

## MAINPRO+ 5W4XUS[a] CFPC Planning Committee Job Aid



### 1 | Select Planning Committee

- Representative of target audience (family physicians)
- Minimum of 1 CFPC Active member from province of delivery for provincial programs
- Minimum of 3 CFPC Active members for national programs
- No commercial organization or paid representative representation

### 2 | Conduct Needs Assessment

- Perceived needs (surveys, questionnaires, focus groups, etc.)
- Unperceived needs (chart audits, direct observation, incident reports, etc.)

### 3 | Create Learning Objectives

- Describe specific behaviours/skills as outcome(s)
- Should be derived based on needs assessment

### 4 | Choose Learning Format

- Choose the delivery format that aligns with learning needs
- Multiple learning formats ensure maximum retention and transfer of knowledge

### 5 | Develop Program

- Planning committee must have **substantial** involvement in: determining learning needs, developing learning objectives, content development, selection of speakers, etc.

### 6 | Select Speaker(s)

- A representative of a commercial organization cannot assume the role of a speaker/educator at Mainpro+ certified events
- Presentation must include the CFPC 3-step Conflict of Interest disclosure process

### 7 | Deliver Program

- Must be conducive to effective learning and appropriate to the learning objectives
- Must include elements of interactive learning

### 8 | Evaluate Program

- Participants must have an opportunity to evaluate the program
- The evaluation must include a question on content and presenter bias
- Results should guide development of needs assessment and learning objectives for future CPD programs
- CFPC members on the planning committee will be held accountable for how a program is presented

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## DISCLOSURE / CONFLICT OF INTEREST MANAGEMENT

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Planning committee members must identify the potential for conflicts of interest based on speaker declarations. If a conflict of interest is identified then it is the responsibility of the planning committee to determine the best way to manage this conflict. Below you will find some ways in which a planning committee could manage conflict of interest.

### A. Altering control over content

- Choose someone else to present the part of the content that is problematic
- Change the focus of the CPD activity so that the content is not about the product(s) or service(s) of the commercial interest, if that is the basis of the conflict of interest
- Limit the content presented by the person in question to a report of the data without providing recommendations; another presenter can be assigned to address broader implications and recommendations
- Limit the sources for recommendations. Limit the role of the presenter in question to reporting recommendations based on formal structured reviews of the literature, along with a clear statement of the inclusion and exclusion criteria; that is, present information that is explicitly “evidence-based” rather than reporting personal recommendations or selecting the evidence to be presented

### B. Independent content validation

Conflict of interest may be resolved if the CPD material is peer reviewed; all recommendations involving clinical medicine are based on evidence that is accepted within the profession; and all scientific research referred to, reported, or used in the CPD activity in support or justification of patient care recommendations conforms to generally accepted standards.

Determining the right course of action can be facilitated by asking a few useful questions:

- How were the topics and the presenter for the activity determined?
- What content is expected to be included in the presentation?
- Will the presenter be making clinical recommendations?
- What sources of evidence will support the presentation?

## IMPORTANT:

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- » All planning committee members and speakers are required to complete the CFPC Declaration of Conflict of Interest form.
- » Mainpro+ certified programs are required to address one or more of the seven CanMEDS-Family Medicine (CANMEDS-FM) roles (Family Medicine Expert, Communicator, Collaborator, Health Advocate, Manager, Professional, and Scholar).
- » It is the responsibility of CPD providers to ensure that the content and materials presented are the same as those submitted, reviewed, and certified.
- » The CFPC member(s) on the planning committee will be held accountable for how a program is presented and will be required to respond to any concerns regarding guideline violations.

## RESOURCES:

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The College of Family Physicians of Canada’s [A Guide for Continuing Professional Development Program Providers](#)  
Canadian Medical Association’s [Policy on Physicians and the Pharmaceutical Industry \(2007\)](#)  
Innovative Medicines Canada [Code of Ethical Practices \(2016\)](#)  
[Commonly Referenced Resources and Policy Updates](#)