

INTRODUCTION

Welcome to the first Annual Report from the FMEC CPD Project Secretariat. The purpose of the annual report is to:

- summarize key milestones and decisions made throughout the year to advance the project,
- outline high level plans for the remaining two years of the project, and
- identify any issues or concerns that must be addressed to enable progress to meet the vision for the FMEC CPD project.

This report provides the foundation for the Partner CEO Annual Briefing, a 1-hour teleconference, conducted each year subsequent to the publication and distribution of this report to provide an opportunity for questions, discussion and confirmation by each partner organization for ongoing funding and support for the FMEC CPD project.

BACKGROUND

The Future of Medical Education in Canada (FMEC) initiatives aim to re-evaluate and rigorously improve Canadian medical education. The first two phases focused on undergraduate and residency education respectively and resulted in reports with specific recommendations to guide future strategic directions and implementation.

In recognition of several fundamental differences between the first two phases of medical education and continuing professional development (CPD) - including participating organizations, professional identity of audiences, practice settings, aligning curriculum to individual's scopes of practice, and measures of success, among others - the approach to the planning and implementation of FMEC CPD is significantly different from the process that was followed for the preceding two phases.

A pre-implementation phase for FMEC CPD began in 2012. Early activities for this phase included completing an environmental scan, convening a meeting of national CPD stakeholder organizations in Dec. 2012 and hosting a National Invitational Summit in April 2014. These activities culminated in a strategy and business plan for FMEC CPD which was endorsed by the 7 funding partner organizations in late 2014.

The FMEC CPD project is being led by a Steering Committee with representation from each of the seven funding partner organization. The Steering Committee is co-chaired by the Royal College of Physicians and Surgeons (RC) and the College of Family Physicians of Canada (CFPC) and the Project Secretariat is housed at CFPC.

KEY ACCOMPLISHMENTS - YEAR 1

The focus of activity during the first year of the project has been on the formal project launch strategy, development of the project’s infrastructure and communication planning, decision making processes that aligned members with the vision and priorities as well as fostering collaboration with CPD organizations across Canada by designing and implementing a project submission process.



Key milestones and decisions made throughout the year to advance the project are summarized below.

Project Secretariat Formalized, FMEC-CPD Project Launched (May 2015)

The project was formally launched in May 2015 and the Project Secretariat focused on infrastructure and communication planning activities:

- Hired Project Manager.
- Identified, evaluated and selected collaboration tools.
- Developed a comprehensive Communication Plan.
- Coordinated meetings with representatives from Health Canada.
- Formalized Steering Committee membership.
- Planned and facilitated initial Steering Committee activities.

Steering Committee, First Face to Face Meeting (July 2015)

The first face to face meeting of the Steering Committee was held in Ottawa in July 2015. During this full day working session the members:

- Validated the long term objectives / outcomes for the 3-year project.
- Prioritized key themes / questions based on the work at the National Invitational Summit of April 2014.
- Defined the structure and key components for projects developed under the FMEC CPD mandate.
- Identified the priority themes / questions for FMEC CPD project activities in the coming year.
- Reviewed and approved the Communication Plan.

Website Design, Development and Launch (August - October 2015)

As part of the larger Communications Strategy (approved in July 2105), a website was identified as a key vehicle for project communications. The website was designed to act as the main source of information for all stakeholder groups identified for the FMEC CPD project acting as a repository for both historical information and current “in progress” updates.

Website design began in August 2015 and the fully bilingual site was launched in early October 2015. (www.fmec-cpd.ca)

Project Approach / Call for Project Submissions (December through February 2016)

With infrastructure and communications frameworks defined and established and unanimous agreement regarding priority themes and questions, the focus of activity shifted to the unique, project-based approach being employed to inform decision making.

