to the participant.
- Follow-up chart audit with feedback provided. The audit could be done by an external agency or by the participants themselves if they are provided with instructions and/or the tools to do so.
- Completion of a post-program reflective exercise. This should challenge participants to consider the impact of the program and their learning on their practice. This should help both reinforce the content and stimulate thinking about further information to obtain. The Mainpro-C credit certificates should be withheld until the questionnaires are returned. Examples of questions are:
 - Looking back at the program you participated in on topic x three months ago, how do you feel about it now? Do you remember any of the details?
 - What impact has it had on your practice? What are you doing now that you didn't do before? What impact has the program had on your confidence in dealing with patients with topic x? How has your management changed? Give some examples.
 - If you haven't changed your practice, why not? Did the program not cover the topic in a way suitable for your practice? What barriers have you confronted in trying to introduce the new knowledge? What could you do to overcome them so that the program will have turned out to be more helpful?
 - What kind of feedback have you received from your patients, staff or colleagues?
 - What kind of situations are you still unsure how to resolve? How do you now plan on dealing with these issues? What plans do you have to find the answers?
 - What new information have you learned since the program? How has this further modified your approach?
 - What further changes do you intend to make?
 - Given the experience you have had since the program, what recommendations would you make about changing the program?

Effective September 01, 2007, accreditation for all Mainpro M-1 programs, to be run nationally, will be administered through the CFPC National office, as part of a shared process, in which final accreditation will be granted by the CFPC Chapters.

Accreditation Process for Mainpro M-1 Programs, to be run nationally:

- All applications for these programs must be sent to the CFPC National office.
- All applications must be accompanied by a national 'Needs Assessment', representing each of the 5 CFPC-defined regions within Canada.
- The planning committee for each program must include CFPC Family Physicians from each of the 5 CFPC regions across Canada (British Columbia/Alberta; Saskatchewan/Manitoba; Ontario; Quebec; and Atlantic Canada).
- Where French-speaking Physicians are included in the target audience, the CPD Provider will submit French translations of the program to the CFPC National office. This material may be submitted once the English version has been deemed acceptable – i.e. re no further changes or revisions.
- All English reviews will be conducted by two English-speaking CFPC reviewers.
- When the audience will include French-speaking Physicians, the final French materials will be sent to a third French-speaking Quebec reviewer, through the CFPC National office.
- All program content must be provided with the application, including all slides. These will be reviewed for 'balance and bias'.
- The Department of Continuing Professional Development of the CFPC will notify the CPD provider, along with all (relevant) provincial CFPC Chapter offices when a program review has been completed, and deemed acceptable.
- Applicants must provide all materials at least 8 weeks in advance of their program; failure to provide complete materials will delay process.
- The fee for this review will be \$700.00, paid by the CPD provider to the CFPC National office.
- Turn-around Time - CME Providers have a 30-day time period in which to respond to reviewers' or Chapters' requests for additional information, material, or revisions. If the provider does not respond within this time frame, reapplication will be required, including a new application fee.

ETHICAL REVIEW

- When an activity based on the reviewed program, Provincial or National-M1, is to be run within a given province, the CPD provider will apply to the corresponding provincial CFPC Chapter for an 'ethical review', and by paying \$100.00.
- For purposes of this ethical review, the CPD provider will provide the CFPC provincial Chapter Office with all program promotional materials, invitations, correspondence to potential attendees, and all other published announcements /publicity in print or electronic media, websites, etc.
- The above-mentioned materials will be provided in the language(s) appropriate to the intended audience.
- Specifically, the Chapter 'ethics review' will address the logistical components of the program – meals, entertainment or other social events associated with the program, location, cost for attendees, speakers, – and each will be screened for suitability, in keeping with the CFPC's accreditation standards and ethical guidelines, along with those of Rx&D and the CMA.
- Ultimately each CFPC provincial Chapter will be responsible for granting or denying the final accreditation of the National Mainpro M-1 program.

- Applicants must wait up to 5 business days for a CFPC provincial Chapter's final accreditation.
- Once the CFPC National Office has deemed a program acceptable, but prior to receiving final accreditation from the Chapter Offices, the applying CPD Provider may state the following on all correspondence, invitations, and promotional materials: *"This program has been reviewed by the College of Family Physicians of Canada, and is awaiting final accreditation by the College's ____ Chapter".*

Final accreditation will provide for the statement *"This program has been accredited by the College of Family Physicians of Canada, and the ____ Chapter, for up to ____ Mainpro-M1 credits."*

MAINPRO M1 PROVINCIAL ACCREDITATION

This section describes all the information necessary to apply for accreditation for Mainpro-M1 credits for conferences, courses, and workshops. Mainpro-M1 accreditation is administered through the CFPC's provincial chapters. Copies of all application materials are submitted to the chapter in any province where the activity is to be held.

