



INTRODUCTION TO THE INFORMATION GUIDE FOR FELLOWS

Participation in the Maintenance of Certification program is mandatory for admission to and renewal of Fellowship in the College, and for use of the designations FRCPC and FRCSC (Bylaw No. 13, Article 5.1.3) and listing on the Public Directory of Fellows.

Your College, in partnership with the Faculties of Medicine, the National Specialty Societies and the Federation of Medical Specialists of Québec, has developed the program that is described in this manual. Thanks to the energies of Fellows on many committees and the assistance from our sister organizations, the new program is ready for your participation.

The objectives of the program are two fold:

- ✦ *To ensure that Fellows are engaged in professional development endeavours that are directed at enhancing the quality of specialty care; and*
- ✦ *To provide standard documentation for Fellows to demonstrate their participation in professional development activities for purposes such as licensure or privileges to practice.*

Fellows are required to design their own program of professional development based on practice needs using their preferred learning methods. We recognize that Fellows are already very busy. In recognition of this, it has been a high priority for our committees to ensure that the program and methods of documentation are user friendly.

We recommend that you review this manual before commencing the program.

TABLE OF CONTENTS

Introduction to the Information Guide for Fellows	1
The Maintenance of Certification Program At-a-Glance	3
How to get started in the program	3
How will participation in the program be recognized?	3
What are the program requirements?	3
Who should participate in the program?	4
Selecting CPD Options for Maintenance of Certification	5
What does Continuing Professional Development (CPD) mean?	5
What is meant by "practice profile"?	5
What does the framework of CPD options mean?	5
Table 1: The framework of CPD options	6
How to use the framework of CPD options to your advantage	7
The Credit Validation Program: The Random Review Process for Validation of Self-Reported CPD Activities	9
Who will be required to validate their records of participation?	9
How will the Maintenance of Certification program be evaluated?	9
Appendix I Definitions of CPD Activities and the Documentation Required by Fellows to Validate Self-Reports of Participation	10
Appendix II Regulations for Fellows	15
Appendix III Case Studies	19
Appendix IV Record Keeping Worksheet	23
MAINPORT Instructions	25

THE MAINTENANCE OF CERTIFICATION PROGRAM AT-A-GLANCE



HOW TO GET STARTED IN THE PROGRAM

- ✦ All Fellows of the College are registered automatically for a five-year cycle of the Maintenance of Certification program.
- ✦ Participation in the program will be recognized once you have submitted to the College your hours of participation in a Continuing Professional Development (CPD) activity.
- ✦ Completion of the first cycle, on December 31, 2005, for active Fellows ensures eligibility for continuing Fellowship and listing on the DIRECTORY OF FELLOWS from 2006 to 2010 inclusive.
- ✦ Hours of participation in CPD activities must be submitted by each Fellow on a machine-readable form at the end of the year, or through the College Website <<http://rcpsc.medical.org>> or Mainport <www.mainport.org> throughout the year.

If your cycle began Jan 1, 2001, then your cycle ends Dec 31, 2005

HOW WILL PARTICIPATION IN THE PROGRAM BE RECOGNIZED?

- ✦ Participation in the Maintenance of Certification program is mandatory for admission to and renewal of Fellowship in the College and for use of the designations FRCPC and FRCSC and listing on the Public Directory of Fellows.
- ✦ Fellows will receive an annual report of the number of credits they have earned towards Maintenance of Certification.
- ✦ Fellows will receive a certificate on completion of each five year cycle.

Submit hours on the web: <http://rcpsc.medical.org> or www.mainport.org or data submission form at the year's end

WHAT ARE THE PROGRAM REQUIREMENTS?

- ✦ Fellows are required to earn a minimum of 400 credits during five years full-time or part-time practice by participating in educational activities based on the needs of their current professional practice using the framework of CPD options shown in Table 1.

**Jan. 31st
is the last
day for
receipt
of any
entries**

- ✦ Fellows are responsible for entering the hours of participation in educational activities on a machine- readable form at the end of the calendar year or through Mainport at any time. **Entries are to be made during the year of participation in the educational activities, and received no later than January 31 of the next year.**
- ✦ **Each year, a random sample of three percent of Fellows will be required to validate their self-reports of participation in educational activities.**
- ✦ **Fellows are required to enter a minimum of 40 hours of CPD activities per year.** However, the Royal College grants each Fellow a grace period of one year per cycle during which he/she does not have to meet the minimum annual CPD activities. The College will provide Fellows with a yearly status report on credits earned in the previous year.
- ✦ Fellows leaving practice for a period of four months or more for reasons of a non-professional nature, such as sickness, maternity leave or other leave of absence, may request an extension in writing, if needed, at the end of their five-year cycle.
- ✦ Records related to CPD activities will remain confidential.

WHO SHOULD PARTICIPATE IN THE PROGRAM?

- ✦ Fellows whose work involves activities other than the practice of clinical, laboratory, or community medicine (for example, administration, research and education), referred to as "related professional activities", are also required to participate in the program.
- ✦ Fellows who are **fully retired** from clinical practice and related professional activities, as described above, are exempt from the program.
- ✦ New Fellows are automatically registered in the program in the year following admission to Fellowship.
- ✦ Certificants of the College who have not elected to become Fellows may register in a similar program for non-members.
- ✦ Fellows residing outside of Canada are required to participate in the Maintenance of Certification program unless they are eligible for one of the alternatives provided by Council. Please contact the Office of Professional Development at 1-800-461-9598 or cpd@rcpsc.edu for information on the alternatives.
- ✦ Fellows who, immediately upon obtaining their RCPSC Certification, continue their Postgraduate training through recognized fellowships or residencies, will begin their five-year cycle once they enter into practice. In such cases they are **required to notify, in writing**, the Office of Professional Development of their continuing postgraduate training and the date they anticipate entering active practice. Their MOC cycle will begin on the 1st of January of the year following entrance into practice.
- ✦ Fellows of the Royal College who were in practice and are now pursuing postgraduate training are required to continue participating in the Maintenance of Certification program.
- ✦ Residents, who anticipate taking the RCPSC Certification examination upon completion of the required training, are not required to participate in the Maintenance of Certification program until such time as they become Fellows of the Royal College.

