



POLICY CATEGORY	PROGRAM
POLICY FOCUS	ACCREDITATION RSS

## POLICY PR-07: ACCREDITATION OF REGULARLY SCHEDULED SERIES (RSS)

### 1. Purpose

**1.1.** The purpose of a Regularly Scheduled Series policy is to identify another category of CCCEP accredited learning for which Providers may apply to use. This category is intended to allow less formal types of learning to be accredited, where it is not feasible to develop or deliver the program in accordance with the standard learning activity accreditation process.

### 2. Scope

**2.1.** This policy applies to current or future program providers interested in providing Regularly Scheduled Series (RSS), and outlines eligibility for RSS provider status, the nature of the RSS learning activities, and other requirements.

**2.2.** This policy, with the exception of section 3, applies to Accredited Providers.

### 3. RSS Provider Eligibility Criteria

**3.1.** A program provider wishing to be approved as an RSS provider must be a legally incorporated non-profit organization.

**3.2.** A program provider seeking status as an RSS provider should be familiar with the development and accreditation of learning activities with CCCEP or other accrediting bodies.

**3.3.** A program provider seeking initial approval as an RSS provider must submit the required application form and pay the application fee noted in Section 8.

### 4. Definition and Description of Regularly Scheduled Series (RSS)

**4.1.** A Regularly Scheduled Series (RSS) is a set/series of multiple live continuing health education sessions that occur on an ongoing, scheduled basis (e.g. weekly, monthly, quarterly) that are organized by, and meet the learning needs of, a defined group of health professionals.

**4.2.** An RSS differs from other repeated learning activities in that they are planned as a set/series of educational sessions with different content for the same audience (e.g., professional staff of a hospital, community pharmacy or health care system) as opposed to a learning activity with the same content offered to different audiences.

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- 4.3. An RSS is delivered in live delivery mode, presented in person to a live audience and/or presented to a remote audience in a synchronous fashion (e.g., live webinar, videoconference or teleconference).
- 4.4. The learning activities of an RSS are organized by an RSS approved Provider, under the guidance of a Scientific Planning Committee, in accordance with Section 5 of this policy.
- 4.5. These activities will consist of a formal presentation (e.g., panel discussion, speaker presentation) and discussion of medical problem(s) and treatment of patient(s), new or current research, pharmacy management, human resource and legal related matters, and trending, relevant topics that relate to pharmacy practice.
  - 4.5.1. Each session will be a formal presentation of at least 15 minutes in length. Interactive activities, such as a discussion and question and answer period, will comprise at least 20% of the contact time.
  - 4.5.2. The provider must ensure best efforts are made to verify that participants have achieved the learning objectives.
- 4.6. The accreditation of each RSS will be for a period of one year.
- 4.7. An RSS will only be sponsored if it is through an unconditional educational grant to the RSS Provider.
- 4.8. An RSS Provider will hold at least four (4) regularly scheduled sessions/events throughout the accreditation period as part of each accredited RSS.
  - 4.8.1. Sessions/events are not to be grouped together for a longer educational event as sessions intended to be delivered in that manner would be considered a conference, for which a specific accreditation process is already available and must be utilized.
- 4.9. RSS accreditations are expected to align with a theme (e.g., pharmacotherapy, standards of practice), or a specific group of participants (e.g., pharmacy grand rounds participants at a specific hospital), and multiple different series are not to be combined into one RSS application.

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## 5. Developing and Delivering an RSS

5.1 The RSS Provider must establish a Scientific Planning Committee (SPC), which may be responsible for one session/event within a series or an entire series. The responsibilities of the SPC are, among other things, to:

- 5.1.1. Ensure that those involved in the development and delivery of the RSS adhere to CCCEP's Standards and Guidelines (see [STANDARDS & GUIDELINES \(cccep.ca\)](https://www.cccep.ca/standards-guidelines));
- 5.1.2. Identify learning needs by conducting needs assessments and/or identifying service gaps of the target audience and plan learning activities to meet these needs;
- 5.1.3. Decide on the selection of topics, content and speakers; and
- 5.1.4. Ensure that presenters are aware of the requirements of CCCEP's standards and guidelines, in particular those regarding disclosures, the use of best available evidence, the development of SMART learning objectives, the absence of bias, use of generic names, and disclosure of any reference to off-label use or personal opinions.

5.2. An RSS provider must establish the SPC in accordance with the requirements document (see [https://www.cccep.ca/public/uploads/documents/Scientific Planning Committee - Requirements - revised June 2023.docx?page=accreditation](https://www.cccep.ca/public/uploads/documents/Scientific_Planning_Committee_-_Requirements_-_revised_June_2023.docx?page=accreditation)) and is responsible for ensuring the SPC is aware of and adheres to their responsibilities as outlined in that document.

## 6. Provider Responsibilities for RSS Accreditation

The responsibilities of the approved RSS Provider are to:

- 6.1. Obtain, and retain, completed Conflict of Interest/Disclosure forms for all presenters and members of the SPC.
- 6.2. Receive and administer any financial and in-kind support, and maintain documentation to demonstrate this was done in accordance with this policy.
- 6.3. Provide confirmation of attendance to participants.

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- 6.4. Maintain records of attendance for a three-year period.
- 6.5. Provide reports to CCCEP, on an annual basis, regarding the delivery and participant evaluation of the learning activities contained within the RSS.
- 6.6. Ensure adherence to CCCEP's Standards and Guidelines, with the exception of two requirements from which RSS activities are exempt, namely:
  - 6.6.1. Expert Review; and
  - 6.6.2. Learner Assessment
- 6.7. Have a complaints policy for participants to submit formal complaints about a session delivered under an RSS
  - 6.7.1. The complaints policy must include a requirement to notify CCCEP of a complaint and its resolution, as well as the ability for the complainant to bring their complaint directly to CCCEP should the Provider's response to the complaint not be satisfactory to the complainant.
- 6.8. Assign the number of CEUs to each learning activity within the RSS based on the following formula: 60 minutes = 1 contact hour = 1.0 CEU; ensuring that the minimum number of CEUs an activity is assigned is 0.25 CEUs (15 minutes).

**7. Maintenance of RSS Provider Status**

- 7.1. On successful application, an RSS Provider maintains their status on an on-going basis until such time as it is revoked by CCCEP.
- 7.2. Audits will be conducted by CCCEP of activities conducted under an RSS. These audits will be conducted during the first year of an RSS Provider's status, and every two to three years thereafter, but may be conducted at any time should they be required.
- 7.3. To successfully maintain their status, RSS Providers must:
  - 7.3.1. Submit evaluations and activity summaries on an annual basis, identifying participant views on their experience;
  - 7.3.2. Submit documentation associated with a session(s) to CCCEP on request;
  - 7.3.3. Submit information respecting any change in the Provider's key contact or in the governance, non-profit status etc. of the Provider

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**7.4.** CCCEP may revoke the status of an RSS Provider at any time, without notice, for the following reasons:

**7.4.1.** Failure to adhere to any aspect of this policy, or its spirit and intent;

**7.4.2.** Receipt of a significant complaint, which, on investigation by CCCEP indicates non-adherence to any aspect of this policy, or other actions by the provider that are contrary to CCCEP's values or general best practices in the delivery of accredited learning.

**8. Fees**

**8.1.** The initial application for RSS Provider Status shall be \$100, plus applicable taxes.

**8.1.1.** This does not apply to Accredited Providers, who are automatically designated as RSS Providers.

**8.2.** The fee for each RSS application, which is applicable to all providers, including accredited providers, shall be \$420, plus applicable taxes.

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