

**Multidisciplinary Cancer Conferences (MCC) Accreditation Information Package
(Tool Kit) for Continuing Professional Development (CPD)**

Cancer Care Ontario released “Multidisciplinary Cancer Conference” Standards in June 2006, which describes components that are key to the structure and function of a MCC.

Standards Link: visit <http://www.cancercare.on.ca/common/pages/UserFile.aspx?fileId=14320>

Purpose:

Providing a forum for the continuing education of medical staff and health professionals is essential for fostering the engagement of the required disciplines at MCCs. This document provides further information on accreditation of MCCs.

***Note:** The Royal College of Physicians and Surgeons of Canada (Royal College) was contacted for information regarding the accreditation process for MCCs. A summary of this information is provided in this document.

Key Points Included:

1. Participants may accumulate MOC Program Section 1 credits for their participation in **accredited** MCCs
2. Participants may accumulate MOC Program Section 1 credits for their participation in **unaccredited** MCCs
3. Presenters, such as pathologists or radiologists may accumulate MOC Program Section 2: Personal Learning Project credits for their preparation time for MCCs

Special Note:

Common questions associated with MCCs is the appropriateness of industry attendance and sponsorship. This document also provides important details regarding industry attendance and sponsorship.

Key Points Included:

1. For both **accredited** and **unaccredited** MCCs, industry representatives can attend MCCs, but **cannot:** (a) participate; (b) be part of the target audience; and (c) sell products in any way
2. **Accredited** MCCs can have industry sponsorship in the form of an unrestricted educational grant issued directly to the planning committee and in fulfillment of the Canadian Medical Association (CMA) guidelines
3. **Unaccredited MCCs** can have no industry sponsorship

Summary of Royal College Accreditation for MCCs

Accreditation Level	Activity	MOC Program Section and Category	How to Claim Credits	Page
<p>Accredited MCCs</p> <p>1. Ensure your MCC meets the Royal College self-approval standards</p> <p>2. Register your MCC with the Royal College for self-accreditation by filling out a registration form found here: http://www.royalcollege.ca/portal/page/portal/rc/common/documents/cpd_accreditation/self_approval_rounds_forms_e.pdf</p>	<ul style="list-style-type: none"> ▪ MCC participation 	<ul style="list-style-type: none"> ▪ MOC Program Section 1 Group Learning: Accredited Group Learning Activities ▪ 1 credit per hour 	<ul style="list-style-type: none"> ▪ Log into MAINPORT and enter the MCC as an Accredited Group Learning Activity ▪ The planning committee of an accredited MCC is responsible for providing each individual attendee with an annual letter of attendance stating the total number of hours and the Royal College accreditation statement. 	3
<p>Unaccredited MCCs</p> <ul style="list-style-type: none"> ▪ Unaccredited activities are activities that are in the process of meeting the Royal College's educational and ethical standards that have no industry sponsorship. 	<ul style="list-style-type: none"> ▪ MCC participation 	<ul style="list-style-type: none"> ▪ MOC Program Section 1 Group Learning: Unaccredited Activities ▪ 0.5 credits per hour (maximum 50 credits/cycle) 	<ul style="list-style-type: none"> ▪ Log into MAINPORT and enter the MCC as an Unaccredited Group Learning Activity 	5
<p>Accredited or Unaccredited MCC Preparation</p> <ul style="list-style-type: none"> ▪ Physicians who are preparing materials for the MCC may claim the time spent learning new skills for their role as presenter as a personal learning project. Please note, no accreditation is required for this MOC Program entry. 	<ul style="list-style-type: none"> ▪ MCC preparation (pathology/radiology) 	<ul style="list-style-type: none"> ▪ MOC Program Section 2 Self Learning: Personal learning project ▪ 2 credits per hour 	<ul style="list-style-type: none"> ▪ Log into MAINPORT and enter the time spent preparing, researching and learning new skills for the MCC as a Personal Learning Project 	6

For More Information please contact the Royal College's Membership Services Centre:

Telephone: 1-800-461-9598 or 613-730-6243

Email: cpd@royalcollege.ca

Helpful Links:

Royal College Website: www.royalcollege.ca

Royal College CPD Accreditation: http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation

Royal College MOC Program Framework:

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/moc_program/moc_insert_e.pdf