SELECTING CPD OPTIONS FOR MAINTENANCE OF CERTIFICATION



WHAT DOES CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MEAN?

Continuing Professional Development (CPD) extends beyond traditional Continuing Medical Education (CME), which is perceived to focus on updating medical knowledge. In CPD, practitioners define competencies that they see as relevant to their present practice profiles, which may change over the years.

As well as traditional medical themes, CPD offerings cover subject matter not often discussed at typical CME conferences, such as doctor-patient communication, interdisciplinary team skills and risk management, as well as other competencies defined by the Royal College's CanMEDS 2000 project - Skills for the New Millennium. These are:

Medical Expert	Demonstrate diagnostic and therapeutic skills for ethical and effective patient care
Communicator	Establish a therapeutic relationship with patients/families
Collaborator	Consult effectively with other physicians and health care professionals
Manager	Utilize resources effectively to balance patient care, learning needs and outside activities
Health Advocate	Identify the important determinants of health that affect patients
Scholar	Develop, implement and monitor a personal continuing education strategy Contribute to development of new knowledge
Professional	Deliver the highest quality care with integrity, honesty and compassion

WHAT IS MEANT BY "PRACTICE PROFILE"?

Your practice profile refers to the nature of your work. For instance, a practice profile of a community-based, full-time clinician may consist of the clinical problems he or she manages on a daily basis. The practice profile of a university-based clinical teacher will, in addition to clinical responsibilities, reflect related professional activities such as teaching, research and administration. Professional development in related professional activities is as important as in clinical activities, since they both contribute to the high standards of specialty medicine.

WHAT DOES THE FRAMEWORK OF CPD OPTIONS MEAN?

Fellows are required to earn a minimum of 400 credits during five years of active practice by participating in educational activities of their choice. The framework of CPD options is shown in Table 1. The definitions of each CPD activity and the documentation that Fellows are required to keep are shown in Appendix 1.

TABLE 1 THE FRAMEWORK OF EDUCATIONAL (CPD) OPTIONS

Fellows are required to earn 400 credits during five years of part-time or full time practice (clinical/laboratory, administration, education, research) by participating in educational activities of their choice.

Section	Examples of CPD Activities	Assignment of Credits
<p>1</p> <p>ACCREDITED GROUP LEARNING ACTIVITIES</p> <p>National and international group CME activities</p>	<p>Grand Rounds, M & M Rounds, Tumor Boards, and Journal Clubs (Self-accredited by Chair of Planning Committee)</p> <p>Workshops, Meetings, Courses, Conferences and Distance Education Programs (Approved by a RCPSC's Accredited Provider, when held in Canada)</p>	<p>1 CREDIT PER HOUR NO MAXIMUM</p>
<p>2</p> <p>OTHER LEARNING ACTIVITIES</p> <p>Learning activities that are not affiliated with or approved by an Accredited Provider</p>	<p><u>Non-accredited:</u> Grand Rounds, M & M Rounds, Tumor Boards, Journal Clubs, Meetings, Computer/Internet CME, Audiotapes / Videotapes</p> <p>Reading journals and texts</p> <p>Information (MEDLINE®) searches</p>	<p>1 CREDIT PER HOUR MAXIMUM OF 100 CREDITS / 5 YEARS</p>
<p>3</p> <p>ACCREDITED SELF-ASSESSMENT PROGRAM</p> <p>Programs designed to assist the specialist in identifying his/her educational needs</p>	<p>Self-assessment program developed or sponsored by National Specialty Societies, Universities and Medical Colleges</p> <p>Training or virtual reality simulators used for the purpose of self-assessment (Approved by a RCPSC's Accredited Provider)</p>	<p>2 CREDITS PER HOUR NO MAXIMUM</p>
<p>4</p> <p>STRUCTURED LEARNING PROJECTS</p> <p>Learning activities such as Personal Learning Projects (PLPs), courses or traineeships that are planned and the outcome is recorded and evaluated</p>	<p>Personal Learning Projects (PLPs) may be generated from participating in any CPD activity within the framework</p> <p>Keeping a learning portfolio</p> <p>Traineeships, Fellowships, Courses sponsored by a university, college or institute</p> <p>Masters and PhD studies</p>	<p>1 CREDIT PER HOUR NO MAXIMUM</p>
<p>5</p> <p>PRACTICE REVIEW AND APPRAISAL</p> <p>Activities that assist specialists to review their personal practice for assessing and identifying areas of potential improvement in delivered care or practice delivery</p>	<p>Practice audits and patient surveys, institution audits, incident reports, utilization studies</p>	<p>2 CREDITS PER HOUR NO MAXIMUM</p>
<p>6</p> <p>EDUCATIONAL DEVELOPMENT, TEACHING AND RESEARCH</p> <p>Activities that involve setting standards for practice and that expand the specialists expertise or enhance their ability to practice</p>	<p>Publications (e.g., manuscript reviews)</p> <p>Preparation of presentations or teaching sessions</p> <p>Development of examination questions</p> <p>Research (e.g., grant proposals and trials)</p> <p>Setting standards (e.g. Clinical Practice Guidelines development)</p>	<p>1 CREDIT PER HOUR MAXIMUM OF 100 CREDITS / 5 YEARS</p>

[Revision: November 14, 2002

[ref.: OPD#8]

HOW TO USE THE FRAMEWORK OF CPD OPTIONS TO YOUR ADVANTAGE



The credit system rewards Fellows who self-assess their knowledge (Section 3) and use audits to review their practice (Section 5).

