



Section 3 MOC Simulation-based Workshop Guide

Submission deadline: September 15, 2018

The 96th Canadian Paediatric Society (CPS) Annual Conference will be held in Toronto, **June 6 - 8, 2019**. Attendees include paediatricians and child and youth health professionals. The CPS Annual Conference Committee invites proposals for simulation-based workshops for consideration.

Simulation-based workshops approximate real-life situations, allowing participants to demonstrate (and receive feedback on) their application of knowledge (scientific and tacit), clinical reasoning, communication and problem-solving, as well as their ability to collaborate and work effectively in a health care team. Simulation-based workshops include a wide range of tools of varying complexity.

This workshop will be considered as an Accredited Simulation Activity (Section 3) as defined by the Maintenance of Certification Program of The Royal College of Physicians and Surgeons of Canada, and approved by the Canadian Paediatric Society. Participants will be entitled to receive 3 MOC credits for each hour.

Format

Each workshop is 2.5 hours in length and is limited to 20 participants.

Performance Assessment

There must be an established process for how participants will receive immediate, individualized feedback on their performance. This can be accomplished through verbal feedback. Participants must be able to receive feedback after the completion of the scenario. This feedback must include references justifying the appropriate answer. Upon successful completion of the scenario and completion of the workshop evaluation form, participants will receive a Certificate of Attendance.

Deadline

Submissions must be received by the CPS no later than **Wednesday, September 15, 2018, 11:59 p.m. EST**.

Submission Requirements

Proposals must include the following:

1. **Preferred language of presentation.**
2. **Category keywords.**
3. **Title of workshop:** Use a short, specific title, and standard abbreviations. CPS reserves the right to revise the title as necessary. The title may be a maximum 100 characters in length (including spacing).
4. **Performance assessment:** A clear explanation of how participants will be assessed.
5. **2-3 sentence summary** of the focus of the workshop. A brief summary of the focus is required to be used as promotional text for the preliminary program and website. Descriptions may be a maximum of 500 characters including spacing (about 2-3 sentences in length).

6. **Learning objectives** are SPECIFIC and PRECISE and declare what will be accomplished. They should have a single aim and end-product or result that is easily verifiable. Please provide 3 learning objectives outlining what participants will take away from the workshop.

Examples of verbs to use in writing objectives:

After this presentation, participants will be able to:

- identify, define, select, indicate
- assess, analyze, evaluate
- increase, add, develop, expand, enlarge

7. **Detailed schedule** outlining the following areas:
 - How much time is allocated for teaching, practice and evaluation.
 - How learning objectives and key knowledge areas will be covered.
 - How participants will be assessed and how feedback will be given.
8. **Logistical requirements:** include any equipment that you will be providing, and any costs related to the rental of the equipment. Also indicate any special room set-up requirements.
9. **What is the essence of your workshop?** If you had only one sentence to convince someone to attend your workshop, what would it be?
10. **Proposed lead facilitators** (maximum of 3) with name, title, biography, affiliations, e-mail and reason for your selection.

Facilitator qualifications: Speakers must have completed training in their area of practice. Undergraduate or postgraduate trainees (students, residents or fellows) will be considered as a speaker only if they have an advanced degree (e.g. a PhD) in a field relevant to the topic being presented.

A brief biography written in the third person and consisting of full sentences should be provided (CVs are not acceptable). In addition, please provide the reason for your selection of the speaker and what each speaker will address.

Optional: Provide a link of a previous speaking engagement when submitting the proposal. The video should be no more than 3 minutes in length and demonstrate the speaking ability of the speaker.

Sessions may be scheduled by the conference committee for a time period that could occur at any time from Thursday, June 6, 2019 through Saturday, June 8, 2019. We do not accept speaker requests for a particular day or timeframe; therefore, please confirm all speakers' availability on all days of the conference prior to submission of a proposal.

Speaker Compensation Policy

The Speaker Compensation Policy for the annual conference is currently under review.

Proposals submitted by pharmaceutical companies

Proposals submitted by pharmaceutical companies with employees as principal authors and/or co-authors will **NOT** be accepted. Research funded by industry that has been approved by a Research Ethics Board, and for which the principal author is **not** an employee of the funding company, will be accepted for review.

Review Process

The Annual Conference Committee, representing a variety of interests in general and subspecialty paediatrics, reviews all proposals. Proposals will be judged on relevance to paediatrics, clarity of content and format, appropriateness for a section 3 simulation-based workshop, conforming to instructions given above, and appropriateness of facilitators.

The Annual Conference committee reserves the right to ask proposal submitters to slightly modify session content to help address perspectives/topics not present in the proposal, but that could benefit the session.

Notification of acceptance

You will receive notification of acceptance by **November 23, 2018**.

The Annual Conference Committee reserves the right to cancel a session at any time, at it's sole discretion.

FOR MORE INFORMATION

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