



## Demographic Information

Organization Full Name:

ACCME ID Number:

## CME Staff Contact

Name:

Title:

Phone:

E-mail:

## Physician Responsible for CME Program

Name:

Title:

Phone:

E-mail:

## Chief Executive Officer

Name:

Phone:

E-mail:

## Self-Study Submission

Submitted By:

Date:

## Type of Organization

- |   |   |
|---|---|
| <input type="checkbox"/> Nonprofit (physician organization)   | <input type="checkbox"/> Nonprofit (other)              |
| <input type="checkbox"/> Hospital/Health Care Delivery System | <input type="checkbox"/> Insurance/Managed Care Company |
| <input type="checkbox"/> Government/Military                  | <input type="checkbox"/> Publishing/Education Company   |
| <input type="checkbox"/> Other (specify):                     |   |

## Commercial Support & Joint Providership

- |   |     |    |
|---|-----|----|
| Does your CME program have mechanisms in place to accept commercial support?    | Yes | No |
| Have you received commercial support during the past reaccreditation term?      | Yes | No |
| Have you participated in joint providership during the past accreditation term? | Yes | No |

## Types of Activities

### During the Past Accreditation Term (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Course                               | <input type="checkbox"/> Test Item Writing               |
| <input type="checkbox"/> Regularly Scheduled Series (RSS)     | <input type="checkbox"/> Committee Learning              |
| <input type="checkbox"/> Internet Live Course                 | <input type="checkbox"/> Performance Improvement         |
| <input type="checkbox"/> Internet Activity Enduring Materials | <input type="checkbox"/> Internet Searching and Learning |
| <input type="checkbox"/> Enduring Material                    | <input type="checkbox"/> Learning from Teaching          |
| <input type="checkbox"/> Journal-Based CME                    | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Manuscript Review                    |  |

## Current Accreditation Status

Accredited by the MMA through:

Current Term of Accreditation:                      2 Years                      4 Years                      6 Years

## 1. Prologue

- *In the box below, provide a brief narrative that tells the history of your CME Program.*
- *Include an organizational chart that shows the leadership and organizational structure of your CME program.*

## 2. Purpose and Mission (CRITERION 1)

The provider has a CME mission statement that includes expected results articulated in terms of changes in competence, performance, or patient outcomes that will be the result of the program.

- *In the box below, provide your CME mission statement and underline the expected results of your CME program, articulated in terms of changes in competence, performance, or patient outcomes.*

### 3. Educational Activities (Criteria 2-6)

#### **CRITERION 2**

The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners.

- ***Describe the process or processes you use to identify the professional practice gaps of your learners and the educational needs that underlie the identified professional practice gap(s).***

### **CRITERION 3**

The provider generates activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement.

- ***Describe how your activities are designed to change the competence, performance or patient outcomes of your learners.***

**CRITERION 5**

The provider chooses educational formats for activities/interventions that are appropriate for the setting, objectives, and desired results of the activity.

- ***Describe how your activities are designed to ensure that the format of the activities is appropriate for the setting, objectives and desired results of the activity.***

## **CRITERION 6**

The provider develops activities/educational interventions in the context of desirable physician attributes [e.g., Institute of Medicine (IOM) competencies, Accreditation Council for Graduate Medical Education Competencies].

- ***Describe how your activities/educational interventions are developed in the context of desirable physician attributes.***



## 4. Standards for Commercial Support (Criteria 7-9)

### **CRITERION 7 SCS 1**

The provider develops activities/educational interventions independent of commercial interests. (SCS 1).

- *Describe how all CME activities are planned and implemented independent of the control of any ACCME-defined commercial interest.*

The use of employees or owners of ACCME-defined commercial interests as faculty and/or planners of accredited CME is prohibited, except in the [specific circumstances permitted by the ACCME](#). A provider must demonstrate that it complies with requirements to ensure independence in these specific circumstances.

*Is your organization involved in these circumstances?*

*Yes*

*No*

- *If Yes, describe the factors you consider in determining an appropriate role of an ACCME-defined commercial interest employee in planning and/or presenting accredited CME; and Describe the mechanisms implemented to ensure independence in these situations.*
- *If No, enter the following text in the box below: "We do not, under any circumstances, use employees of ACCME-defined commercial interests as faculty or planners of accredited CME."*

**CRITERION 7 SCS 2**

**SCS 2 Resolution of Personal Conflicts of Interest**

- ***Describe all the process(es) and mechanism(s) your organization uses to a) identify and b) resolve conflicts of interest for everyone in a position to control educational content specific to their role(s) in the activity (e.g., planners, reviewers, faculty, authors and others who control educational content).***

**CRITERION 7 SCS 6**

**[SCS 6 Disclosures Relevant to Potential Commercial Bias](#)**

- ***Describe all of the process(es) and mechanism(s) your organization uses to disclose to learners the presence or absence of all relevant financial relationships of all persons in a position to control educational content.***
- ***Describe all of the process(es) and mechanism(s) your organization uses to disclose to learners the source of support from commercial interests including “in-kind” support.***

**CRITERION 8**

The provider appropriately manages commercial support (if applicable, SCS 3 of the ACCME Standards for Commercial Support).