The number of hours of education required for Maintenance of Certification is a function of the type of CPD activities selected. It is likely that Fellows will select a variety of CPD activities and spend on average 55–70 hours doing continuing professional development activities each year.

- ✦ Fellows who select CPD activities that are rated at 1 credit per hour (i.e., CPD activities in Sections 1, 2, 4 and 6) will take 400 hours to earn 400 credits in five years. They will spend an average of 80 hours per year doing Professional Development activities.
- ✦ Fellows who select CPD activities that are rated at 2 credits per hour (i.e., CPD activities in Sections 3 and 5) will take 200 hours to earn 400 credits in five years. They will spend 40 hours per year doing continuing professional development activities. The double credits awarded per hour relate to the increased educational impact of activities that link to actual practice.

The following are examples of how Fellows may use the framework of CPD options to earn additional credits:

- ✦ Fellows may earn additional credits by choosing to participate in activities from Sections 3 (accredited self-assessment program) and 5 (practice review and appraisal) of the framework.
- ✦ Fellows may earn additional credits by identifying questions or practical tips in any CPD activity, including reading journals (Section 2) and by pursuing them in a personal learning project (Section 4). In the case of journal reading, Fellows will earn the 1 credit per hour in Section 2 (other learning activities) plus an additional 1 credit per hour for reviewing the literature to validate the new information and assessing its implications for their practice. WebDiary provides a practical means of keeping records of personal learning projects (see Appendix I).
- ✦ The national specialty societies and faculties of medicine are encouraged to design courses that provide Fellows with evidence-based practice guidelines and tools (audit forms) to self-assess how they currently manage specific problems in their practice. Additional credits can be earned by completing a practice audit (2 credits per hour in Section 5) and by initiating a personal learning project (1 credit per hour in Section 4) to consider whether a change in their practice is warranted. An additional 1 credit will be provided to those who return the audit data to the program planners. Thus the number of credits earned from attending such a course will depend on the effort a Fellow makes to link the content of the course with his or her current practice. A course or workshop that fulfills the above criteria is termed a BEST PRACTICE COURSE. Best Practice Courses will be recognized by the presence of the Royal College shield on course brochures and other materials.

Create Personal Learning Projects to earn additional credits for journal reading

How to record your participation in CPD activities?

Last day for receipt of entries will be Jan. 31st of the following year

- ✦ Fellows will be responsible for entering the hours of CPD activities they undertake on a machine-readable form at the end of the year or throughout the year on a Web entry form at <<http://rcpsc.medical.org>> or <<http://www.mainport.org>>.
- ✦ It is not necessary to enter each CPD activity individually on the Web Entry Form. However, you are required to make entries during the year of completion of the CPD activities. Late entries can be made up to January 31 of the following year.
- ✦ Submissions of Personal Learning Projects (Section 4) by Fellows using WebDiary will be made automatically as part of the electronic transfer of PLPs to the Internet Question Library. For more information about using WebDiary to keep your Personal Learning Projects, see the instructions page at the end of this booklet.

What support is available to assist Fellows to meet the program requirements?

Every attempt will be made to support Fellows in completing their five-year cycle of CPD activities. For instance,

Fellows will receive a Credit Status each year

- ✦ Fellows are awarded a grace period of one year per cycle during which he/she does not have to meet the minimum requirement of 40 hours of CPD per year.
- ✦ In the spring of each year the College will provide feedback to Fellows regarding their credit status based on the previous year's submissions. A support program will be in place to assist those who may need help to achieve the program requirements in time for the completion of the current cycle. The support program is offered on a cost-recovery basis.
- ✦ Fellows leaving practice for a period of four months or more for reasons of a non-professional nature, such as sickness, maternity leave or other leave of absence, may request an extension in writing, if needed, at the end of their five-year cycle.
- ✦ See regulations for additional information (Appendix II).

How can my additional questions about the program be answered?

You can contact the Information Centre with your questions and comments:

- ✦ **by phone: 1.800.461.9598**
- ✦ **by email: cpd@rcpsc.edu**
- ✦ **by fax: 613.730.0500**

Program updates can be found on the College's Website <<http://rcpsc.medical.org>>.



THE CREDIT VALIDATION PROGRAM: THE RANDOM REVIEW PROCESS FOR VALIDATION OF SELF-REPORTED CPD ACTIVITIES

WHO WILL BE REQUIRED TO VALIDATE THEIR HOURS OF PARTICIPATION?

Each year a random sample of three percent of Fellows will be required to validate their self-reports of participation in educational activities. They will be requested to provide the appropriate documentation (listed in Appendix I) to validate their hours of participation in the CPD activities submitted in the previous year.

The documentation that is required by Fellows in the random review process to validate their participation in CPD activities can be summarized as follows:

Section	Type	Documentation Required
1	rounds, small group sessions	– supplied by program planning committee and made available to Fellows upon request
	accredited conferences, workshops, and meetings	– receipt of registration (as presently required for tax purposes) and program schedule or agenda
2	other learning activities	– no documentation required
3	accredited self-assessment programs	– record of completion of program
4	structured learning projects	– appropriate documentation as outlined on page 12
5	practice review and appraisal	– summary of results of review
6	educational development	– a list of scholarly activities

Fellows in the random review process will be required to forward photocopies of documents to the Credit Validation Program, Office of Professional Development at the Royal College, within three months of notification. Please visit the Credit Validation Tutor at <<http://rcpsc.medical.org/english/maintenance/validation/index.php3>>.

HOW WILL THE MAINTENANCE OF CERTIFICATION PROGRAM BE EVALUATED?