Conferences, courses and workshops must meet the Mainpro-M1 accreditation criteria.

The following documentation must be submitted for any conference, course or workshop. All of this information is required to assess how well the activity meets the Mainpro-M1 accreditation criteria. If accreditation is granted, the application form will be signed and a copy returned to the applicant. If not accredited, reasons will be provided. In case of uncertainty, conflict, or unusual circumstances, the chapter reviewer can consult with another program reviewer (even in another province), the chapter's representative on the National Committee on Continuing Professional Development / Continuing Medical Education (NCCPD/CME), the chair of the NCCPD/CME, or the CFPC Director of CPD/CME.

ACCREDITATION APPLICATION PROCESS

There are two ways to apply for CME program approval and accreditation:

1. Online: Applications may be completed and submitted entirely online using QuickConnect (<http://quickconnect.cfpc.ca>)
2. The program coordinator may submit a completed Mainpro-M1 Accreditation Application Form. These are available from the CFPC national office and from all provincial chapter offices.

INFORMATION

The following information must be provided in a letter or other format (paper-based or QuickConnect). It relates to the accreditation criteria and will provide the information necessary for the reviewer to make an informed decision.

1. What was the involvement of the CFPC member in planning the program?

The member must describe his/her involvement to the CFPC. This should consist of one of the following:

- A detailed statement written directly in the space provided on the accreditation application form.
- A letter from the member.
- A CME program worksheet, used to facilitate the planning of the program, which the member could complete.
- A copy of the minutes of the planning committee meeting(s) that indicates involvement in discussions

2. How were the topics selected?
- 3a. How were the learning needs of the participants considered?
- 3b. How were the learning needs used to develop the learning objectives?
4. How did you communicate with the speakers regarding the format and learning objectives they were to address? What kind of instruction were they given?

- 5a. What is the format of the sessions? How will the participants be able to interact with each other and the speakers? What time is built in for questions and answers?
- 5b. Describe the venue (location, rooms, environment).
- 5c. How are the learning sessions scheduled in relation to any social activities.
6. Describe the process to be used to evaluate the program.

If an evaluation form is to be used, please attach a copy.

If the evaluation of the sessions involves a discussion rather than the use of forms, how will this be done and how will the feedback be used?

- 7a. What are the costs to the participants, including registration fees, education materials, and social events?
- 7b. Fully describe any outside funding sources.
- 7c. Describe how potential conflicts of interest (including relevant financial affiliations) will be disclosed to the participants.

COPY OF THE PROGRAM

The agenda/brochure must include the following information. A draft version is acceptable as long as there will be no substantial changes.

(The sessions for which accreditation is being requested should be clearly indicated. Only educational sessions are eligible. Refreshment, exhibit, meal, other social breaks, and written tests are not.)

- Learning objectives.
- Duration of program or sessions.
- Speakers.
- Funding sources

ADMINISTRATION FEES

An administration fee of \$300.00 is payable to the CFPC chapter in the province where the program is to be held. An administration fee of \$700.00 is payable to the CFPC national office for National Mainpro-M1 programs. This fee does not guarantee accreditation and is non-refundable. See section on Ethical Reviews for fee information.

OTHER IMPORTANT INFORMATION

Jurisdiction

Mainpro-M1 accreditation is program and site specific. Mainpro-M1 credits are not transferable by providers or participants from an accredited program to one which is not. Further, program reviewers cannot assign Mainpro-M1 credits outside their area of jurisdiction. This applies to both CFPC chapter reviewers and to university CME office personnel.

Deadlines

Applications should be received at least 8 weeks prior to the date of the course to be guaranteed an accreditation decision on time. The CFPC reserves the right to deny accreditation to any program because of a late application. The CFPC will not consider accrediting programs that have already occurred.

Turn-around Time

CME Providers have a 30-day time period in which to respond to reviewers' or Chapters' requests for additional information, material, or revisions. If the provider does not respond within this time frame, reapplication will be required, including a new application fee.

Partial accreditation

The CFPC is prepared to accredit individual sessions within a larger CME activity. The accreditation criteria need only apply to the relevant sessions. This applies also to hospital rounds. Organizers are required to inform participants which sessions have been accredited.

Certificate of participation

It is the responsibility of the CME provider to provide participants with a record of participation, which could be in the form of a certificate or letter. It is recommended to include the member's name, the program's name, date and location, and the number of approved Mainpro-M1 credits. Members should maintain these records in the event that the CFPC requests them.

Programs held in the United States

See the section below on the American Academy of Family Physicians for information on the accreditation of CME held in the United States.

