



ADMINISTRATIVE DETAILS INFORMATION FOR FACILITATOR AND MEMBERS

ATTENDANCE RECORD – HOW THE FACILITATOR COMPLETES:

- See sample **Attendance Record (for Facilitator only)**
- Record Name of group members (Alpha order, Facilitator name first)
- Record the number of hours each member attends in 15 minute increments
- **Clearly** identify the name of the topic and date discussed
- A few non-module topics can be discussed (yearly) and recorded for credit

ATTENDANCE RECORD (A/R) – HOW THE FACILITATOR SUBMITS:

- Complete and return the form to the PBSG office (it is encouraged to submit the A/R after the group's last meeting of the Academic Year, ie. **September 1st to August 31st** or **January 1st to December 31st** depending on the start date of the group)
- A/R will be used to calculate study credit hours for each individual member
- Once the A/R is received, study credit letters will be sent to the facilitator for distribution to each **paid** member – **30 business days after** office receives A/R
- Please do not send the hours in after each session or partway through the year
- A/Rs are available online at www.FMPE.org if you require a copy

MAINPRO-C CREDITS - HOW IT WORKS:

- The PBSG Learning Program has been accredited by The College of Family Physicians of Canada (CFPC) to issue MAINPRO-C credits
- PBSG members are eligible for 1 MAINPRO-C credit **per hour** of group session (meeting)
- The facilitator of the group is responsible for recording attendance at every group meeting
- MainPro-C credits are then issued within **30 business days after** receiving Attendance Record, via the facilitator, to all **paid** members. If you or a member require sooner, please see Tax Receipt and Study Credit Letters section below

Note: Each individual member is responsible for submitting these study credits to The CFPC office. We can only issue credits to group members if the facilitator submits an annual attendance record to the PBSG office.

GROUP SESSION LOG SHEETS - USE & SUBMISSION:

- Complete one log sheet per session (meeting) to capture the group members' practice reflection and practice change statements. These logs are critical to achieve Mainpro-C credits.
- Keep the yellow copy for your own records and return the white copy to the PBSG office by mail or fax.
- Log sheets are available online at www.FMPE.org if you require a copy



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MODULES – THINGS TO KNOW:

- Our commitment to all members is to provide 14 new or revised module topics over an academic year to all current and paid members
- An administrative fee will be charged **to all group members** for any additional module requests. The fee will be as follows: **\$25.00 per group member per module request (on module request form) up to a maximum of \$250.00 per group member**
- Modules are mailed on or around the 20th of each mailout month (Feb, May, Aug and Nov). Allow for shipping time when scheduling your group meetings.

GUEST ATTENDEES:

- You are welcome to have a guest attend a single meeting. If they are interested in becoming a group member, please have them contact us for membership details at 1-800-661-3249 Option 1
- If your guest is a Resident and wishes to participate on a regular basis, please have them check with the Residency Coordinator to see if they are part of the PBSG Residency Program that receives our modules. If a Resident wishes to receive study credits, they must be a paying group member to be eligible for CFPC MainPro-Cs

TAX RECEIPTS AND STUDY CREDIT LETTERS:

- Each member will be provided with a duplicate copy of his/her receipt for membership payment and a single copy of their study credit letter
- Requests for replacement copies of membership payment receipts and/or study credit letters will be subject to a \$20.00 administrative fee per request as they require manual input by staff
- Any member requests for advanced copies of study credit letters, prior to the end of the Academic Year, will require:
 - Written request for early release of Study Credits – contact our office for the form
 - \$25.00 administrative fee (as this must be manually processed)
 - Copy of Attendance Record from Facilitator

REFUND POLICY:

- For new and renewing members who withdraw within the first two months of payment, there will be a full reimbursement less 25% administration fee.
- There will be no refund after the first sixty days of membership or renewal.

REMINDER TO ALL FACILITATORS:

- Please let the PBSG office know as soon as possible if a new member joins your group so that the appropriate number of educational modules can be sent to you.
- Only those group members who have paid their membership dues will receive their modules. In addition, please inform any new members to contact our office for further information on pro-rating of the membership payment.

QUESTIONS, CONCERNS, COMMENTS?

Call 1-800-661-3249 or locally at 905-525-9140 extension 22219.