The FMEC CPD initiative is using a “collaborative results based approach” to rigorously evaluate multiple individual projects focused on current priorities and strategic issues led by CPD organizations across Canada. This evaluation of project outcomes will inform decision-making and recommendations for one or more of the defined themes and contribute to the overall vision and recommendations for the future Canadian CPD system

To enable the community of Canadian CPD organizations to submit descriptions of projects to align with with approach, the FMEC CPD Steering Committee:

- Selected 8 priorities from the themes discussed at the 2014 National Invitational Summit to guide review and endorsement of projects:
 1. Amplify and operationalize the **Federation of Medical Regulatory Authorities of Canada (FMRAC) Physician Practice Improvement** principles and roles.
 2. Demonstrate CPD as a contributor to **addressing issues of importance** to the health of Canadians.
 3. Amplify the meaning and implications of **scope of practice** for physicians.
 4. Contribute to understanding and rationalizing **funding** for the creation and dissemination of CPD activities.
 5. Address CPD as an important part of the **lifelong learning continuum** for physicians.
 6. Advance **competency-based CPD** tools and assessment strategies.
 7. Address the required competences for individuals that **develop and deliver CPD**.
 8. Address **interprofessional teams** as an important audience for CPD.
- Defined a clear submission process and related timelines.
- Developed submission forms which were embedded on the website and in supporting emails.

At the deadline (Feb. 2016), 40 projects were submitted by 29 organizations that included Provincial Medical Regulatory Authorities, University CPD Offices, Specialty Societies, Provincial Chapters and Educational Colleges.

Project Review and Endorsement (February - March 2016)

The Steering Committee members met in early March in Ottawa and during this full day working session:

- Refined and validated the Vision and Strategy of the FMEC CPD project.

VISION: *“A CPD system that sustains innovation and ongoing quality improvement for the health of Canadians.”*

STRATEGY: *“Use a collaborative process to define the policies, structures and mechanisms that will enable the future CPD system .”*

- Reviewed all project submissions and selected projects for endorsement. The decision to endorse or exclude each project was based on the independent reviews of two Steering Committee members. Projects were excluded if physicians constituted less than 50% of the target audience or there was no clear alignment between the outcomes of the project and the 8 priority themes. Where there was disagreement, the project was discussed by all Steering Committee members and a final decision was based on consensus.

Subsequent to the review process, 28 projects which aligned with the FMEC CPD priorities were selected for endorsement. See full details in Table 1 below. Please note that a given project's outcomes may align with more than one priority.

- Developed a strategy for addressing “gaps” in priority areas based on projects endorsed to date.
- Defined the communication approach for providing feedback to all projects submitted and for announcement of endorsed projects.
- Defined the role of and process / timeline for addition of a public member to the Steering Committee.

Table 1: Alignment of Endorsed Projects with Priority Themes

Priority (Some Projects Align with Multiple Themes)	# of Projects Aligned with Priority
Priority #1: Federation of Medical Regulatory Authorities of Canada (FMRAC) Physician Practice Improvement Principles and Roles	16 Projects
Priority #2: CPD as Contributor to Addressing Issues of Importance to the Health of Canadians	12 Projects
Priority #3: Meaning and Implications of “Scope of Practice” for Individual Physicians Related to Personal CPD	11 Projects
Priority #4: Funding Model(s) for Continuing Professional Development	7 Projects
Priority #5: CPD as Part of the Lifelong Learning Continuum for physicians	18 Projects
Priority #6: Advancement of Competency Based CPD	20 Projects
Priority #7: Competences Required by Individuals to Develop and Deliver CPD	9 Projects
Priority #8: Interprofessional Teams as Audience for CPD	3 Projects

COMMUNICATION & ENGAGEMENT WITH STAKEHOLDERS

In recognition of the importance of engagement with stakeholders, the Steering Committee and Project Secretariat committed to comprehensive and ongoing communication of the progress and changes surrounding the FMEC CPD project. A key activity during the initial phase of the formal project (through July 2015) was the development and approval of a detailed communication plan to ensure we meet and / or exceed our communications objectives and provide accurate, useful and timely information to all stakeholders.

Throughout this first year of the project, we have developed and delivered all of the communications vehicles defined in the Communication Plan. We have also identified and acted upon ad hoc opportunities for communications to generate awareness, understanding and engagement with stakeholders and the CPD community both nationally and internationally. Communication activities of note in year 1 include:

Website (October 2015)

As detailed in Key Accomplishments, a website was identified as a the primary vehicle for project communications. A fully bilingual website was designed and developed (including the development and translation of all website content) in August and September 2015. Once content was populated on the site and testing was complete the website was launched the first week of October 2015. This website has been and continues to be our anchor for ongoing project communications.

