

**PACCC**

PHYSICIAN ASSISTANT  
CERTIFICATION COUNCIL  
OF CANADA



**CCAMC**

LE CONSEIL DE CERTIFICATION  
DES ADJOINTS AU MÉDECIN  
DU CANADA

## **Continuing Professional Development (CPD) Policy**

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Policy**

**Updates log**

<b>Date</b>	<b>Update</b>	<b>PACCC Approval</b>	<b>Legal Review/Recommendation</b>	<b>CAPA BOD Review/Approval (if required)</b>
<b>April 2012</b>	<b>Update to include minimum requirement and non-compliance</b>	<b>3 May 2012</b>		
<b>October 2012</b>	<b>Final review and approval by the Canadian Association of Physician Assistants Board of Directors</b>			<b>11 October 2012</b>
<b>October 2014</b>	<b>Review and approval of administrative changes to CPD policy.</b>	<b>22 October 2014</b>	<b>October 2014</b>	
<b>May 2015</b>	<b>Update to the non-compliance section of the CPD policy</b>	<b>20 May 2015</b>	<b>31 March 2015</b>	
<b>May 2015</b>	<b>Final review and approval by the Canadian Association of Physician Assistants Board of Directors</b>			<b>30 May 2015</b>
<b>July 2016</b>	<b>Update to the CPD policy to reflect the new requirements for CPD as per the Royal College CPD Tracking Tool</b>	<b>26 October 2016</b>		<b>27 October 2016</b>

**Continuing Professional Development (CPD)  
Policy**

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# Continuing Professional Development (CPD) Policy

## Introduction

Participation in Continuing Professional Development (CPD) by health care professionals demonstrates the high value placed on maintaining currency in their clinical fields.

## Section 1 – CPD requirements

1.1 To maintain the Canadian Certified Physician Assistants (CCPA) designation all CCPAs must:

- be a member of the Canadian Association of Physician Assistants (CAPA)
- 400 CPD credits over a 5-year cycle
- A minimum of 40 credits must be earned and reported annually

***Note:** The **25 credit/section rule** cited in the MAINPORT ePortfolio system does NOT apply to CAPA members. You may still complete and report activities in all of the sections, including Section 3; however, having a minimum number of credits in each section is NOT a condition for meeting your CPD requirements.*

1.2 Credits are documented using the MAINPORT ePortfolio, the CPD reporting tool for the Maintenance of Certification Program with the Royal College of Physicians and Surgeons of Canada. The deadline to report activities for the previous year is always January 31st of the following year. For example, the CPD activities that you complete in 2016 must be submitted via your MAINPORT ePortfolio by January 31, 2017.

1.3 The CPD cycle will last five years, beginning 1 January following the year in which the certification letter is dated. For example, a Physician Assistant (PA) who writes the PA Entry to practice certification examination (PA Cert Exam) in October 2017, and receives the letter of successful completion in December 2017, has a five-year CPD cycle from 1 January 2018 until 31 December 2022.

## Section 2 – Framework for CPD Activities

2.1 CPD is divided into Section 1: Group learning, Section 2: Self-learning and Section 3: Assessment.

2.2 Section 1: Group learning

### Accredited group learning activities

Accredited conferences, accredited rounds, journal clubs or small-group activities that adhere to Royal College standards. Accredited group learning activities can occur face-to-face or online. Conferences accredited by PACCC, AAPA, AMA Category 1, and the AAFP can be recorded as Section 1 accredited group learning.

### Unaccredited group learning activities

Unaccredited rounds, journal clubs, small-group activities or conferences that have not been submitted for accreditation and have no industry sponsorship.

2.3 Section 2: Self-learning

### Planned learning

Learning activities initiated by a PA (independently or in collaboration with peers or mentors) to address a need, problem, issue or goal relevant to their professional practice. For example: Formal courses (i.e., Master's degree), Personal learning projects, Traineeships.

#### Scanning

Learning activities used by a PA to enhance their awareness of new evidence, perspectives or discoveries that are potentially relevant to their professional practice. For example, reading a book, a book chapter, a journal volume, a journal article, podcasts, internet searching (Medscape, UpToDate, DynaMed), and POEMs.

#### Systems learning

Learning stimulated by participation in activities such as setting practice standards, patient safety, continuous quality improvement; curriculum development; assessment tools and strategy development; examination board membership; or peer review. For example: clinical practice guideline development, quality care/patient safety committee, curriculum development, examination development, peer review

### 2.4 Section 3: Assessment

#### Knowledge assessment

Programs approved by Royal College accredited CPD provider organizations that provide data with feedback to individual physicians regarding their current knowledge base, enabling the identification of needs and development of future learning opportunities relevant to their practice. Such as accredited self-assessment programs.