A program of evaluation will be developed based on data obtained from the random sampling of self-reported CPD activities. The aims of the evaluation program will be:

- ✦ to modify the framework of CPD options and the credit system to better meet the needs of Fellows in preparation for the next cycle of the program (2006 to 2010),
- ✦ to assess how participation in accredited CPD activities impacts on the quality of patient care activities of individual Fellows, and
- ✦ to evaluate the overall impact of the Maintenance of Certification program.



APPENDIX I

DEFINITIONS OF CPD ACTIVITIES AND THE DOCUMENTATION REQUIRED BY FELLOWS TO VALIDATE SELF-REPORTS OF PARTICIPATION

SECTION 1: ACCREDITED GROUP LEARNING ACTIVITIES

educational sessions produced by accredited providers of CPD activities

Activities

Grand rounds, journal clubs, or other hospital-sponsored education events

email the Office of Professional Development (OPD) for information for self-accreditation of rounds or go to MOC info page <<http://rcpsc.medical.org>>.

Definition

Institutions and departments fulfilling the following six criteria are authorized to approve grand rounds, journal clubs, or other CPD events under Section 1:

1. A planning committee accountable to the Head of the Department or Chief of Staff plans the program of events based on the identified needs of the target audience.
2. A series of events (e.g., once per month) are planned and advertised as accredited events in advance.
3. There are circulated objectives for rounds, journal clubs and other CPD events.
4. At least 25 percent of the time of a CPD event should be allocated for interactive learning.
5. Individual events and the series of events should be evaluated.
6. The planning committee is responsible for keeping records of attendance and providing confirmation of attendance upon request by the Credit Validation Program.

Documentation required for credit validation

The planning committee responsible for the accredited rounds and meetings will provide written confirmation, upon request, to the participant of his or her attendance at rounds, journal clubs, or other CPD events

Activities

Other accredited group learning activities that are held in Canada

Definition

Workshops, meetings, educational sessions within conferences, courses and other group learning activities, including online CME activities, provided or sponsored by a CPD provider which is accredited by the Maintenance of Certification program.

Documentation required for credit validation (photocopies preferred)

1. **Registration receipt or certificate of attendance**
2. **Program schedule or agenda (indication of date(s) and hour(s) of participation)**

section 1 cont'd

Activities
Accredited group learning activities that are held outside of Canada

Definition

Workshops, meetings, educational sessions within conferences, courses and other group learning activities, provided or sponsored outside of Canada by an academic institution, academy, college or accredited physician organization. On-line CME activities sponsored outside of Canada need to be approved by an Accredited Provider in Canada.

Documentation required for credit validation (photocopies preferred)

1. **Registration receipt or certificate of attendance**
2. **Program schedule or agenda (indication of date(s) and hour(s) of participation)**

Activities
Small group learning sessions

contact OPD for information for self-accreditation of group learning sessions

Definition

Small group learning sessions that are not planned or sponsored by a hospital or institution can be approved for Section 1 if they meet the following criteria:

1. Members of the small group function as a planning committee and contribute to the content of the sessions
2. Small group learning sessions are a series of planned events designed to meet defined objectives
3. At least 25 percent of each small group event should be planned for interactive learning
4. The individual events and the series should be evaluated
5. A designated Fellow is responsible for keeping records of attendance and providing confirmation of attendance upon request

Documentation required for credit validation

The designated Fellow of the small group will provide written confirmation, upon request, to the participant of his or her attendance at small group events

SECTION 2: OTHER GROUP LEARNING ACTIVITIES

learning activities that are not affiliated with an accredited provider

Activities
Group learning activities and self-directed CPD activities, such as journal reading, audiotapes, on-line CME

Definition

CPD activities sponsored by non-accredited providers. There is no requirement to keep records of participation. Additional credits can be earned through Section 4 by creating personal learning projects (see definition under Section 4).

Documentation required for credit validation

No documentation required

SECTION 3: ACCREDITED SELF-ASSESSMENT PROGRAMS

programs designed to assist the Fellow to identify his/her educational needs

Activities

Self-assessment programs, including medical simulators and physician assessment review programs

Definition

Self-assessment programs provided or co-sponsored by an accredited CPD provider (NSS and university CME offices, see web page for current list).

Documentation required for credit validation

Written confirmation of completion of the program by the sponsor

SECTION 4: STRUCTURED LEARNING PROJECTS

learning activities are planned and the outcome is recorded and evaluated

Activities

A personal learning project (PLP) is a learning activity that is planned and its outcome is recorded and evaluated by the individual or a mentor. PLPs are executed in three steps:

Definition

- Step 1 The Fellow identifies a question, controversy, idea, innovation, tip, or pearl from professional practice or by participating in an educational activity
- Step 2 The Fellow critically appraises the information through a review of the literature and/or discussion with colleagues
- Step 3 The Fellow assesses the application of the learning derived from Step 2 to his/her professional practice
— PLPs may or may not result in a change of practice

Documentation required for credit validation

For each personal learning project the physician must document:

1. The item (question, idea, innovation, etc.)
2. The stimulus (where the question, idea, innovation, etc., came from)
3. References (where applicable)
4. Outcome of learning (potential to impact practice)

Note: Learning portfolios, such as WebDiary, fulfill the requirements for documentation of a PLP

section 4 cont'd

Activities**Traineeships****Definition**

Structured educational activities that are developed to meet specific professional based needs (knowledge, skills, or attitudes).

Documentation required for credit validation

1. Objectives for the traineeship
2. Confirmation of completion of the traineeship by the coordinator
3. Outcome of learning (impact on practice)

Activities**Preceptored courses, Fellowships, Masters or PhD programs****Definition**

Courses sponsored by a university, college or institute. These courses will have clear objectives and an end date.

