

Procedures for the Creation of a New Discipline

Once the Council of the Royal College (for specialties or subspecialties) or Education Committee (for areas of focused competence [AFC-diplomas]) has approved the recognition of a new discipline, the applicant will receive notification from the director, Specialty Education, Strategy and Standards, informing them of the decision. A copy of this notification will also be sent to the manager, Specialties Unit in the Office of Specialty Education. The manager will then contact the applicant to make introductions and to offer any support or guidance required as they proceed through the steps of implementing the new discipline.

Implementation of the New Discipline:

1. Creation of a working group:

It is recommended that the working group be created using the same membership profile as will need to be followed when creating the specialty committee, AFC committee or AFC subcommittee (please see below). If this is not possible due to the size of the discipline or the parties interested/already engaged in the process to recognize the discipline, some flexibility is permissible. However, please be advised that when the time comes to disband the working group and create the specialty committee, AFC committee or AFC subcommittee, the membership will change to meet the Royal College's policy concerning the composition of the relevant committee.

2. Workshop on Implementation

Once the working group is formed, the Specialties Unit will organize a one-hour web conference to provide members with an overview of the implementation process, review discipline-specific documents and outline the anticipated implementation timeline.

Following the web conference, a 1 to 2 day workshop will be scheduled for working group members at Royal College headquarters. This workshop will be focused on completing the discipline-specific documents.

3. Creation of accreditation documents:

One of the mandates of the working group is to work with the Office of Specialty Education to create the application form for accreditation of programs and the appropriate accreditation standards document:

For specialties and subspecialties:

- Specific Standards of Accreditation (SSA) or

For AFC-diplomas:

- Standards of Accreditation (SA)

4. Completion of the other discipline specific documents:

The working group will work with the Office of Specialty Education to finalize the appropriate training, credentialing and evaluation documents:

For specialties and subspecialties:

- Objectives of Training (OTR);
- Specialty Training Requirements (STR); and
- Final In-Training Evaluation Report (FITER).

For AFC-diplomas:

- Competency Training Requirements (CTR); and
- Portfolio.

These discipline specific documents, as well as the SSA and SA, will be presented to the Specialty Standards Review Committee (SSRC) for approval.

Once the discipline specific documents have been approved, the working group is disbanded and the specialty committee, AFC committee or AFC subcommittee is created to complete the remaining steps for implementation of the new discipline.

Specialty Committee Membership Profile:

For more information on the mandate of the specialty committee and membership profile, please see the *Specialty Committee Terms of Reference and Information, Policies and Procedures* (attached).

AFC Committee Membership Profile:

For more information on the mandate of the AFC committee and membership profile, please see the *Areas of Focused Competence Committee Terms of Reference and Information, Policies and Procedures* (attached).

AFC Subcommittee Membership Profile:

For more information on the mandate of the AFC subcommittee, please see the *Areas of Focused Competence Subcommittee Terms of Reference and Information, Policies and Procedures* (attached).