SCS 3: Appropriate Use of Commercial Support

Do you provide honoraria, in any form to planners, teachers, and/or authors?  Yes  No

- *If Yes, attach your written policies and procedures governing honoraria for planners, teachers, and/or authors.*
- *If No, enter the following text in the box below: "We do not provide honoraria in any form to planners, teachers and/or authors."*

Do you provide reimbursement of expenses for planners, teachers, and/or authors?  Yes  No

- *If Yes, attach your written policies and procedures governing reimbursement of expenses for planners, teachers and/or authors.*
- *If No, enter the following text in the box below: "We do not provide reimbursement of expenses in any form to planners, teachers, and/or authors."*

Does your organization accept commercial support for any of its directly or jointly provided activities?

Yes  No

- ***If Yes, describe your process(es) for the receipt and disbursement of commercial support (both funds and in-kind support);***
  - ***Describe the practices, or procedures, or policies you have implemented to ensure that social events, or meals, at commercially supported CME activities cannot compete with or take precedence over educational events;***
  - ***Describe the practices, or procedures, or policies you have implemented to ensure that you do not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity.***
- ***If no, move to the next criterion.***

**CRITERION 9**

The provider maintains a separation of promotion from education (SCS 4).

**SCS 4: Appropriate Management of Associated Commercial Promotion**

***Do you use a commercial interest to distribute your CME activities or provide electronic access to your activities?***

Yes  No

- ***If Yes, please explain.***
- ***If No, move to the next question.***

Do you organize commercial exhibits in association with any of your CME activities?  Yes  No

- *If Yes, describe how your organization ensures that arrangements for commercial exhibits do not (1) influence planning or interfere with the presentation and (2) are not a condition of the provision of commercial support for CME activities.*
- *If No, move to the next question.*



Do you arrange for advertisements in association with any of your CME activities?  Yes  No

- *If Yes, describe how your organization ensures that advertisements or other product-promotion materials are kept separate from the education. In your description, distinguish between your processes related to advertisements and/or product promotion in each of the following types of CME activities: (1) print materials, (2) computer-based materials, (3) audio and video recordings, and (4) face-to-face.*
- *If No, move to the next criterion.*

## 5. Content of Education Activities (Criterion 10 and Policy on Content Validation)

### CRITERION 10

The provider actively promotes improvements in health care and NOT proprietary interests of a commercial interest (SCS 5). [SCS 5: Content and Format Without Commercial Bias](#)

- ***Describe how your CME activities and your program of continuing medical education ensure that these two expectations are fulfilled (e.g., in the context of your planning, procedures, policy, and monitoring).***

### CME Clinical Content Validation Policy and the Definition of CME

The MMA/ACCME requires that the content of all CME activities meets the ACCME's Clinical Content Validation policy, and that the subject matter is within the ACCME's Definition of CME.

- ***Describe how your CME activities and your program of continuing medical education ensure that these expectations are fulfilled (in the context of your planning, procedures, policy, and monitoring).***

## 6. Evaluation and Improvement (Criteria 11-13)

### CRITERION 11

The provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions.

- ***Based on data and information from your program's activities/educational interventions, provide your analysis of changes achieved in your learners' competence, performance, or in patient outcomes.***

**CRITERION 12**

The provider gathers data or information and conducts a program-based analysis on the degree to which the CME mission of the provider has been met through the conduct of CME activities/educational interventions.

- ***Based on data and information gathered, provide your program-based analysis on the degree to which the expected results component of your CME mission has been met through the conduct of your CME activities/educational interventions.***

**CRITERION 13**

The provider identifies, plans and implements the needed or desired changes in the overall program (e.g., planners, teachers, infrastructure, methods, resources, facilities, interventions) that are required to improve on ability to meet the CME mission.

- ***Describe the needed or desired changes in the overall program (e.g., planners, teachers, infrastructure, methods, resources, facilities, interventions) required to improve on your ability to meet your CME mission that have been identified, planned, and implemented.***

## 7. Attendance Records Retention Policy

An accredited provider must have mechanisms in place to record and, when authorized by the participating physician, verify participation for **six years** from the date of the CME activity. The accredited provider is free to choose whatever registration method works best for their organization and learners. The MMA/ACCME do not require sign-in sheets.

- ***Describe the mechanism your organization uses to record and verify physician participation for six years from the date of your CME activities.***
- ***Attach an example of the information or report(s) your mechanism can produce for an individual participant.***

## Accreditation with Commendation

Providers also have the option to aim to achieve **Accreditation with Commendation**, a six-year term, via:

**Option A:** Engagement with the Environment (Criteria 16-22)

**Option B:** Menu of New Criteria for Commendation (Select Eight from Criteria 23-38)

***If your organization is seeking commendation, select the correct option:***

***Option A***

***Option B***

***None***