Documentation required for credit validation

Evidence of completion of the course by the sponsoring university, college or institute

SECTION 5: PRACTICE REVIEW AND APPRAISAL

activities designed to assist the Fellow to identify his/her educational needs

Activities**Practice audits including patient surveys, self-initiated patient care reviews or audits, institutional or provincial audits, utilization studies and other CQI, or quality improvement activities****Definition**

An educationally oriented review of a particular aspect of the Fellow's practice for the purpose of assessing one's own current performance and identifying areas of potential improvement.

Activities in this section can be initiated by an individual Fellow, National Specialty Society, local medical organization, regional health authority, or provincial licensing body.

Surveys of patients may be used to provide feedback on a variety of professional behaviours. Patient surveys can supplement practice audits.

Documentation required for credit validation

1. Audit proposal and forms
2. Description of participation of the physician in developing the audit
3. Date of completion
4. Summary of findings
5. Outcomes for practice

SECTION 6: EDUCATIONAL DEVELOPMENT, TEACHING AND RESEARCH

Only submit specific scholarly activities that, in your opinion, expanded your expertise or your ability to practice your expertise

Activities

Teaching sessions and presentations

Definition

Involvement of the physician in activities which provide or facilitate the teaching of others, curriculum development and evaluation. The focus of this section is on enhancing expertise through the process of preparation, evaluation and subsequent enhancement of teaching. Additional credits can be earned through Section 4 by creating a personal learning project(s).

Documentation required for credit validation

List of relevant activities

Activities

Publications and grant proposals

Definition

The focus of this section is on enhancing expertise through the activity of manuscript submitting for publication and grant proposals submitted for peer review.

Documentation required for credit validation

List of relevant activities

Activities

Standard setting activities (e.g., clinical practice guideline (CPG) development, question writing for examination boards)

Definition

The focus of this section is on enhancing your expertise through educational activities which are driven by issues of standards of medical practice. Only submit specific activities that, in your opinion, expanded your expertise or ability to practice your expertise.

Documentation required for credit validation

List of relevant activities

Only submit specific scholarly activities that, in your opinion, expanded your expertise or your ability to practice your expertise



APPENDIX II

REGULATIONS FOR FELLOWS

THE MAINTENANCE OF CERTIFICATION PROGRAM REGULATIONS

1 DEFINITION

“Maintenance of Certification Program” means the program of professional development created in accordance with Article 7 of RCPSC Bylaw No. 13 (Bylaw No. 13, Interpretation).

“Fellow” means a person who has been admitted to Fellowship in the Royal College in accordance with Article 5 of Bylaw No. 13 (Bylaw No. 13, Interpretation) and who is in compliance with the Maintenance of Certification requirements of Article 7 of Bylaw No. 13 (Bylaw No. 13, Article 7, Maintenance of Certification Program).

“Related professional activities” means activities related directly or indirectly to specialty medicine and includes administration, research, teaching and consulting.

DIRECTORY OF FELLOWS refers to a register open to the public—such as on the RCPSC’s Web Site—listing the name of RCPSC Fellows, their status in the Maintenance of Certification program, and other information as prescribed by The Royal College.

2 MAINTENANCE OF CERTIFICATION PROGRAM AND RCPSC FELLOWSHIP

Participation in the Maintenance of Certification program will be mandatory for admission to and renewal of Fellowship in the College, and for use of the designations FRCPC and FRCSC (Bylaw No. 13, Article 5.1.3)

3 REGISTRATION

- 3.1 All Fellows of the College will be registered automatically in the program.
- 3.2 Fellows whose professional work involves activities referred to as “related professional activities,” will be required to participate in the program.
- 3.3 Fellows admitted as Medical Scientists or under the Academic Certification program will be required to register and participate in the Maintenance of Certification program.

- 3.4 Certificants of the Royal College, who have elected not to become Fellows, may register in the program and apply for Fellowship.

4 EXEMPTION

Fellows who are fully retired from clinical practice, residency education and related professional activities, as described above, will be exempt from the Maintenance of Certification program.

As well, RCPSC Honorary Fellows who were not RCPSC Fellows at the time of admission to Honorary Fellowship are not required to participate in the Maintenance of Certification program.

5 PROGRAM CYCLE

- 5.1 The Maintenance of Certification program cycle is five years, based on a calendar year.
- 5.2 The first five-year cycle of the Maintenance of Certification program will be January 1, 2001 to December 31, 2005. Fellows admitted to Fellowship prior to January 1, 2001 may commence data entry for the first five-year cycle as early as January 1, 2000. Early participants will therefore have up to six years to complete the first cycle of the program.
- 5.3 Fellows admitted to Fellowship after January 1, 2001 will begin their Maintenance of Certification program cycle on January 1 of the subsequent year. Fellows may commence data entry for their first five-year cycle upon their admission to Fellowship, therefore having more than five years to complete the first cycle of the program.
- 5.4 The Royal College may grant each Fellow a grace period of one year per cycle during which he/she does not have to meet the minimum annual Continued Professional Development (CPD) activities.
- 5.5 Fellows absent from practice or from related professional activities for a period of four (4) months or more, for reasons of a non-professional nature, such as sickness, maternity leave or other leaves of absence, may, on application prior to or within thirty (30) days after the beginning of the leave, have their cycle delayed until they return to practice. The cycle will resume on January 1 of the year following return to practice. Fellows granted permission to delay their cycle will be able to continue CPD activities during the approved leave of absence toward the required 400 credits.
- 5.6 Entries attributable in a particular year must be reported to the Royal College by January 31 of the next year.

6 PUBLIC REGISTER

- 6.1 The College Bylaw stipulates that the RCPSC maintain a DIRECTORY OF FELLOWS open to the public (Bylaw No. 12, Article 3.2 and Bylaw No. 13, Article 3.2).
- 6.2 The DIRECTORY OF FELLOWS will include the name, certified specialty(ies), information on the status of Fellows in the Maintenance of Certification program, and other information as prescribed from time to time by Council.