Information Session - 7NAC Conference (September 2015)

The 7th National Accreditation Conference (7NAC) was held in Ottawa at the end of September 2015. Given that the subject matter of this conference was Continuing Professional Development the attendees were, by very nature of the subject matter, key stakeholders for our work.

With the support of the conference organizers we added an information session to the pre-conference agenda. An invitation was sent to all confirmed 7NAC attendees and 39 individuals participated in the session during which we outlined the project background, summarized project progress to date and highlighted opportunities for engagement with our work. The session concluded with a question and answer session that included meaningful dialogue and input from the stakeholders in attendance.

Meeting(s) with Health Canada (June 2015 / October 2015 / December 2015)

In recognition of the importance of our continued relationship with Health Canada and the vested interest of Health Canada in our work, we proactively fostered ad hoc communications between the Project Secretariat and two key representatives of Health Canada (Helen McElroy,

Director General, Healthcare Programs and Policies / Pamela Simpson, Director, Health Human Resources Policy Division).

Based on this proactive outreach, 3 informative and productive teleconferences were held with Ms. McElroy and Ms. Simpson during which we provided project updates and there was an opportunity for questions and discussion. These discussions also provided us with the opportunity to understand the emerging priorities of Health Canada vis a vis the new Liberal government and allowed us to keep abreast of potential opportunities for funding through the Healthcare Policy Contribution Fund (currently under redesign for launch in the fall of 2016).

Quarterly Status Report (September 2015 / December 2015 / March 2016)

As defined in the Communication Plan, the FMEC CPD Quarterly status reports are newsletter style bulletins developed and distributed via email and the website. They provide stakeholders with an update on the activities of the Steering Committee each quarter and highlight priorities for the upcoming quarter. During this first year three quarterly reports were distributed including Q3 2015 (September 2015), Q4 2015 (December 2015) and Q1 2015 (March 2016).

Partner CEOs - Semi Annual Briefing (January 2016)

As defined in the Communication Plan, the Partner CEO Semi-Annual Briefing was held in January 2016. The purpose of this briefing was to provide the CEOs with an update on the current progress and activities of the project, including a financial update. The update in January achieved that objective and the Partner CEOs provided valuable feedback into our work and activities that influenced subsequent work and decision making (e.g., revisions to the project Vision & Strategy and formalization of intent to add a Public Member to the Steering Committee).

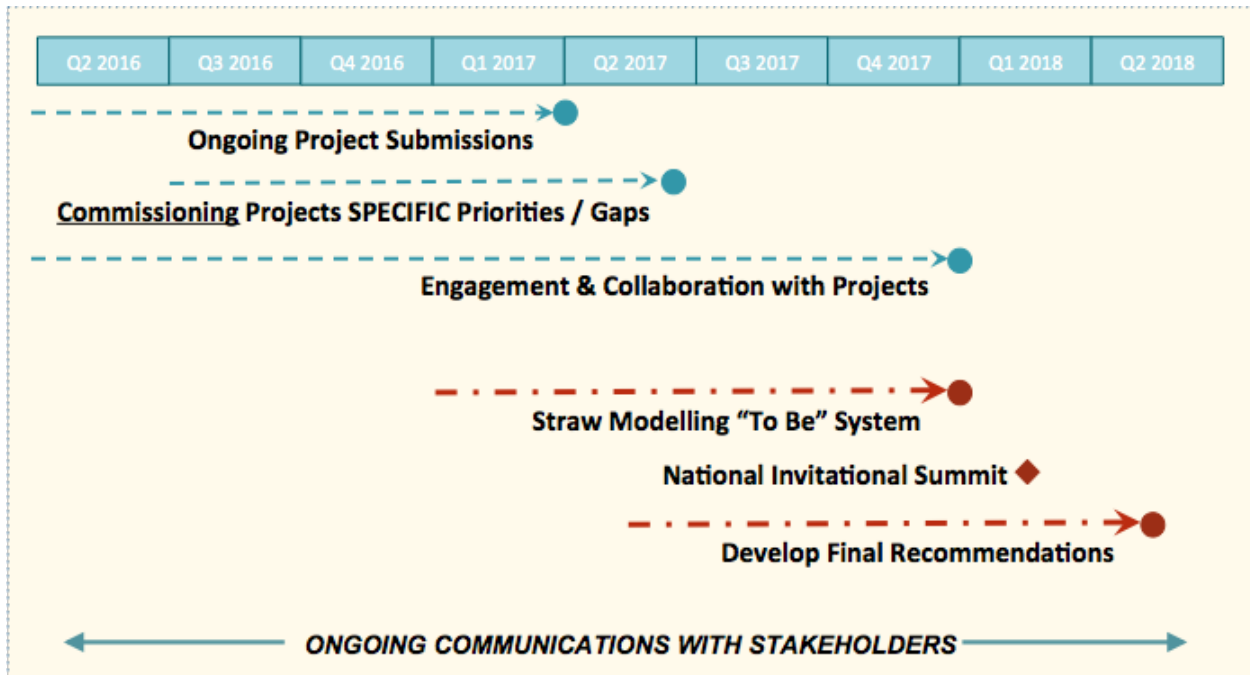
World Congress of CPD / JCEHP Extended Abstract (March / April 2016)

