Continuing Professional Development

Criteria for other organizations to apply for recognition as a College-approved organization for tracking CPD

Continuing professional development (CPD) is a process whereby physicians maintain and enhance their knowledge, skills and attitudes specific to their areas of practice using a variety of educational activities. In 2006, Council directed that CPD be mandatory for all physicians in Ontario.

Changes to the College’s Quality Assurance Regulation that came into effect in July 2011 make it mandatory for physicians to participate in a program of CPD that meets the requirements for CPD set by the Royal College of Physicians & Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) or by another College-approved organization that meets the CPD requirements of the national bodies.

In February 2012, Council approved the criteria for other organizations to apply for recognition as a College-approved organization for tracking CPD. The criteria are as follows:

There must be clear statement of purpose for the CPD system

- Describe the values, goals and objectives of the CPD system

Physicians are represented and included in decision making within the governance of the organization

- Provide flow chart and/or description of your governance, relevant by-laws

The organization has specific bylaws related to its governance and the CPD roles specifically, for example monitoring and adherence to standards, appeal mechanisms, consequences for non-compliance, conflict of interest, privacy and bias

- Attach specific bylaws for review

There must be a formal evaluation of the CPD program to respond to changing needs and requirements

- Describe the methods of evaluation and frequency

There must be a system to define the credits assigned to specific activities, credit weightings must be informed by educational evidence and there must be a documentation system for activities and outcomes
- Describe the type of learning activities, the credits for each (if applicable), and the basis upon which your organization has made assignment decisions; describe the ways in which your organization tracks the outcomes from participation in education.

There must be a formal analysis by the organization providing a rationale about how the organization's CPD program is deemed comparable to either the CFPC or RCPSC program.

- Provide information to demonstrate how your organization has reviewed its comparability to the RCPSC or CFPC.

There must be an audit system in place.

- Describe how the audit establishes accountability of members; describe the mechanism by which the organization tracks the number and types of credits of the organization's members.

There must be a rigorous system in place to follow-up with members who are not compliant with the organization's requirements.

- Describe the nature and frequency of the monitoring system; describe the consequences of failing to adhere or comply with the organization's requirements.

The organization must be able to transfer and share individual data with the CPSO.

- The organization must enter into a data sharing agreement with the College; describe how data will be made available in a timely and useful format.

There must be the ability to validate and ensure physician identity.

- Describe the method of identification: CPSO number, MINC, something else.

The organization must have sustainability for its CPD system.

- Number of members, organization's budget, staff and Committee roles, responsibilities and expertise to promote evaluation and innovation; describe what accreditation system is used (if any); describe how the organization supports and advises individual members about their CPD.

Organizations wishing to apply for College recognition should use this application form and submit to:

Wade Hillier, Associate Director
Practice Assessment & Enhancement Department
College of Physicians and Surgeons of Ontario
80 College Street
Toronto ON M6G 2E2