7 PROGRAM REQUIREMENTS

- 7.1 Fellows are required to enter a minimum of 40 hours of CPD activities per year. However, the Royal College may grant each Fellow a grace period of one year per cycle during which he/she does not have to meet the minimum annual CPD activities. The College will provide Fellows a yearly status report on credits earned in the previous year.
- 7.2 Individual Fellows are required to earn a minimum of 400 credits during five years of active practice or related professional activities by participating in educational activities based on the needs of their current professional activities using the framework of CPD options shown in Table 1, page 6. CPD activities and the documentation that Fellows are required to keep are shown in Appendix 1, page 10.
- 7.3 Fellows will be responsible for entering the hours of participation in educational activities on a prescribed form at the end of the calendar year or on the College Web form at any time. Entries are to be made during the year of participation in the educational activities, and no later than January 31 of the next year.

8 CREDIT VALIDATION

- 8.1 Each year a stratified, random sample of three (3) percent of Fellows who have completed CPD activities in the previous year will be required to validate their self-reports of participation in CPD activities.
- 8.2 The Fellows required to validate their self-reports of participation in CPD activities will be selected on a random basis by the Royal College from among the Fellows who are actively participating in the Maintenance of Certification program.
- 8.3 Fellows so selected will be required to provide the Royal College with the documentation supporting their participation in reported CPD activities, as outlined in Appendix 1, page 10.

9 NON-ADHERENCE

The purpose of this policy is to encourage participation in the Maintenance of Certification (MOC) program. This policy only applies to Fellows whose initial MOC cycle ends on December 31, 2005.

- 9.1 Fellows are required to submit a minimum of 40 hours of continuing professional development (CPD) in each of the 4 of 5 years of a cycle. Fellows who fail to meet this requirement will be notified by the Royal College at the end of the first year of non-adherence* and be provided with information on how to seek assistance through the Royal College Support Program to enhance their understanding of the program and select relevant continuing professional development (CPD) activities. All Fellows who are non-adherent will be required to participate in the Credit Validation Program in one of the remaining years of their current cycle.
- 9.2 Non-adherent Fellows will continue to be monitored to appraise them of their status with the MOC program. Fellows who remain non-adherent for a second year will again be provided with information from the Royal College Support Program and be required to participate in the Credit Validation Program in each of the remaining year(s) of their current cycle.
- 9.3 Fellows who have not submitted any CPD hours over three consecutive years of this current cycle will be informed that their status on the *Public Directory of Fellows* will be listed as having not yet started to participate in the MOC program. Upon submitting hours to the MOC program, Fellows' status on the Directory will be updated to reflect that they are participating in the MOC program.
- 9.4 Fellows who have participated in the MOC program but have not achieved the standard of 400 credits by the end of December 31, 2005, or any permitted extension, will be placed on probation and permitted and extension of up to two (2) years to submit the remaining required credits. During each year of any required extension, Fellows will also be required to complete a minimum of 40 additional credits of CPD activities. All credits during this extension period must be validated through the Credit Validation Program. Fellows who are not able to meet the requirements described above will be subject to having their Fellowship terminated as per Bylaw 14, Article 8.2, and will be provided with an opportunity to appeal the removal of their membership in the Royal College subject to RCPSC guidelines and procedures.
- 9.5 Fellows who have zero credits in their MOC profile for the MOC cycle ending December 31, 2005 will be immediately subject to having their Fellowship terminated as per Bylaw 14, Article 8.2. Fellows who are subject to having their Fellowship terminated, will be provided with an opportunity to appeal the removal of their membership in the Royal College.

* Non-adherence refers to MOC guidelines that require all Fellows to submit at least 40 hours of continuing professional development in each of 4 of 5 years of cycle.

Q. I practice in a small town and cannot get away to meetings. We do not have regular rounds at our hospital and I have no teaching responsibilities. I keep up to date by reading journals and searching the literature while working up difficult cases. How can I make 400 credits in 5 years or 80 credits per year?

You will meet the requirements of the program by continuing your present CPD activities.

1. You will automatically earn 100 credits in 5 years (20 credits per year) in Section 2 of the framework by reading and doing literature searches while you work up your patients. There is no documentation required.
2. You probably make a note of practical tips and new information that you glean while reading or working up patients. Some Fellows attach these notes to patients' charts. These are referred to in the program as PERSONAL LEARNING PROJECTS (PLP) (see Section 4 of the Framework of CPD options, page 6).

You earn 1 credit per hour in Section 4 of the framework for keeping records of the 3-step process in a PLP:

- ✦ in a few words record the practical tip or new information,
- ✦ read the relevant reference(s) and/or talk to colleagues to validate the information, and
- ✦ record any actions you intend to take to try the new practice.

We predict the average time spent in a PLP will be 2 hours. PLPs may be recorded in a notebook or WebDiary.

Let's assume that you generate 2 PLPs per month (each PLP equals 2 hours) from reading the journals and doing literature searches each month for 11 of the 12 months in the year. You will earn 44 credits each year. You have earned 20 (for reading) + 44 (for PLPs) or 64 of the 80 credits you need each year by reading and searching the literature while you work up patients. The remaining 16 credits needed to attain 80 credits each year may be earned by doing any of the following activities (which may differ from year to year):

3. Attend the annual (or regional) meeting of your National Specialty Society at least once in five years (Section 1 at 1 credit per hour).
4. Participate in a utilization study or audit (e.g., an audit of the rate of wound infections) sponsored by your hospital or licensing body. You may also undertake a self-audit of how you manage a particular problem in your office.
5. Complete a self-assessment program recommended by a National Specialty Society at least once every five years (Section 3 at 2 credits per hour).
6. Complete the Physician Assessment Review program once every five years (mandatory for Fellows in Alberta) (Section 3 at 2 credits per hour).
7. Give a presentation to family physicians, nurses, other professionals, or to the community (Section 6 at 1 credit per hour).

