



CUA Accreditation Policy for Physician Organizations

All physician organizations applying for CUA accreditation must ensure adhere to the CUA Accreditation Policy for Physician Organizations.

1. All Physician Organizations applying for CUA accreditation must meet the definition of a Physician Organization as defined by the Royal College of Physicians and Surgeons of Canada.

The definition can be found here:

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/cpd_accreditation/cpd_glossary_e.html

2. The Scientific Planning Committee (SPC) must include representatives of the target audience.
3. No representatives of industry or of entities hired by a commercial interest are permitted to sit on the SPC.
4. The SPC is responsible for identifying the educational needs of the target audience. Please note that educational needs can be based on evaluation forms from a previous meeting.
5. The SPC is responsible for developing educational objectives for the overall meeting. Session-specific learning objectives can be developed by the SPC or by individual speakers.

Please provide overall meeting AND session-specific learning objectives with your application.

Information on how to draft learning objectives can be found here:

http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives

6. The SPC is responsible for selecting faculty to develop and deliver content.
7. The SPC is responsible for evaluating outcomes. Evaluation forms must include questions addressing the extent to which learning objectives were achieved during each session.
8. The SPC must ensure that the content and/or materials of an accredited learning activity will address identified needs and not specific proprietary business interests of a commercial entity.
9. The SPC is responsible to inform faculty (speakers) of the ethical obligations when speaking at an accredited event. The CUA has developed the CUA Speaker Checklist for this purpose. All speakers are required to complete and sign the CUA Speaker Checklist.

Please include the completed and signed CUA Speaker's Checklist for all speakers with your application.

10. All SPC members and all faculty are required to complete and sign the CUA Potential Conflict of Interest Disclosure Form. Please note that a complete description of all relationships with any commercial interest, over the previous two (2) years is **MANDATORY**.



Please submit completed and signed CUA Conflict of Interest Disclosure Forms for all SPC members and all faculty with your application.

11. Potential conflicts of interest of all SPC members must be disclosed in writing as part of the program or course materials distributed in advance to participants.
12. Faculty must verbally disclose their potential conflicts of interest at the beginning of their presentation using the CUA Conflict of Interest Disclosure Slide Deck.

Please submit completed CUA Conflict of Interest Disclosure Slide Decks for all faculty with your application.

13. The SPC must recognize and disclose to participants all financial or other in-kind resources provided by commercial interests.

Please submit a budget with your application that includes all sponsors and sponsorship amounts.

14. Product-specific advertising or promotional materials (including trade or generic names of specific drugs, devices or products) or other branding strategies cannot be included on any educational materials, slides, abstracts, and handouts provided to participants of an accredited learning activity.
15. Product-specific advertising or promotional materials (including trade or generic names of specific drugs, devices, or products) or other branding strategies cannot be included on webpages containing educational material or be displayed within locations where accredited educational sessions are occurring (such as lecture halls, small group discussion rooms) immediately before, during or after an accredited learning activity.
16. Commercial exhibitors or advertisers cannot influence educational planning. This includes providing advice concerning topics, content or speakers as a condition of their exhibit or advertisement.
17. Commercial exhibits or advertisements must be arranged in a separate location from the accredited educational activities.
18. The SPC must make every effort to ensure that unaccredited learning activities developed by a commercial interest occur at a times and locations that do not interfere or compete with accredited learning activities.
19. Unaccredited learning activities may not be listed or included within activity brochures, preliminary or final programs or schedules.
20. The CUA does not accredit industry sponsored symposia. If the meeting includes industry sponsored symposia, they must be held at a different venue in order to meet Royal College accreditation standards.
21. The CUA does not allow any accredited sessions to be tagged.
22. Events where participant expenses are paid are not eligible for accreditation.
23. The applying physician organization must pay directly to any SPC member, faculty or author, any honoraria or reimbursement of out of pocket expenses.



24. Once accredited, all materials for CUA accredited events must include the following statement:

“This event is an accredited group learning activity (section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, approved by the Canadian Urological Association (CUA). The specific opinions and content of this event are not necessarily those of the CUA, and are the responsibility of the organizer(s) alone.”

This statement should not be used until the event receives final accreditation.

Please provide a copy of the event agenda, program, and brochure with your application.

As the Head of the Scientific Planning Committee, I attest that all ethical and educational accreditation standards outlined in this document have been adhered to during the organization and the execution of this educational event.

Name of Program/Meeting:

Physician Organization requesting accreditation:

Name of Head of the Scientific Planning Committee (please print):

Signature of Head of the Scientific Planning Committee:

_____ Date: _____