



Preventing and treating infectious diseases  
Prévenir et traiter les infections

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## **Accreditation 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 sessions for the Association of Medical Microbiology and Infectious Disease (AMMI) Canada must approach AMMI Canada before the start of planning. AMMI Canada will not become involved or accredit programs that have already been developed.

### **1. Criteria for AMMI Canada involvement**

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

- The subject area must fit within the Association's key areas of interest.
- Target audience(s) must match those of the Association.
- 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 event.
- All involved organizations must be identified.
- 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 AMMI Canada. At a minimum, all faculty honoraria must be transferred to and disbursed by AMMI Canada. (subject to honoraria maximum as determined by AMMI Canada) Please see AMMI Canada Funding Policy..

### **2. Application process**

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

- Proposed title
- Proposed target audience(s)
- Brief 1 paragraph description of the program
- 3-4 overall learning objectives
- Faculty suggestions (Names and affiliations)
- Proposed planning committee make up (Industry cannot sit on the planning committee)
- List of all involved organizations
- Proposed event schedule (including venue, food & beverage etc.)
- Overview of how needs were assessed

### **3. AMMI Canada representative on planning committee**

If AMMI Canada is interested in co-developing a program, an AMMI Canada member with expertise in the proposed subject must be included as part of the planning committee. The AMMI Canada member will be responsible for ensuring that the program is:

- Relevant to AMMI Canada areas of interest:
- 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. Accreditation process**

Once the program has been developed, an electronic copy (PDF or Word) of the following documents must be submitted to the AMMI Canada office:

- Completed MOC accreditation application form (including all supporting documents) signed by the AMMI Canada representative.
- Needs assessment summary.
- Documentation on program development (e.g., minutes, reports, correspondence between planning committee members, etc.).
- Completed and signed disclosure statements for all faculty.
- Copies of all faculty presentations must be submitted for review approval (these can be submitted separately from the above items however they **MUST** be received for review at least 2 weeks prior to presentation).

### **5. Faculty travel, accommodation and honorarium**

All travel, accommodation and honoraria must be handled according to the AMMI Canada Funding Policy.

There is to be no direct financial interaction between industry or third party planners and speakers. All speaker honoraria travel and accommodation **must be transferred to AMMI Canada and distributed by AMMI Canada.**

Speakers must submit all their expenses to AMMI Canada for reimbursement. AMMI Canada will invoice co-sponsor for these expenses and honoraria following the event.

### **6. Promotion**

Promotion of the event is the responsibility of non-physician organization. All promotion must follow the CMA and RCPSC guidelines. All promotional material must include the appropriate accreditation statement and the logo of both organizations. All promotional materials must be approved by AMMI Canada.



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**7. Post program requirements**

Following the program the co-developer will provide the following to the AMMI Canada office:

- A summary of all evaluations and copies of completed evaluation forms
- A complete list of attendees, including mailing and e-mail addresses, applicable RCPSC ID number and / or AMA ID Number.

AMMI Canada will issue certificates of attendance to participants following the event.

**8. Non – refundable application fee: \$5,000 plus applicable tax**

N.B. Additional fees apply to applications received less than 12 weeks to presentation. Please contact Riccarda Galioto ([manager@ammi.ca](mailto:manager@ammi.ca)) for details.