Note: You may earn additional credits by generating personal learning projects from information that emerges while undertaking the activities outlined above (Points 3 to 7).

Summary of suggested CPD activities for a Fellow as described in previous section:

Section	Credits					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
1 Accredited Group CPD			16 ⁽³⁾			16
2 Other CPD, reading, etc.	20 ⁽¹⁾	20 ⁽¹⁾	20 ⁽¹⁾	20 ⁽¹⁾	20 ⁽¹⁾	100
3 Self-assessment programs		24 ⁽⁵⁾				24
4 Personal learning projects	44 ⁽²⁾	44 ⁽²⁾	44 ⁽²⁾	44 ⁽²⁾	44 ⁽²⁾	220
5 Practice appraisals, reviews	10 ⁽⁴⁾			10 ⁽⁴⁾	10 ⁽⁶⁾	30
6 Teaching, research	6 ⁽⁷⁾			6 ⁽⁷⁾		12
Total credits per year	80	88	80	80	74	402

() refers to CPD activities described on page 19

Q. As head of a university department my responsibilities are focused on teaching undergraduate and postgraduate students and running a research laboratory. Do I have to earn credits doing CPD in General Surgery, the specialty in which I was certified?

You should earn your credits doing CPD activities that support your present responsibilities or "practice profile," namely teaching, research and management. For example:

1. You are likely to attend the research sessions at the annual meeting of your National Specialty Society. Let us assume this takes eight hours and you earn 8 credits under Section 1 (Accredited Group Activities).
2. You may attend grand rounds in your department, which have been self-accredited under Section 1. Let us assume that you attend one per month for six months of the year. This earns you 6 credits each year.
3. You will automatically earn 100 credits in five years (20 credits per year) in Section 2 of the framework by reading and doing literature searches. There is no documentation required.
4. Under Section 6 of the framework you may earn 20 credits per year. Let us assume that each year you:
 - a. referee 2 papers for a journal - 3 hours each = 6 credits
 - b. write 2 grant proposals - 10 hours each = 20 credits
 - c. preparation time for teaching session 1 hour each week - 20 hours = 20 credits

Select those CPD activities to submit which, in your opinion, contributed to your professional development. You have earned 8 + 6 + 20 + 20 or 54 of the 80 credits. To earn additional credits:

5. You probably make notes of practical tips and information that will enhance your teaching, research or management skills while reviewing journal articles and writing grant proposals. These are referred to as PERSONAL LEARNING PROJECTS (PLP) under Section 4 of the Framework of CPD options. You will earn 1 credit per hour (in Section 4) for keeping records of the 3-step process in a PLP:
 - a. record the practical tip or new information,
 - b. read the relevant reference(s) and/or talk to colleagues to validate the information, and
 - c. record any actions you intend to take to try the tip or new practice in your professional activities. You may record PLPs in a notebook or WebDiary.
6. As a member of the RCPSC examination board, you may spend several hours creating examination questions for the certification examination. Let us suppose that you have already reached your maximum of 100 credits in Section 6. However, while generating the examination questions, you do several literature searches and identify some specific issues that you intend to introduce into your teaching or research activities. These PLPs will earn you additional credits.
7. You are preparing for the RCPSC accreditation of your residency education program. You undertake the self-study exercise and identify problems and issues in your department that require resolving. You spend several hours doing this and record the time as a PLP, thus earning additional credits.

Summary of suggested CPD activities as described in previous section:

Section	Credits					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
1 Accredited Group CPD	8 ⁽¹⁾	8 ⁽¹⁾	8 ⁽¹⁾	8 ⁽¹⁾	8 ⁽¹⁾	70
2 Other CPD, reading, etc.	6 ⁽²⁾	6 ⁽²⁾	6 ⁽²⁾	6 ⁽²⁾	6 ⁽²⁾	100
3 Self-assessment programs	20 ⁽³⁾	20 ⁽³⁾	20 ⁽³⁾	20 ⁽³⁾	20 ⁽³⁾	130
4 Personal learning projects	20 ⁽⁵⁾	20 ⁽⁵⁾	20 ⁽⁵⁾	20 ⁽⁵⁾	20 ⁽⁵⁾	130
5 Practice appraisals, reviews	10 ⁽⁶⁾	10 ⁽⁷⁾			10 ⁽⁶⁾	
6 Teaching, research	20 ⁽⁴⁾	20 ⁽⁴⁾	20 ⁽⁴⁾	20 ⁽⁴⁾	20 ⁽⁴⁾	100
Total credits per year	84	84	74	74	84	400

(¹) refers to CPD activities described above and on the previous page

Use the template to record Personal Learning Projects (Section 4, page 12) or alternatively use WebDiary

Describe your item of learning in the form of a question and for each question, circle:

- ✦ the primary stimulus (trigger for question)
- ✦ all learning resources used
- ✦ the outcome

Stimulus Code

- 1 After reviewing the mgt. of more than one patient
- 2 Audit of a clinical or lab practice
- 3 Discussion with peers
- 4 During the mgt. of a current patient / problem
- 5 Group CME activity
- 6 Reading (scanning) of literature
- 7 Research
- 8 Self-assessment program
- 9 Teaching
- 10 Other

Learning resource code

- 1 Audio / video
- 2 CME group activity
- 3 Colleagues (discussion)
- 4 Computer learning
- 5 Consultation (formal)
- 6 Electronic discussion group
- 7 Planned literature search
- 8 Reading articles, journals
- 9 Self-assessment program
- 10 Teaching, research, publications
- 11 Traineeship
- 12 Other

Date: _____ (mm/yy) **Total Hours:** _____

Notes: (including references)

