



Scientific Planning Committee Requirements and Responsibilities

Revised May 2023

Introduction

A Scientific Planning Committee (SPC), for the purposes of this document, is defined as a group of individuals formed by a Provider or Accredited Provider, with defined responsibilities regarding the development of a learning activity, or the educational sessions for a conference or regularly scheduled series, which is being submitted to CCCEP for accreditation.

At this time, CCCEP only **requires** the formation of an SPC under two circumstances:

1. For conferences where the conference organizer/provider is applying for accreditation under Option 2, which allows the organizer/provider to submit the actual conference session presentations after the conference for post-conference audit review. This Option may allow for accreditation in a timelier manner and may also reduce the burden on providers in terms of the application process. Further details on the Options under which conference accreditation applications may be submitted to CCCEP can be found at [Conference Accreditation \(cccep.ca\)](https://www.cccep.ca).
2. For Regularly Scheduled Series (RSS) delivered by an RSS approved provider, or an Accredited Provider. Further details on RSS accreditation and eligibility to become an RSS approved provider can be found at https://www.cccep.ca/pages/regularly_scheduled_series_accreditation.

While having an SPC is currently only a requirement for these two circumstances, the formation of an SPC for all conferences, as well as for regular learning activities, can add value and is strongly encouraged. The SPC membership, roles and responsibilities contained in this document are applicable in most, if not all, circumstances related to the development of a learning activity or conference.

SPC Membership

The members of the SPC must be representative of the target audience intended for the learning activity, RSS or conference.

- If accreditation is being sought for the conference, RSS or learning activity for the pharmacist audience only, then the SPC must have a minimum of two pharmacist representatives.
- If intended only for the pharmacy technician audience, then the SPC must have a minimum of two pharmacy technician representatives.
- If intended for a dual audience of pharmacists and pharmacy technicians, then the SPC must have a minimum of one pharmacist and one pharmacy technician.

For the two SPC members representative of the target audience, one of them must not have had any contractual or employment relationship with the program provider in the previous 2 years.

SPC members may not have had any contractual or employment relationship with the program sponsor in the previous 2 years.



Scientific Planning Committee Requirements and Responsibilities

Revised May 2023

While the minimum number of members is two, there is no maximum with respect to the number of members on an SPC. Providers are strongly encouraged to include sufficient members such that the relevant areas of expertise for the learning activity or educational conference sessions are represented.

In determining the membership for an SPC, Providers are encouraged to consider the familiarity of the individuals with CCCEP's accreditation requirements (see [REQUIREMENTS FOR ACCREDITATION \(cccep.ca\)](https://www.cccep.ca)) in addition to their educational backgrounds and experience.

Responsibilities

Overall, the SPC is responsible for ensuring that the learning activity, sessions within an RSS or educational conference sessions adhere to CCCEP's accreditation, requirements. This includes, in collaboration with the provider, ensuring that there are mechanisms in place such that the specific interests of any sponsor(s) have no direct or indirect influence on the content of the learning activity or educational conference sessions.

Specifically, the SPC is responsible for the following key aspects of the development and delivery of the learning activity, conference sessions, or regularly scheduled series sessions:

- Identification of the educational needs of the target audience;
- Identification of the educational objectives for the learning activity, overall conference or educational sessions to be delivered at the conference, individual RSS sessions or an overall RSS;
- Final selection or approval of all individuals who are in a position to control or influence the development and delivery of the educational content, including, but not limited to: authors, presenters, facilitator/moderators, and expert reviewers;
- Reviewing, and ensuring the completion of, all Conflict of Interest/Disclosure forms completed by individuals who are in a position to control or influence the development and delivery of the educational content while:
 - ensuring the information provided on these forms does not preclude the individual from performing their role without risk to the unbiased development of the educational content; and
 - directing any necessary action to be taken to manage potential or real conflicts of interest.
- Review and approval of the learning objectives for the learning activity, RSS sessions, or educational conference sessions; and
- Overseeing, or undertaking, the development of the educational content, including but not limited to facilitating external expert reviewers (where applicable). **This includes the final review of the material to be delivered/presented** (e.g., Presentation slides); and
- Providing input into the evaluation of the learning activity/RSS session/Conference outcomes, inclusive of input into actions that may be required as a result of that evaluation.



Scientific Planning Committee Requirements and Responsibilities

Revised May 2023

All SPC members must complete a CCCEP approved Conflict of Interest/Disclosure form. CCCEP's form can be found at [CCCEP Forms](#).

Effective July 1, 2023, SPCs must complete a written report regarding the review of the content of the conference sessions if Providers have applied for accreditation under the Option 2 application process. This report must be completed by the SPC **prior to** the conference and **must be submitted** by the Provider with the conference content **within 30 days of the conclusion** of the conference. The SPC's report will be considered by CCCEP as part of its post-conference audit review. A template report is available on request from CCCEP, key elements of which can be found in Appendix A. Providers are encouraged to adopt this template for use by the SPCs.



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Appendix A Assessment Questions for Conference Sessions

Relevance to pharmacy practice
Considering the intended pharmacy audience (pharmacists and/or pharmacy technicians), how relevant to pharmacy practice is the content of this session?
Is the material covered in the session of the appropriate complexity?
Are the concepts in the session well explained?
Assessment of the learning experience
Are the learning objectives clearly stated, and in SMART format?
Does the content ensure that all the learning objectives met?
Are there interactive components in the session, with the potential to improve participant experience?
Is the content appropriately referenced?
Do the references appear to be current and relevant to support a balanced presentation of content?
Are the required disclosure slides present?
Bias assessment
Are brand names used? If yes , are they essential to the educational purpose of the session and are they used appropriately and in compliance with CCCEP's requirements?
Are product images used? If yes , are they essential to the educational purpose of the session?
Are company names mentioned? If yes , are they necessary?
Is there a perception of any bias toward any specific product(s)?
Summary Assessment
Do you feel the session meets all requirement for accreditation or are modifications required?