

INTRODUCTION

Welcome to the second Annual Report from the Future of Medical Education in Canada (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 final year 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.

CONTEXT

The 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.

The FMEC CPD project is focused on the third aspect of the medical education continuum, Continuing Professional Development. A collaborative effort amongst seven partner organizations, grounded in pre-implementation work that began in December 2012, the vision of FMEC CPD is the development of a pan-Canadian CPD system that sustains innovation and ongoing quality improvement for the health of Canadians.

The three year FMEC CPD initiative, formally launched in May 2015, will seek to define the policies, structures and mechanisms that will enable this future national CPD system. The FMEC CPD project is using a “collaborative results based approach” including the outcomes from multiple projects led by CPD organizations in Canada to develop of a set of recommendations that address multiple themes and the overall vision for FMEC CPD.

PROJECT LEADERSHIP / STEERING COMMITTEE MEMBERSHIP

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 (RCPS) and the College of Family Physicians of Canada (CFPC) and the Project Secretariat is housed at CFPC.

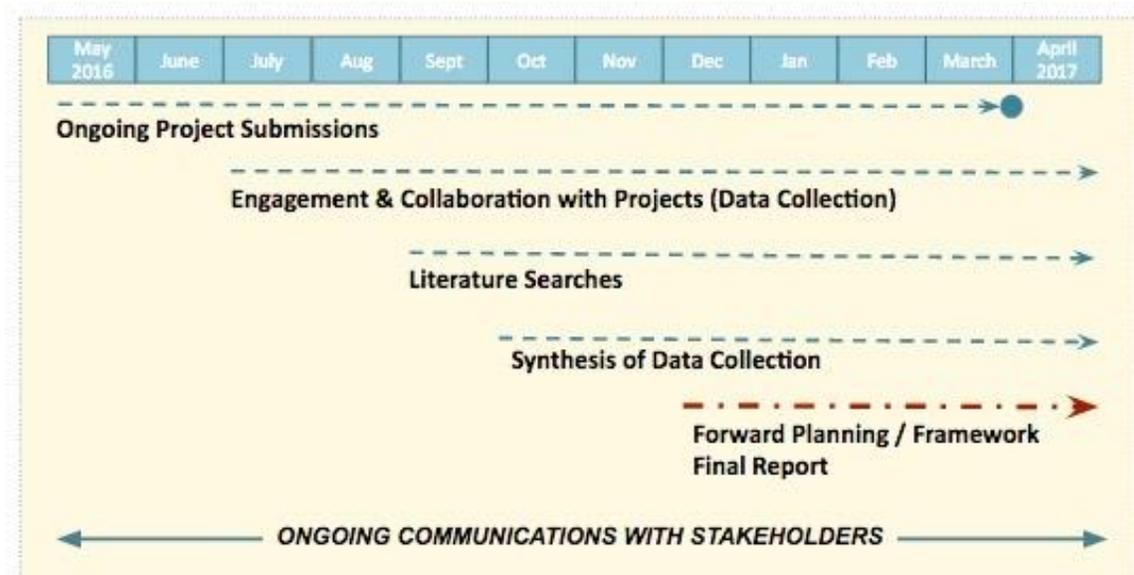
During year 2 of our project, the membership of the Steering Committee evolved to reflect expanded membership as well as organizational changes in a number of our funding organizations.

We welcomed two members of the public to the Steering Committee in September 2016. Ms. Nancy MacBeth, former Minister of Health from Alberta and past President of the Medical Council of Canada as well as Mr. Vincent Dumez, Co-director of the Collaboration and Patient Partnership Direction, Faculty of Medicine, Université de Montréal have agreed to participate on the Steering Committee for the balance of the three year project through May 2018 to provide a specific, unique lens to the work and decisions of the FMEC CPD project.

We also welcomed two new members on behalf of two of our funding partner organizations. Dr. Sarita Verma, representing The Association of Faculties of Medicine of Canada (AFMC) and Ms. Ann Chenier, representing the Canadian Medical Association (CMA) joined the project in January 2017 and will collaborate with the current Steering Committee members on our ongoing activities and the development of our final recommendations throughout the final year of the project.

KEY ACCOMPLISHMENTS - YEAR 2

The focus of activity during the second year of the project has been on engagement and collaboration with endorsed projects, data collection from multiple sources as well as forward planning of specific activities through April 2018 to produce the final FMEC CPD report including creation of a framework for the final report.



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

Comprehensive Framework for Collaboration with Endorsed Projects (June 2016)

With 44 projects reviewed and 29* projects endorsed, the Steering Committee developed a comprehensive framework for collaboration with these projects. Detailed information (including **descriptions, definitions and specific questions**) for each of the 8 priority areas were developed to frame discussions with project leads to internally align projects and anticipated outcomes with FMEC CPD priorities.

The Steering Committee hosted a full day **meeting** (June 8 2016) to review and finalize this detailed information:

- Reviewed and aligned each endorsed project with a single priority area for the purposes of initial collaboration.
- Defined a **process** and **tools** for collaboration that include email communication, teleconference(s) and data collection forms.