State your item of learning in the form of a specific question

(please print): _____

STIMULUS: Circle **ONLY ONE** code per item

- 1 2 3 4 5 6 7 8 9 10

LEARNING RESOURCES: Circle as many as appropriate

- 1 2 3 4 5 6 7 8 9 10 11 12

OUTCOME: Circle **ONLY ONE** code per item

- 1 I am planning to change my practice
- 2 I am planning to pursue additional information
- 3 I am not planning to make a change

Date: _____ (mm/yy) **Total Hours:** _____

Notes: (including references)

State your item of learning in the form of a specific question

(please print): _____

STIMULUS: Circle **ONLY ONE** code per item

- 1 2 3 4 5 6 7 8 9 10

LEARNING RESOURCES: Circle as many as appropriate

- 1 2 3 4 5 6 7 8 9 10 11 12

OUTCOME: Circle **ONLY ONE** code per item

- 1 I am planning to change my practice
- 2 I am planning to pursue additional information
- 3 I am not planning to make a change



HOW TO ENTER HOURS ONLINE

- Go to the Website address for MAINPORT: www.mainport.org
- Log in using your College ID (without the leading zeros)
- Enter your password (which is your family name in capital letters unless you change it)
- Click on “Login”
- Upon entering MAINPORT, you are welcomed with the latest news
- Each MAINPORT screen includes a suggestion box that you can use to send comments.

“Submit CPD Hours”

- Submit CPD Hours allows you to update your hours spent completing Continuing Professional Development (CPD) activities.

(Note: You can only revise CPD hours in the current calendar year)

- From the Dashboard, on the left-hand side of the page, choose Submit CPD Hours

DASHBOARD
Submit CPD Hours
CPD Summary
WebDiary
Question Library
Personal Links
Update User Profile
Customize Dashboard
Transaction History
Web Tutor
Home
Logout

- Add or subtract hours submitted to your PLP or Other CPD activities during the current calendar year.
- From the drop down box, choose the number of hours you wish to Add or Subtract.
- From the Modify CPD Hours column, click on the appropriate radio button for either Add or Subtract.
- Once you have made the appropriate changes, review the new figures in the Updated Total Column.
- Once you are satisfied with the Updated Total Column figures, click SAVE to update your CPD Hours.
- You may also enter your hours via the “WebDiary” (located on the “Dashboard”) by following the instructions on the next page.
- For Sections 3 and 5, enter the actual hours. The computer will automatically multiply these hours by 2. The College converts the hours you enter into credits towards the Maintenance of Certification program.

- Also available through the College Website at rcpsc.medical.org by visiting the Maintenance of Certification page.

For questions pertaining to MAINPORT, please contact the Information Centre at 1-800-461-9598 or by e-mail at cpd@rcpsc.edu.



HOW TO USE "WEBDIARY"

- Go to the Website address for MAINPORT: www.mainport.org
- Log in using your College ID (without the leading zeros)
- Enter your password (which is your family name in capital letters unless you change it)
- Click on "Login"
- Upon entering MAINPORT, you are welcomed with the latest news
- Each MAINPORT screen includes a suggestion box that you can use to send comments
- From the Dashboard, on the left-hand side of the screen, choose WebDiary
- The initial screen displays a brief description of each of the subsections, along with a navigation bar on top:

DASHBOARD		<i>To Do List</i>	<i>Zones of Expertise</i>	<i>Personal Learning Projects (PLP)s</i>	<i>Other CPD Activities</i>	<i>Personal Links</i>	<i>Question Library</i>
Submit CPD Hours							
CPD Summary							
WebDiary							
Question Library							
Personal Links							
Update User Profile							
Customize Dashboard							
Transaction History							
Web Tutor							
Home							
Logout							

- WebDiary provides a practical web tool for keeping records of Personal Learning Projects (PLPs) and other Continuing Professional Development (CPD) items.

How to use "Personal Learning Projects"

Personal Learning Projects (PLPs) facilitate the recording of new information, practical tips and new items of learning that define, broaden or otherwise impact your expertise as a teacher, researcher or specialist in the health care system.

- From WebDiary navigation bar, choose Personal Learning Projects.
- Click "**Add a New PLP**" to begin developing a project. Complete the form and click **SAVE** to add the project to your list
- You can only edit or delete incomplete PLPs. Your PLP will retain incomplete status until you are ready to select **Complete** or **Complete and Submit to Question Library** at the bottom of the screen. Once you've submitted a completed activity, your hours for this PLP will automatically transfer to your CPD Summary under Section 4.
- To see all of your PLPs on one screen, click on **Report**. Click on Printer Friendly Version to see just your PLPs. Then choose FILE>PRINT from the menu bar and click OK for a paper copy.

How to use "Other CPD Activities"

Other CPD Activities are used to record learning activities not specific to a PLP (such as rounds, conferences, journal clubs, teaching, and presentation development).

<i>To Do List</i>	<i>Zones of Expertise</i>	<i>Personal Learning Projects</i>	<i>Other CPD Activities</i>	<i>Personal Links (Launches new window)</i>	<i>Question Library (Launches new window)</i>
-------------------	---------------------------	-----------------------------------	-----------------------------	---	---

- From WebDiary navigation bar, choose Other CPD Activities.
- Click "**Add a New CPD Activity**" to enter an activity. Complete the form and click **SAVE** to add the activity to your list. Also, the hours entered will automatically appear in your **CPD Summary** under the Section you selected.
- If you delete a CPD Activity, you reduce the credit hours in the corresponding section.
- While in the form, you can make revisions to the CPD Activity, including increasing or decreasing the number of hours.
- To see all of your CPD activities on one screen, click on **Report**. Click on Printer Friendly Version to see just your CPD Activities. Then choose FILE>PRINT from menu bar and click OK for a paper copy.