



Guidelines for AMMI Canada Co-development of Section 1 Accredited Group Learning Activities with non-physician organizations

Non-physician organizations wishing to co-develop educational activities with the Association of Medical Microbiology and Infectious Disease (AMMI) Canada must approach the AMMI Canada before the start of planning. The AMMI Canada will not become involved or accredit programs that have already been developed.

1. Criteria for AMMI Canada involvement

The AMMI Canada will only consider co-developing programs that meet the following criteria:

- The subject area must fit within the Society's key areas of interests.
- Target audience(s) must match those of the Society.
- The proposed planning committee must be representative of the target audience(s).
- The program must offer a balanced presentation of the prevailing body of scientific information and include all treatment options.
- The program must meet the Royal College of Physicians and Surgeons of Canada (RCPSC) accreditation requirements for Section 1 CPD events.
- All involved organizations must be identified and fit within the Society's Code of Ethics.
- All potential revenues and expenses must be fully disclosed. Funding arrangements must be in keeping with the Canadian Medical Association's guidelines, the RCPSC guidelines and the AMMI Canada Code of Ethics. At a minimum, all faculty expenses must be transferred to and disbursed by the AMMI Canada (no honorarium is offered unless the speaker/facility is from outside Canada and then only to a maximum of \$1,000 Canadian).

2. Application process

To be considered, contact the AMMI Canada office with a proposal that includes the following information:

- Proposed subject area
- Proposed target audience(s)
- Overview of how needs were assessed
- Suggested faculty.
- List of all involved organizations
- Proposed event schedule (including venue, food & beverage, etc.)

3. AMMI Canada representative on planning committee

If the AMMI Canada is interested in co-developing a program, an AMMI Canada member with expertise in the proposed subject area will be appointed to the planning committee. The AMMI Canada member will be responsible for ensuring that the program is:

- Relevant to paediatrics
- Cutting-edge and evidence-based and presenting a balanced view of the topic.
- Presented by faculty who will best address the educational objectives and are unbiased.
- Developed in keeping with AMMI Canada guidelines & policies, and both the CMA and RCPSC Guidelines.

4. Faculty

Faculty selection is the sole responsibility of AMMI Canada. AMMI Canada is responsible for sending official invitations to faculty. **Sponsors are not to contact faculty.**

All faculty must complete and sign the AMMI Canada Full Disclosure Statement Form.

All faculty presentations must be reviewed by the AMMI Canada representative on the planning committee before accreditation approval will be granted.

All travel, accommodation and honoraria (if applicable) must be handled according to AMMI Canada policy.

Faculty must submit their expenses to the AMMI Canada for reimbursement. AMMI Canada will invoice the non-physician organization for these expenses after the event.

5. Promotion

Promotion of the event is the responsibility of the non-physician organization. All promotion must follow the CMA and RCPSC guidelines. All promotional material must include the AMMI Canada accreditation statement and the logo of both organizations. All promotional material must be submitted to the AMMI Canada for approval.

6. Evaluations

Evaluation forms must be distributed at all program sessions. AMMI Canada will provide a template evaluation form. Following the program, a summary of all evaluations must be submitted to the AMMI Canada office.

7. Certificates of participation

AMMI Canada will provide a template certificate of attendance that must be distributed to participants at each program session.

Following the program, a list of participants (name, city, province) must be submitted to the AMMI Canada office.

8. Accreditation fee: Starting from \$10,000 depending on complexity