

ATTACHMENT A

REPORTING PROCESS

Reporting of Continuing Professional Development Participation to the Medical Regulatory Authorities

Note: Please refer to the Terminology and Definitions on the last page.

Introduction

Each Medical Regulatory Authority's (MRA's) participation in the reporting process outlined below is voluntary. Operationalization within each individual MRA is at its own discretion.

Consent

The Medical Regulatory Authorities (MRAs) will obtain consent from its registrants. The process used to obtain consent will be up to each individual MRA. The MRAs will not be expected to provide evidence of consent to the College of Family Physicians of Canada (CFPC) and the Royal College of Physicians and Surgeons of Canada (Royal College) for every registrant. It is understood that, if consent has not been obtained, the MRA will identify non-consenting registrants to the national certifying colleges so that those individuals can be excluded from the request.

Each MRA will develop a form of consent that is acceptable for their jurisdiction.

Annual Reporting

MRAs

To verify a registrant's declared participation in one of the certifying college's continuing professional development (CPD) program, each MRA will provide annually a list of registrants who have indicated participation. The certifying colleges will subsequently assume responsibility for assuring the MRAs of a bona fide relationship with these physicians.

Until such time as an infrastructure for data integration between the MRAs and the certifying colleges is developed which will allow verification that registrants are enrolled as participants in the national certifying colleges' CPD programs, it is suggested that the MRAs submit, as a quality assurance mechanism, a sample list of registrants (3 - 5%) to the CFPC and Royal College in advance of the timeline for the CPD report.

The MRAs will also provide a list of registrants who have not given consent for the reporting of non-compliance/non-adherence.

The CFPC and Royal College

On an annual basis, the CFPC and Royal College will automatically report the following to those MRAs who obtain the consent of their registrants:

1. A list of non-compliant participants.

CFPC:

- Those who have failed to complete the 5-year cycle, and subsequently, the 2-year “validation cycle” requirement.
- Those who fail to engage when they have not completed 5-year requirements and are invited into the validation cycle.

Royal College:

- Those participants of the Royal College CPD program who have failed to complete and document at least 400 credits by the end of a 5-year MOC cycle or any approved extensions by the Royal College.

2. A list of non-adherent participants.

The CFPC and Royal College will report non-adherence after the first year.

In the case of non-adherence after the first year, an intervention from the MRA would be appreciated that provides support to the national colleges by reminding a licensed physician about their requirement to participate in the MOC or MAINPRO program.

In the case of non-adherence at the end of the second year, a collaborative approach to the physician will be undertaken by the certifying college and the MRA at an early a stage as possible.

Annual Timing of Reports

1. MRA report on registrants and consent to the CFPC and the Royal College:

CFPC: August

Royal College: March

2. CFPC and the Royal College

Given the January 31 and June 30 reporting deadlines for the CFPC and Royal College, respectively, the annual timing of the reports to the MRAs shall be as follows:

CFPC: October of the following year

Royal College: May of the following year

Implementation of Reporting

Effective 2015

Goal for 2015-2016

To better facilitate the reporting process, the certifying colleges will work with the MRAs during 2014-2015 to develop and pilot a data integration strategy that utilizes a physician's medical identification number, through the Medical Identification Number for Canada Corporation (MINC#NIMC).

Terminology and Definitions

A "registrant" is a physician who is registered with an MRA.

A physician who participates in the CPD program of the CFPC or Royal College is a "participant".

"Non-compliance" is defined as failure to complete and document the required credits by the end of a 5-year cycle or any approved extensions (for example maternity leave, other leave from practice or an extension for remedial purposes). Non-compliance triggers a removal from membership/fellowship from the national College.

"Non-adherence" is defined as failing to meet an annual threshold. Non-adherence triggers educational support from the national Colleges to assist the participant in obtaining and documenting the required credits.

Approved by the FMRAC Board of Directors
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