**Originally, 30 projects were endorsed by the Steering Committee. However, in late 2016 due to an organizational change, one of the endorsed projects was removed from our list at the request of the former project lead.*

Engagement with Endorsed Projects / Initial Data Collection (September 2016)

With a clear framework and foundational tools for engagement and data collection developed, we began collaboration with endorsed project leads to identify anticipated project outcomes and their perceived alignment with the 8 FMEC CPD priorities. This included:

- A series of **collaboration teleconferences** with project leads around our 8 priorities. (A total of 9 teleconferences were completed and each project lead personally participated.)
- Development and distribution of multiple **data collection tools**, customized for each priority, to enable projects to submit preliminary information about anticipated project outcomes and how they may address or contribute to questions defined for each of the 8 priorities.
- Initial **data collection** from individual projects.

Literature Search Strategy / Searches (November 2016 / Ongoing)

In parallel to collaborating with project leads, we developed an initial literature search strategy to identify published studies, commentaries, opinion pieces, or policy documents that would contribute to developing recommendations for the key issues identified in 6 of our 8 priority areas.

Librarians from 3 organizations (Royal College of Physicians and Surgeons of Canada, The College of Family Physicians of Canada and Canadian Medical Protective Association) were confirmed to support the development and implementation of initial literature searches. Initial search activity was initiated in September and continues today.

Documentation & Review of Anticipated Project Outcomes (November 2016 / February 2017)

As project leads provided data through the data collection tools, we developed a **comprehensive document** that captures the raw data collected throughout the fall of 2016 and early 2017 detailing anticipated project outcomes aligned with FMEC CPD priorities. This is one of the key data sources being used by the Steering Committee to inform the analysis and recommendations of our work.

Based on this data collection as well as results of initial literature searches, the Steering Committee held two **full day, face to face meetings** (November 14 2016/ February 16 2017) for focused analysis, decision making and forward planning that included:

- Comprehensive **gap analysis** to identify FMEC CPD priority areas that may not be well informed with data from projects or current literature searches.
- Definition of specific **strategies to address identified gaps** including revision of literature search strategies and re-running of searches, additional data collection tools for endorsed projects, new literature searches and key informant interviews.
- **Review of additional projects** submitted for potential endorsement.
- Detailed **forward planning** of specific activities through April 2018 to produce the final FMEC CPD report.

→ Creation of a **framework for the final report.**

COMMUNICATION & ENGAGEMENT WITH STAKEHOLDERS

During the second year of the project, we maintained our focus on comprehensive, timely and informative communications of the progress and developments of the FMEC CPD project designed to reach as many stakeholders for our work as possible.

As a result, communication activities included development and delivery of all communications vehicles defined in the Communication Plan as well as the identification of 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 2 include:

Partner CEOs - Annual Report / Briefing (June 2016)

As defined in the Communication Plan, the Partner CEO Annual Report (and subsequent briefing call with the Partner CEOs) was developed and shared with the Partner CEOs in June 2016. Based on this report and subsequent discussions each partner organization committed their ongoing funding and support for the FMEC CPD project for a second year.

Proactive Communication(s) with Health Canada (May 2016 / October 2016)

Building on the relationship established with Health Canada (Helen McElroy, Director General, Healthcare Programs and Policies / Pamela Simpson, Director, Health Human Resources Policy Division) in year 1 of the project, we continued to promote open and direct communications. Two proactive emails were developed and sent to continue our information sharing related to the FMEC CPD project and our expressions of ongoing interest in updates about the Health Care Policy Contribution Program (HCPCP). To date no additional information about this program is available or has been provided.

Quarterly Status Report (June 2016 / September 2016 / December 2016 / March 2017)

As defined in the Communication Plan, the FMEC CPD Quarterly status reports are newsletter style bulletins developed and distributed via email and published on our website. They provide stakeholders with an update on the activities of the Steering Committee each quarter and highlight priorities for the upcoming quarter. During our second year, four quarterly reports were distributed including Q2 2016 (June 2016), Q3 2016 (September 2016), Q4 2016 (December 2016) and Q1 2017 (March 2017).

CAME - The Voice Publication (October 2016)

After discussion with the liaison from CAME regarding potential collaboration it was determined that the most effective way to engage and inform stakeholders in this audience was to include an article in the CAME publication "The Voice". Developed in the fall of 2016 and published in October 2016, this publication was designed to be of general interest to Canadian medical educators to reach an extremely broad and diverse audience across the country. A number of inquiries were received by the Project Secretariat following this publication illustrating success in expanding awareness of our work more broadly across Canada.

Workshops at 8th National Accreditation Conference (October 2016)

The FMEC CPD Project Secretariat developed and conducted two workshops at the 8th National Accreditation Conference (8NAC) in Toronto in October 17-18 2016. Participants in these interactive sessions actively engaged in discussions about the FMEC CPD work and priorities as defined and provided valuable feedback.

We were fortunate during these sessions to have the participation of Dr. Dave Davis, a thought leader and key influencer in the conceptualization of the FMEC CPD project, in one of our two workshops. Dr. Davis provided insightful feedback on our work that served to reinforce many of our key concepts, questions and priorities.

