

CFPC and RCPSC Accreditation Requirements

January 2026

Dear Presenter:

Please note the following, as required by our accrediting body:

COI Disclosure

- The Disclosure form is found in your faculty package.
- All speakers are required to disclose any involvement with industry and/or for-profit or not-for-profit organizations that may potentially influence the presentation of the educational material. As indicated above, please complete and return the attached COI form to us. We will send a copy to our accrediting body on your behalf.
- If there is something to disclose, disclosure to the audience must be done verbally and using a slide at the beginning of your presentation.
 - The disclosure must include what steps have been taken to mitigate the potential conflict of interest. A suggestion is to have your presentation reviewed by a colleague.
- If there are no relationships to disclose, please make a simple statement to the audience at the beginning of the presentation that no potential COIs have been identified.

Scholarly Approach

- Recognizing the importance of a scholarly approach to teaching and learning, we ask that your presentation make specific reference to the available literature and evidence for your topic. If scientific evidence is unavailable, state this.
- Please include at least one slide with references that you considered in preparing your session.
- For more information for the scholarly approach, please see the [CFPC's Quality Criterion 3: Incorporation of Evidence](#).

Use of Artificial Intelligence (AI)

- If AI tools are used in the development of the program content/materials, this information must be reviewed by a human expert for equity and accuracy, and any AI introduced bias must be mitigated.
- This must also be disclosed to the participants (i.e. when and where the AI tools were used and how the content was reviewed).

Barriers to Change

- An important outcome of the conference is the ability for delegates to apply the information you present in their local settings. Accordingly, we ask that your presentation specifically address any barriers to implementation that you experienced or that you foresee.

Program Format/Interactivity

- Interactivity is a key component to effective learning and is a requirement for certified/accredited activities. (A minimum of 25% of educational time must be interactive.)
 - To meet this requirement, please adhere to the interactivity requirement established for your webinar..

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- Interactive learning strategies have been incorporated in the slide presentation.
- Please see the [Speaker Resources](#) for additional tips and resources.

Copyright and Privacy

- Speakers in Dalhousie CPDME-accredited programs are required to comply with the provisions of the Copyright Act of Canada. Please see the [Fair Dealing Guidelines](#) for additional details. In summary:
 - You may not distribute (in hardcopy or electronically) any copyright-protected material unless you have obtained explicit permission to do so from the copyright holder. **As a speaker, it is your responsibility** to obtain and document any such permission.
 - Slides used in live presentations may include appropriately referenced copyright-protected material (i.e., diagrams, drawings, photographs) without explicit permission from the copyright holder. However, such material (including cartoons, quotations, etc.) may not be included in any material posted online without the explicit permission of the copyright holder.
 - Slides used **must not** include the logo(s) of supporting or other pharmaceutical companies.
- In addition, **speakers must protect the privacy of patients** when using information related to their care for educational purposes. Explicit patient identifiers, as well as potentially recognizable marks, jewelry, etc. must not appear in presentations, unless patient consent has been obtained.

Adherence to Accreditation Guidelines

- To protect the integrity of certified/accredited learning activities, speakers must adhere to:
 - the [CMA Guidelines for Physicians in Interaction with Industry and Recommendations for Physician Innovators](#), and
 - the [National Standard for Support of Accredited CPD Activity](#).

Bias and Inclusivity

- We are committed to the principles of equality, diversity, inclusivity, and accessibility (EDIA) in all that we do. As you prepare your lecture, we ask that you consider ways to promote a respectful learning environment with attention to physical, cultural, social, and emotional safety. This may include:
 - using culturally appropriate case examples
 - incorporating evidence from diverse and/or varied populations,
 - using pedagogical methods that consider different learning styles and ways to support retention of information (e.g., case-based learning, summary of key pearls), and
 - encouraging a psychologically safe learning environment:
 - sharing appropriate background and experiences about yourself
 - acknowledging other perspectives, and being open to debate and dialogue, especially in areas of medical uncertainty or controversy.
- For additional information and resources, please see [Dalhousie University CPDME's EDIA website](#). Requirements