Royal College Accreditation FAQ:

http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/self_approved_activities/faq

Canadian Medical Association - Guidelines for Physicians in Interactions with Industry:

<http://policybase.cma.ca/dbtwwpd/Policypdf/PD08-01.pdf>

Frequently Asked Questions

Accredited MCCs

1. Why should a hospital apply to have their MCC accredited?

There are many benefits to registering your MCC with the Royal College for accreditation:

- fosters engagement of required MCC team members
- provides incentive for MCC participation
- contributes to the continuing professional development activities of medical staff
- medical staff can enter their MCC participation hours for one credit per hour as a MOC Program Section 1: Accredited Group Learning Activity

2. What type of learning activity is an accredited MCC?

MCCs may use the process of self-accreditation and can be self-accredited if they meet the Royal College's [self-approval standards](#).

Accredited MCCs must be:

- regularly scheduled; planned and coordinated by a planning committee representative of the target audience and accountable to the head of the department, chief of staff or equivalent;
- providing confirmation of attendance to participants;
- using the Royal College accreditation statement on all promotional material and;
- registered with the Royal College

As a hospital sponsored event, MCCs are eligible for the self-accreditation process and are encouraged to register as a MOC Program **Section 1: Accredited Group Learning Activity**.

3. How does a hospital apply for MCC accreditation?

By submitting the [self-approval form](#) for rounds/journal clubs to the Royal College, the MCC is considered accredited for MOC Program Section 1: Accredited Group Learning. Please review the [self-approval standards](#) or click on the following link:

http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/self_approved_activities/self_approval_toolkit

To apply for MCC accreditation, download and complete the self-approval form:

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/cpd_accreditation/self_approval_rounds_for_ms_e.pdf

Self-approval standards can be found here:

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/cpd_accreditation/accreditation_standards_rounds_e.pdf

Self-approval standards for MCCs involve:

- having a planning committee representative of the target audience and accountable to the head of the department, chief of staff or equivalent;
- following guidelines for educational content of self-approved events;
- circulating the learning objectives to the target audience in advance;
- providing an opportunity for participants to give feedback and evaluate individual events and the overall series of events;
- following Canadian Medical Association (CMA) ethical guidelines; and

- providing documentation for credit validation and including the Royal College accreditation statement on all promotional materials

The following sections of the form need to be completed:

- committee chair information;
- business mailing address;
- name of principal hospital/institution providing MCCs;
- other participating or affiliated institutions;
- title of MCCs*;
- approximate number of participants; and
- planning committee chair signature and date of submission

* Recommended standard naming convention: MCC - <Hospital Name> - <Disease Site/s>

Once the form is completed, it should be submitted to the Royal College by email (rounds@royalcollege.ca) or fax (613-730-2410).

4. Is there a fee for processing the accreditation application? No.

5. Does a separate application need to be submitted for every MCC disease site?

The number of application forms submitted for MCCs is dependent upon the number of planning committees involved. If there is one planning committee for all MCC disease sites, then only one application form needs to be submitted.

6. How long does it take for the application to be processed?

Once you have submitted the forms, your group learning activity is considered accredited from the date on which the form was signed. Shortly following, the planning committee chair will receive a confirmation of registration email from the Royal College.

7. Do I have to re-accredit MCCs or resubmit self-approval forms each year?

Currently, MCC accreditation, once approved, does not expire or require resubmission of self-approval forms, unless any of the below situations take place:

- A change in MCC Chair of a planning committee
- A change in contact name and/or information listed on the application
- MCC event name changes*

* The following standard naming convention is recommended to decrease the chances of an activity name change, ensure consistency and allows for ease of information retrieval if ever requested of the Royal College: MCC - <Hospital Name> - <Disease Site/s>

8. How many continuing professional development (CPD) credits are acquired for participating in accredited MCCs?

All participating physicians receive one credit per hour of accredited MCC participation.

9. How are CPD credits reported?

Accredited MCC participation hours can be recorded in MAINPORT as a MOC Program Section 1: Accredited Group Learning Activity.

10. What type of participation documentation is the hospital required to provide to the MCC attendees?

At the end of the year, the program committee chair is required to provide MCC participants with a letter or certificate confirming their attendance. This letter provides written confirmation that specifies the following:

- name of the tumor board
- number of hours the participant attended the MCC for that year
- MCC meets established self-approval standards and is accredited by the Royal College

The Royal College accreditation statement must be part of the written confirmation:

The [round's or journal club's name] is a self-approved group learning activity (Section 1) as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada.

