

Tips for the Completion of the FOM CPD Accreditation Application

Overall Reminders:

- To receive certification through the DFCM you require the support of the department so it is important to always vet your idea with your Division Head/CPD/FD/QI Director first
- The Program Director must be a University of Toronto faculty member.
- Financial liability for the program cannot be taken on by an individual physician. As a result an organisation such as a department, a hospital, not-for-profit association must be on board and identified as providing liability coverage.

Common mistakes to avoid:

- **Not starting with a Needs Assessment:** A Needs Assessment (for both perceived AND unperceived needs) is the essential first step in determining your learning gaps. The Needs Assessment Guide Template can help with this:
<https://www.cpd.utoronto.ca/educators/program-development/quick-tips/>
- **Misaligned Learning Objectives:** Learning objectives developed need to clearly address the learning gaps identified.

Quick Tips on the **5 Educational Criteria** that will be assessed in your application:

- **Target Audience and Scientific Planning Committee (SPC):** The SPC must represent the target audience. Be clear on which SPC members are representing which audience members.
- **Evidence of Learning Needs:** In this section it is important to summarize and describe how you determined the perceived and unperceived learning needs (eg. needs assessment, key recent reference articles etc. If this is a repeat offering, consider using the 2 column feedback table to identify how you are responding to previous feedback (found in the Quick Tips section of the CPD website: <https://www.cpd.utoronto.ca/educators/program-development/quick-tips/>)
- **Goals and Objectives:** Ensure these are action oriented. Consider the question - how is the learning going to be put into practice? If this is a multi-event program include those for the overall program and the individual sessions (where possible, otherwise this can be updated in the future).
- **Program Design:** Include a working agenda. Ensure you describe all the active learning opportunities and meet the minimum of 25% of time/participant. *A reminder that if you are designing an asynchronous self-study program you will need to include the results from 3 reviewers who have assessed your program.
- **Evaluation, Assessment & Outcome Measures:** A reminder that the first 3 levels are compulsory for accreditation (Participation, Satisfaction, Learning). Ensure the evaluation includes the compulsory question regarding bias “Did you perceive any degree of bias in this program?” (with an option to describe how if the answer is yes) and the CanMeds-FM roles that were addressed by the CPD activity.