

## For Planning Committees: “ONLINE Activities”

### QCHP SUPPORTS SYNCHRONOUS ONLINE ACTIVITIES AT SIDRA during COVID-19

During the COVID-19 Pandemic the QCHP supports Sidra towards the provision of online synchronous activities. Sidra’s request to conduct CPD activities by an online live synchronous format is APPROVED and we may proceed with providing the activities as scheduled.

Category 1 and 3 activities (e.g. educational rounds, journal clubs, and workshops) can change their format from face to face to online synchronous. However the following National Accreditation Standards must be met.

## STANDARDS TO BE MET

1. The activity objectives, content and intended **outcomes must be suitable** for this type of activity format (i.e. activities that are intended to include simulation and provide hands-on training are not suitable to be conducted by this format).
2. The activity must be a live broadcast allowing for **real-time (synchronous) interaction** with the participants.
3. Participant attendance must be monitored and recorded throughout the whole activity, preferably by a dedicated administrative staff.

## STANDARDS TO BE MET

1. The SPC/planners must select and provide access (for the faculty & participants) to an online platform/program that fulfills the technical requirements: e.g. **live broadcasting, interactivity and attendance monitoring.**

**Microsoft Teams and WebEx** fulfill the standards. Other platforms like Zoom or Skype may be used but have been less stable.

2. All other administrative, educational and ethical accreditation standards must be fulfilled.

## REPORTING REQUIREMENTS

- 1. Any change of the activity schedule** (e.g. conducting the activity over two days instead of one) **must be reported to the CPD Office** by email, one week, at least, prior to activity date. Send your email to [gberger@sidra.org](mailto:gberger@sidra.org).
- 2. The audit form has been updated** – it now has column to report if you have changed the format to online during Covid-19.