

A Guide to the CACME Activity Audits (Standard 3.2)

1. Introduction

The CACME Activity Audit (Standard 3.2) is a CACME-mandated audit of credit-granting activities carried out by both the College of Family Physicians of Canada (CFPC) and the Royal College of Physicians and Surgeons of Canada (Royal College). In addition to fostering CQI processes within CPD offices, results of the activity audit determine compliance to Standard 3.2.

Below is an excerpt from the 2023 “*Canadian Accreditation Standards for Continuing Professional Development (CPD) Provider Organizations*”.

STANDARD 3.2 Adherence to CFPC and Royal College credit-granting requirements (if applicable*)

**This standard and its associated requirements apply only to those university offices of CPD or accredited CPD provider organizations that grant CFPC or Royal College credits.*

A university office of CPD or an accredited CPD provider organization adheres to the credit granting requirements of the College of Family Physicians of Canada (CFPC) and the Royal College of Physicians and Surgeons of Canada (Royal College) when granting credits from these organizations to specific activities.

2. Process of the Audit

Timing

An activity audit takes place at the 48- and 96-month mark, as is required from all university-based CPD offices, and, if applicable, at the 24- and 72- month marks. CACME advises CPD offices of the timing of their upcoming audit, in their most recent accreditation letter.

If a CPD office wishes to postpone the scheduling of their audit (by more than 3 months), they must submit their request to CACME at least one year in advance for consideration. CACME will consult the CFPC and Royal College to carefully consider the impact of the postponement and will advise the CPD office of the final decision. Should a postponement be awarded, it will not affect the timing of the subsequent accreditation activities, who will remain at their respective 24, 48, 72 and 96-month mark.

CPD offices can request a short notice extension (less than three months) on the deadline for submitting their documentation by contacting the CFPC and Royal College directly. The CFPC and Royal College will consider these requests on a case-by-case basis. Such requests must be submitted by email to the Colleges and must state the rationale and length of time required in the request for extension. The CFPC and Royal College will advise the CACME secretariat of any approved delays.

To allow for adequate detailed assessment of the submitted documentation, CPD offices can expect to receive the results of their activity audit 4 to 5-months after their submission, as indicated in their CACME timeline of accreditation activities table.

Document submission

The CFPC and Royal College handle the process of gathering documents and reviewing them. CPD offices are notified one month before the submission date of the list of selected programmes for which documentation is required. The CPFC and the Royal College also provide a checklist of required documents and an accreditation reviewer form. The accreditation reviewer form will be used by reviewers to complete their reviews. It will also provide guidance and expectations to the CPD on what is assessed during the audit. Both documents are available by request via email to the CFPC (certplus@cfpc.ca) and the Royal College (cpd-accreditation@royalcollege.ca).

The documentation is to be submitted by the CPD office via a shared folder on Microsoft Teams. The link to the shared folder where the CPD office can upload the documentation will be provided by the CFPC and the Royal College.

Review by the colleges

The colleges compose a review team who assess the documents provided by the CPD office, based on the reviewer tool.

CACME and the CPD office will receive the audit results from the CFPC and Royal College. The CMQ (Collège des Médecins du Québec) is also informed of the outcomes for CPD offices in Québec.

3. Results of the Audit

The CACME will inform the CPD office of the results of the audit of credit-granting activities carried via a decision letter addressed to the Dean. The letter will outline:

- Compliance rating for Standard 3.2;
- The date of the next required activity audit and;
- The timeline of other upcoming accreditation activities.
- The audit reports for the submitted accreditation applications.

To ensure transparency, the CFPC and Royal College will be copied on all correspondence sent to the CPD Office regarding activity audit results.

The activity audit results are generated based on the CACME Matrix in Figure 1.

Figure 1. CACME Activity Audit Decision & Follow- Up Matrix

Compliance rating for Standard 3.2	Compliant (C)	Partial Compliance (PC)	Non Compliance (NC)
Adherence to Royal College and CFPC credit-granting activities	adheres to credit-granting activities of both CFPC & Royal College	adheres to credit-granting activities of either CFPC or Royal College	does not adhere to credit-granting activities of both CFPC & Royal College
CPD Office follow up	none	recommended follow up with either CFPC or Royal College	recommended follow up with both CFPC and Royal College
Timing of next Activity Audit	conduct audit at next regularly scheduled activity audit timing at 48-month or 96-month mark)	conduct audit with either CFPC or Royal College in 2 years	conduct audit with both the CFPC and Royal College in 2 years

A summary of the results of the audits and CACME decision is reported to the CACME during its next scheduled meeting.

The audit results will be reviewed by the CACME visit team at the time of the CPD office’s next full accreditation visit, as outlined in the CACME Data Collection Instrument (DCI) under requirements 3.2-1 and 3.2-2.

Below is an excerpt from the 2023 “Data Collection Instrument (DCI) to be completed by the university office of Continuing Professional Development (CPD):

Requirement 3.2-1

An audit carried out by the CFPC confirms that the CPD office adheres to the credit-granting requirements of the CFPC for activities given CFPC credits.

- A. If applicable, the report of the CFPC audit will be provided. (**Appendix 3.2-1 A**)

Requirement 3.2-2

An audit carried out by the Royal College confirms that the CPD office adheres to the credit-granting requirements of the Royal College for activities given Royal College credits.

- A. If applicable, the report of the Royal College audit will be provided. (**Appendix 3.2-2 A**)”

4. Contacts

CPD offices are encouraged to contact the CACME Secretariat, the Royal College and the CFPC with questions relating to the CACME activity audit at the following email addresses:

CACME Secretariat: cacme@afmc.ca

CFPC: certplus@cfpc.ca

Royal College: cpd-accreditation@royalcollege.ca