Website - Publication of Details re: Endorsed Projects (February 2017 / Ongoing)

In addition to ongoing collaboration with endorsed projects, it has always been our intent to add additional information about endorsed projects on our website as a means of enabling collaboration in areas of mutual interest and "featuring" endorsed projects to the larger stakeholder community. We began work in early 2017 to document project(s) information for each of our endorsed projects, collaboratively develop this content with project leads and, based on final approval, publish project details on our website. It is anticipated that this work will continue through Q2, 2017.

PROJECT FINANCES

Provided below is the financial summary of the FMEC CPD project for Year 2 (May 2016 through April 2017).

FMEC CPD Project Finances as at April 30, 2017

Funds Collected:

Year 1 - Balance Forward	\$80,955.86	
Year 2 Contribution - 7 Partner Organizations	\$70,000.00	
<i>TOTAL Funds Available</i>		\$150,955.86

Expenditures To Date:

Project Management	\$62,037.00	
Translation Services	\$1,164.18	
Steering Committee, Meeting Services, 1 Meeting (June 8)	\$372.40	
Steering Committee, Meeting Services, 1 Meeting (Nov 14)	\$372.40	
Steering Committee, Meeting Services, 1 Meeting (Feb 16)	\$302.81	
Travel (Steering Committee, 1 Face to Face Meeting)	\$3,700.00	
Website Hosting & Support - Year 1	\$637.32	
<i>TOTAL Expenditures</i>		\$68,586.10

Balance as at May 1, 2017		\$82,369.76
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Building on the success of our financial management in Year 1, the Project Secretariat continued to manage the finances of the FMEC CPD conservatively. As a result, the project has completed year 2 with a surplus.

/PROJECT PLAN - YEAR 3 (MAY 2017 THROUGH APRIL 2018)

Based on work completed to date and the comprehensive forward planning completed by the Steering Committee in Year 2, the high level project plan / milestones which will drive the development and delivery of our recommendations for May 2018 are illustrated below:



In recognition of the funding model agreed to by the Partner CEOs (i.e., variable in each year of the project) 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.

Provided below is a projected financial summary for the duration of the project (May 2017 through April 2018).

FMEC CPD Projected Project Finances May 1, 2017 through April 30, 2018

Balance Forward - May 1	\$82,369.76	
Funds Collected:		
Year 3 Contribution - 7 Partner Organizations @ \$15,000	\$105,000.00	
	<i>TOTAL Funds Available</i>	187,369.76
Projected Expenditures:		
Project Management / Researcher / Writer	\$66,240.00	
Educational Writer / Researcher/ Copy Editor / Graphic Design	\$7,000.00	
Translation Services - Planned, Ongoing Communications	\$1,500.00	
Translation Services - Final Report *	\$10,170.00	
Project Management Travel	\$3,600.00	
Public Members - Travel & Expenses - Sept 24	\$2,000.00	
Steering Committee Members - Travel & Expenses - Sept 24	\$1,500.00	
Steering Committee Meeting Conf Services - Sept 24 2017 (Marriott - Ottawa)	\$3,959.40	
National Invitational Summit - February 9 2018 (RCPSC)	\$29,209.50	
Website Hosting - Year 3	\$640.00	
Misc Expenses - Website Changes, Google Account Upgrade	\$3,000.00	
Printing of Final Report (300 copies - colour)	\$1,500.00	
Survey Development / Focus Groups / Key Informant Interviews		
	<i>TOTAL Expenditures</i>	\$130,318.90
Balance as at April 30, 2018		\$57,050.86

In January 2018, a post-project Implementation plan will be presented to the CEOs of the Partner Organizations.

ISSUES / CONCERNS

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

As noted in the Annual Report, Year 1 the business plan for the FMEC CPD project includes 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.

In addition, at this time the Project Secretariat has been working to replace the original FMEC CPD Project Manager, Susanne Lawrence, who will not be returning for the final year of the project. With support from Susanne, we have developed a revised profile / skill set for this role to reflect the anticipated activities in the final year of the project, budgeting appropriately for this replacement based on our financial constraints and proactively seeking qualified candidates. We are delighted to announce that Fran Kirby, an acknowledged leader in CPD in Canada, has agreed to bring her significant and critically relevant experience to the role of Project Manager for the final year of the FMEC-CPD project.

CONCLUSION

Building on the success and momentum of the first year of the FMEC CPD project the second year of the FMEC CPD project has continued to enable significant progress towards our goals of the 3-year project.

The CPD stakeholder community across Canada has maintained interest in the FMEC CPD project. Our engagement and communication activities have successfully broadened the awareness of our work driving increased engagement and support from stakeholders. Inquiries about our activity, ongoing project submissions and continued support from endorsed projects provides clear evidence that stakeholders are committed to supporting our work and are genuinely interested in our project outcomes.

The FMEC CPD Steering Committee remains focused and committed to achieving the objectives of this three year project. With the continued support of the Partner CEOs and their respective organizations as well as our continued commitment to ongoing and relevant communications we are looking forward to delivering a comprehensive analysis and set of recommendations to enable the vision of the project.