#### Performance assessment

Activities that provide data with feedback to individual physicians, groups or interprofessional health teams related to their personal or collective performance across a broad range of professional practice domains. Performance assessment activities can occur in a simulated or actual practice environment. For example: accredited simulation activities, chart audit and feedback, multi-source feedback, direct observation, feedback on teaching, annual performance review, practice assessments.

**Note:** *The 25 credit/section rule cited in the MAINPORT ePortfolio system does NOT apply to CAPA members. You may still complete and report activities in all of the sections, including Section 3; however, having a minimum number of credits in each section is NOT a condition for meeting your CPD requirements.*

### **Section 3 – CPD tracking**

- 3.1 An electronic CPD tracking registry for CAPA members has been established with the Royal College of Physicians and Surgeons of Canada (the College). The Maintenance of Certification (MOC) program provides 24/7 access to credit submission and tracking, in English and French.

### **Section 4 – Consequences of Non-compliance with CPD requirements**

#### **4.1 Annual Minimum Requirement**

Two months prior to the end of each year of a 5-year CPD cycle, CCPA's who are deficient in accumulating the minimum requirement of 40 CPD credits will be contacted as a courtesy to remind them of their requirements. If CPD status is not rectified by the CPD year end, the CCPA will be formally put "On Notice" and the public list of CCPAs will reflect this status.

#### 4.2 Five-year CPD Cycle

Six months prior to the end of every 5-year CPD cycle, CCPA's who are deficient in accumulating 400 CPD credits will be contacted as a courtesy to remind them of their requirements. If CPD status is not rectified by the 5-year CPD cycle end date, the CCPA will be formally put "On Notice" and the public list of CCPAs will reflect this status.

#### 4.3 Certification status - On Notice

CCPAs whose certification status is placed "On Notice" continue to be listed on the published list of CCPAs however will be flagged as "On Notice" for CPD non-compliance. If their CPD status is not rectified within 6 months after the CPD due date, their certification status will be changed to "Under Suspension".

#### 4.4 Certification status – Under Suspension

CCPAs whose certification status is placed "Under Suspension" will not be included on the published list of CCPAs. If their CPD status is not rectified within 6 months after the date of suspension, i.e., within 1 year of the CPD due date, their certification status will be changed from "Under Suspension" to "Non-Compliant".

#### 4.5 Certification status – Non-Compliant/Regaining the Privilege to use the CCPA certification designation

Individuals whose certification status is "Non-Compliant" will be sent a notification letter by PACCC advising that:

- they have not met the CPD requirements despite being advised over a 12-month period that their certification status was placed "On Notice" and "Under Suspension";
- they have consequently lost the privilege to use the CCPA certification designation; and
- ***to regain the privilege to use the CCPA certification designation, they must submit, within 90 days of the date of the letter of notification, a CPD plan that a) corrects the deficiency of CPD credits to date, and b) identifies corrective action, acceptable to PACCC, that should ensure CPD compliance in the future.***

#### 4.6 Certification status - Non-Compliant/Re-certification process

Individuals who have been advised that their certification status is "Non-Compliant" and who have not corrected their CPD deficiency within 90 days of the letter of notification of non-compliance from PACCC will be sent another letter by PACCC advising that:

- they have not met the CPD requirements despite being given an additional 90 days following the notice of non-compliance;
- to regain the privilege to use the CCPA certification designation, they must undergo a re-certification process, i.e., they must re-write the PACCC Physician Assistant Entry to Practice Certification Examination (PACCC PA Cert Exam).

In order to be eligible to re-write the PACCC PA Cert Exam, all individuals whose certification status is deemed "Non-Compliant" must pay any outstanding CAPA membership dues as well as the usual registration fee for the PACCC PA Cert Exam.

In re-writing the PACCC PA Cert Exam for purposes of re-certification:

- the first attempt must be taken within the 1<sup>st</sup> year of notification of non-compliance;
- two additional attempts may be taken within the next 2 years

After three attempts (i.e., 3 years after the notice of non-compliance) the individual loses the eligibility to take the PACCC PA Cert Exam.

In exceptional circumstances, PACCC has the discretion to waive the requirement for re-certification.

**4.7 Reinstatement of Certification Designation**

Once the privilege to use the CCPA certification designation has been reinstated, a new 5-year CPD cycle will be assigned with the usual CPD requirements as outlined in the PACCC CPD Policy.

**4.8 Lapsed CAPA membership**

CCPAs with a lapsed CAPA membership will be advised at the beginning of each CAPA fiscal year (1 April) of their INACTIVE CAPA membership status. At that time, CCPAs will be referred to the PACCC CPD Policy and reminded that all CCPAs must adhere to the requirements of the maintenance of certification.

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# CPD Requirements

## Non-compliance Timeline

