



Scientific Planning Committee Requirements for Providers

Prepared: June 22, 2021
Revised: December 30, 2021

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, 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 \(cccep.ca\)](#).
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 a SPC is current only a requirement for these two circumstances, the formation of a 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.



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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.

SPC Responsibilities

Overall, the SPC is responsible for ensuring that the learning activity, sessions within an RSS or educational conference sessions adhere to CCCEP's Standards of Accreditation, Accreditation Guidelines, and any other specific requirements in place by CCCEP.

Specifically, the SPC is responsible for the following key aspects of the development and delivery of the learning activity or conference 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);
- Providing input into the evaluation of the learning activity/RSS session/Conference outcomes, inclusive of input into changes that may be required as a result of that evaluation.

The SPC must ensure 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.

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