Programs held outside Canada or the United States

Any CME program being planned by a Canadian organization that is to be held anywhere outside Canada or the U.S. must be submitted to the national office of the CFPC for review along with the \$300.00 administration fee.

Canadian university CME offices are exempt from this. They can assign Mainpro-M1 credits to programs they organize themselves outside Canada or the U.S. They must inform the national office of the CFPC of all such programs (preferably by completing and submitting the top part of the accreditation application form).

Program audit

All programs are subject to audit by the NCCPD/CME, the CFPC Department of CME, or by a provincial chapter CME committee. Failure to comply with any of the Mainpro accreditation criteria or process requirements will result in denial or withdrawal of accreditation. In the case of withdrawal of accreditation, it is the responsibility of the CME provider to inform all participants that they cannot claim Mainpro-M1 credits, even if the accreditation is withdrawn after the activity has been held.

Accreditation by other organizations

As a means of streamlining the accreditation of programs, the CFPC has accreditation agreements with other CME organizations.

These accreditation agreements apply only to Mainpro-M1 credits, not to Mainpro-C credits.

Canadian university CME offices

Canadian university CME offices have the authority to assign Mainpro-M1 credits to activities in which they have had significant input into the planning, organization, development and implementation as long as they meet the criteria for Mainpro-M1 accreditation. In order to have this authority, a university CME office must be accredited by the Committee on Accreditation of CME (CACME). This is an independent national accrediting body with representation from multiple national Canadian medical organizations whose sole mandate is to evaluate the university CME offices.

The Fédération des médecins omnipraticiens du Québec

The Collège des médecins du Québec (CMQ) has given the authority to the **Fédération des médecins omnipraticiens du Québec (FMOQ)**, the Quebec Chapter of The College of Family Physicians of Canada, the four Quebec universities CME offices and the AMLFC to grant Category 1 credits. The College of Family Physicians of Canada accepts these credits as equivalent to Mainpro-M1 for events held within that province.

The Royal College of Physicians and Surgeons of Canada

The Royal College of Physicians and Surgeons of Canada (RCPSC) has a Maintenance of Certification program for Canadian specialists. Canadian national specialty societies are accredited by the RCPSC to put on accredited CME activities which can be claimed in Section 1 of the RCPSC program. Members may request individual consideration for Mainpro-M1 credits for these.

The American Academy of Family Physicians

The American Academy of Family Physicians (AAFP) is the accrediting body for CME in family medicine in the U.S. The CFPC and the AAFP have a bilateral reciprocal accreditation agreement.

CME activities held across the Canada-U.S. border are accredited according to the nationality of the primary target audiences regardless of where the providers are located. The programs will be reviewed according to the criteria of the accrediting organization.

A CME activity is to be accredited by the CFPC if the primary target audience is Canadian. If it is to be held in Canada by an American provider, this is done through the appropriate CFPC Chapter office. If it is to be held in the U.S., it is done through the CFPC national office. The CFPC will inform the AAFP of all such programs.

The Canadian university CME offices are exempt from this. They can assign Mainpro-M1 credits to programs they organize themselves in the U.S. as long as the primary target audience is Canadian. They must inform the CFPC national office of all such program. The CFPC will then inform the AAFP.

A CME activity is to be accredited by the AAFP if the primary target audience is American. This is true if it is to be held in the U.S. by a Canadian provider or if it is to be held in Canada by an American provider. The AAFP will inform the CFPC of all such programs held in Canada.

AAFP members who attend any CME program accredited by the CFPC for Mainpro-M1 or Mainpro-C credits can claim AAFP Prescribed credit. Providers who would like to promote their programs to AAFP members can remind them of this. Upon written confirmation from the CFPC that a program has been accredited, the following notice can be used in program materials but must be presented exactly as indicated:

Members of the American Academy of Family Physicians are eligible to receive up to _____ Prescribed credit hours for attendance at this meeting due to reciprocal agreement with The College of Family Physicians of Canada.

CFPC members who attend any CME program accredited by the AAFP for Prescribed credit can claim Mainpro-M1 credits. Providers who would like to promote their programs to CFPC members can remind them of this. Upon written confirmation from the AAFP that a program has been accredited, the following notice can be used in program materials but must be presented exactly as indicated:

Members of The College of Family Physicians of Canada are eligible to receive up to _____ Mainpro-M1 credits for attendance at this meeting due to reciprocal agreement with the American Academy of Family Physicians.

MAINPRO-M1 RE-ACCREDITATION POLICY

If a Provider wishes to have a program reaccruited for Mainpro-M1 credits the following must be provided:

1. A new application with appropriate fee.
2. A needs assessment or current literature review showing that the previous program still addresses the needs of the target audience and its content is current.
3. All supporting program content including slide presentations, participant materials, etc.

Updates to Mainpro are posted on the web at www.cfpc.ca