



















## The Role of the CCS Representative Assigned to a Planning Committee

### What is a CCS Representative?

When the CCS co-develops an education activity with a non-physician organization for Section 1 MOC credits, the CCS must designate a representative to sit on the planning committee from the inception to the conclusion of the program. The main responsibility of the CCS representative is to ensure that the program is balanced, objective and free from commercial bias.

### The Roles and Responsibilities of the CCS Representative?

The CCS representative is the eyes and ears of the CCS on the co-developed program's planning committee. The CCS representative's role is to oversee the development of the educational programming to ensure that Royal College educational and ethical standards are maintained throughout the planning process. As such the CCS representative has final approval of all aspects of the educational development of the program.

The CCS Representative would participate fully in the activities of the Planning Committee and is responsible for the following:

- Participating in the Planning Committee from inception to completion of the activity.
- Ensuring that the Royal College of Physician and Surgeons of Canada (Royal College) guidelines are followed.
- Ensuring the event is planned to address identified perceived and unperceived needs of the target audience.
- Ensuring that the learning objectives are based on identified educational needs.
- Ensuring the event incorporates at least 25% of the total education time to interactive learning strategies.
- Ensuring the event includes an evaluation of learning for practice.
- Ensuring that there is no undue bias perceived within the educational program.
- Ensuring the event is approved under Section 1 must meet the CMA Guidelines governing the relationship between physicians and the pharmaceutical industry.
- Ensuring the event's budget is appropriate. E.G. no participant flights, accommodations, meals or other expenses paid for.
- The CCS Representative is required to complete an audit form concerning the content development as part of the application.

To help with the responsibility the CCS has created a scientific content audit checklist for the use of the CCS representative. This form can be found on the CCS website:

[http://www.ccs.ca/professional\\_development/accreditation\\_e.aspx](http://www.ccs.ca/professional_development/accreditation_e.aspx)