CHSE POLICY
FOR REVIEWING AND APPROVAL OF CHSE CREDITS

Preamble

CHSE Program is committed to ensuring the process for reviewing and accrediting Continuing Health Sciences Education (CHSE) activities is consistently applied to all programs and events. In our processes, our goal is to ensure that all programs accredited by CHSE comply with standards of national accreditation systems such as The College of Family Physicians of Canada (CFPC) and the Royal College of Physicians and Surgeons of Canada (RCPSC).

CHSE Credits refer to Continuing Medical Education (CME), Continuing Professional Development (CPD) and any other Continuing Education (CE) Credits the CHSE Program may process for healthcare professionals.

Purpose

In implementing a transparent and reliable process for program accreditation and assignment of credits, a quality management system is consistently applied to ensure the rigorous application of credits.

General Principles

1. CHSE will ensure that the policies and standards of national accreditation systems (CFPC, RCPSC, etc.) in setting CHSE standards and policies are followed.

2. All programs approved for CPD credits must comply with CHSE and FHS policies, and meet or exceed standards related to the planning, design, development and delivery of continuing health sciences education activities. (These policies include and are not limited to Conflict of Interest, FIPPA, Support from External Sources, Copyright)

CHSE INTERNAL PROCEDURE
FOR REVIEWING AND APPROVAL OF CHSE CREDITS

Planning Committee Chair completes and submits the Application for Program Accreditation to CHSE Program

If incomplete, goes back to Planning Committee Chair

CHSE Administrator

records date application received in CHSE application tracking system and ensures all required documentation and signatures are included

If complete

> 4 weeks Regular Application

< 4 weeks Expedited Application

Goes to Assistant Dean, CHSE

Application and/or activity is not compliant with CHSE policies and standards, Assistant Dean offers feedback to Chair and requests additional information

Assistant Dean completes Academic Review based on this policy. Complex cases are discussed with the respective accrediting Colleges and/or reviewed by CHSE Advisory Committee for an opinion

Approved:
External/Internal Programs
Assistant Dean forwards application to CHSE Administrator. Registration Coordinator issues the Accreditation Approval Letter to Chair of Planning Committee along with procedure instructions and invoice.
CHSE Programs
Assistant Dean forwards application to CHSE Administrator
Registration Coordinator issues the Accreditation Approval Letter to Chair of Planning Committee and a copy the CSHE Coordinator

Declined:
• Assistant Dean provides verbal or written feedback to Chair about the decision and offers recommendations for improvement.
• Registration Coordinator invoices for application review fee and retains for reference.

Quality Management Process:
Every 10th Regular Application received by CHSE Administration is scanned and emailed to an identified member of the CHSE Advisory Committee for an independent review. If the results of the review differ from the Assistant Dean’s decision, then feedback is given to the Assistant Dean and the case is re-reviewed and potentially discussed with the respective accrediting Colleges and/or taken to the CHSE Advisory Committee for their opinion.