Written confirmation should be provided to the participant on hospital letterhead.

11. In what situations would the MCC participant use the credit validation letter?

It is important for the MCC participant to keep credit validation letters on file for future reference. The MCC participant is not required to submit credit validation letters to the Royal College. However, circumstances where the MCC participant may be required to submit their validation letter to the Royal College include:

- submitting MCC hours passed the January 31st deadline
- undergoing an audit

12. What are the guidelines associated with Accredited MCCs and industry attendance?

The Royal College's view regarding industry attendance at educational events such as MCCs, is that industry representatives:

- can attend, but not participate
- cannot be considered part of the target audience
- cannot come to an event and sell products in anyway

Contact the appropriate department in your hospital regarding rules and regulations on the presence of industry representatives.

Some example situations where industry attendance can be problematic include:

- if an industry representative attends a session and they participate in a question and answer period and begin 'steering the conversation'; it would create a potential bias in the educational content
- if an industry representative attends a session and proceeds to discuss the benefits of their products to physicians over the coffee break
- if an attending industry representative is wearing a nametag with the logo of their company, it would be an inappropriate form of advertising

13. What are the guidelines associated with Accredited MCCs and industry sponsorship?

Accredited MCC's can have industry sponsorship only in the form of an unrestricted educational grant issued directly to the planning committee and in fulfillment of the Canadian Medical Association (CMA) guidelines (<http://policybase.cma.ca/dbtw-wpd/Policypdf/PD08-01.pdf>).

Unaccredited MCCs

13. What type of continuing professional development activities (CPD) apply to participation in an unaccredited MCC?

Unaccredited MCCs that are in the process of meeting the Royal College's educational and ethical standards that have **no industry sponsorship** can be entered into MAINPORT as an MOC Program Section 1: Unaccredited Group Learning activity.

14. How many MOC Program credits are acquired for participating in unaccredited MCCs and how is this information reported?

All participating physicians may claim MOC Program Section 1: Unaccredited Group Learning credits in MAINPORT (0.5 credits per hour). *There is, however, a maximum of 50 credits per cycle.*

15. What type of participation documentation is the hospital required to provide to unaccredited MCC attendees?

Documentation does not need to be provided for physicians that enter MCC participation hours in MOC Program Section 1: Unaccredited Group Learning activities.

16. What are the guidelines associated with Unaccredited MCCs and industry attendance? The Royal College's view regarding industry attendance at educational events such as MCCs, is that industry representatives:

- can attend, but not participate and cannot sponsor the MCC
- cannot be considered part of the target audience
- cannot come to an event and sell products in anyway

Contact the appropriate department in your hospital regarding rules and regulations on the presence of industry representatives.

Some example situations where industry attendance can be problematic include:

- if an industry representative attends a session and they participate in a question and answer period and begin 'steering the conversation'; it would create a potential bias in the educational content
- if an industry representative attends a session and proceeds to discuss the benefits of their products to physicians over the coffee break
- if an attending industry representative is wearing a nametag with the logo of their company, it would be an inappropriate form of advertising

17. What are the guidelines associated with Unaccredited MCCs and industry sponsorship? Unaccredited MCC's cannot have any industry sponsorship.

Accredited or Unaccredited MCC Preparation

18. What role do personal learning projects (MOC Program Section 2 Self Learning) play in continuing professional development?

Personal learning projects should be used when a physician is engaging in planned self-learning activities to meet a need or a goal (such as preparing for a presentation or researching a specific topic or issue). In situations where pathologists and radiologists prepare information for presentation at the MCC prior to the MCC occurring, two credits per hour can be claimed by the physician.

MCC preparation hours can be reported as a MOC Program Section 2 Self Learning: Personal learning project within MAINPORT. As part of this submission, physicians are required to answer the following questions:

- How many hours did you spend participating in this activity? (total number of hours spent preparing for MCC presentation)
- Describe the question, focus, or title for this activity (MCC presentation and topic)
- Describe the outcome or impact for your professional practice (how their practice was affected)
- What date did you complete this activity? (date of MCC preparation)