In summer of 2015, the World Congress of CPD made a call for abstracts to the national CPD community. The Project Secretariat developed an abstract in response to that call which was selected for inclusion at the Congress in San Diego in March 2016. This session provided an opportunity to share this innovation in CPD with an international audience.

Based on the success of this session, we were invited to submit an extended abstract for inclusion into a special 80-page supplemental issue of *The Journal of Continuing Education in the Health Professions*. This issue will effectively serve as the Congress conference proceedings and will ensure that the intellectual content of our session remains available over time and reaches the broadest possible range of CPD researchers and practitioners.

PROJECT PLAN - YEAR 2 and YEAR 3 (MAY 2016 THROUGH APRIL 2018)

As context for the focus of our work and activities for the second and third years of the project, the high level project plan / milestones which will drive the development and delivery of our recommendations for May 2018 are illustrated below:



PROJECT FINANCES

Through deliberate and careful financial management by the Project Secretariat, the FMEC CPD project has completed year 1 with a surplus. A detailed financial summary of the FMEC CPD project for Year 1 has been shared with the seven Partner CEOs.

In recognition of the funding model agreed to by the Partner CEOs (i.e., variable in years 2 and 3) and all cumulative activities required to ensure successful completion of the project the Project Secretariat has completed detailed financial planning for the duration of the project to ensure that the project is delivered on budget.

ISSUES / CONCERNS

At the time of this report there are no specific issues or concerns that must be addressed to enable ongoing progress. There is, however, one important risk factor to highlight.

The business plan for the FMEC CPD project included a funding model for the seven partner organizations that is variable for each of the three years of the project as well as commitment for in kind support of resources to complete the project work. All planning for the balance of the project is predicated on the assumption that the 7 partner organizations will continue to support the project both financially and through in kind support with resources as defined in the business plan. Should either the financial commitment change or the availability of in kind support become unavailable this will affect the ability of the Steering Committee to achieve its stated objectives as outlined in this document.

CONCLUSION

In summary, the first year of the FMEC CPD project has been very productive and has enabled us to make meaningful progress towards reaching our goals of the 3-year project. We have effectively engaged the CPD stakeholder community in Canada to participate in the collaborative approach we are utilizing to achieve our objectives within the financial parameters of the project. Stakeholders and, in fact, those who have a vested interest in our work are energized about our vision and the process by which we are working to inform recommendations and decisions to achieve this vision.

We recognize that there is still significant work to do in outreach and engagement with additional stakeholder groups as well as the identification and collection of project outcomes to inform our work more fully across all priority areas. With the continued support of the Partner CEOs and their respective organizations as well as our continued commitment to ongoing and comprehensive communications we are looking forward to an equally productive and engaging second year of the FMEC CPD project.