

SPC Chair Responsibilities

- Planning, development, implementation and delivery of the CPD activity.
- Ensuring that all accreditation/certification standards are met and follow the CPD Medicine Program policies and guidelines.
- Ensuring that the scientific planning committee (SPC) is comprised of representatives of the target audience.
- Certifying that all COIs are reviewed, managed and disclosed to participants.
- Confirming that educational content is balanced, scientifically valid and evidence-based.
- Confirming that the physician organization/SPC maintains attendance records for five years.
- Ensuring that any incentives are reviewed and approved.
- Ensuring that the event complies with the [National Standard for support of Accredited CPD Activities](#). The National Standard applies to all situations where financial and/or in-kind support is accepted and contributes to the development, delivery and/or evaluation of accredited CPD activities.
- Ensuring that all accredited activities also comply with the [U of M policy on commercial support](#).