



Activity File Documentation Labels

Within the accreditation process the PAMED Commission on CME *verifies* that a provider meets the ACCME's accreditation expectations *in practice* through a review of materials used in the planning and implementation of individual CME activities or groups of activities and materials used in the administration of a CME program. Providers are asked to verify that their CME program meets the ACCME's 2006 Accreditation Criteria through a documentation review process.

Using the labels on the next page, affix these labels to applicable information that verifies that an activity meets the ACCME's requirements indicated. Please follow this process for each activity selected for review.

The labels are designed to print on Avery Standard File Folder Labels 5266.

The **activity topics/content** (e.g., as published in an agenda, brochure, program book, or announcement).

C2

The professional practice gap(s) of your learners on which the activity was based.

C2

The need (knowledge, competence or performance) underlying the professional practice gap(s).

C3

Activity was designed to change physician competence, performance, or patient outcomes.

C5

Educational format(s) are appropriate for the setting, objectives, and desired results of the activity.

C6

Activity was developed in the context of desirable physician attributes (e.g., IOM competencies, ACGME competencies).

C7

A list of all individuals in control of content of CME activity and specify their role (e.g., planner, faculty, reviewer).
(SCS 2.1)

C7

Relevant financial relationships that individuals in a position to control the content of CME disclosed to the provider.
(SCS 2.1)

C7

Verification of the implementation of our mechanism(s) to identify and resolve conflicts of interest prior to the start of the activity.
(SCS 2.3)

C7

Verification that disclosure of relevant (or no) financial relationships was made to learners prior to the beginning of the activity. (SCS 6.1-6.2, 6.4-6.5)

C7

THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
Disclosure of source of commercial support was made to learners prior to activity. (SCS 6.3-6.5)

C8

Income and expense statement for the activity, including the receipt and expenditure of commercial support.
(SCS3.13)

C8

THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
List of all commercial supporters for the activity.
(SCS 3.4-3.6)

C8

THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
All signed written agreements.
(SCS 3.4-3.6)

C11

The data or information generated from this activity about changes in learners' competence or performance or patient outcomes achieved.

ACCME Policy

The accreditation statement as produced in activity materials.

Please use labels, arrows, highlighting, or other methods to make explicit **where** in the activity there is evidence of compliance.

Note: If the activity for which you are labeling evidence is an Enduring Material, Journal, or Internet CME Activity, you are also required to demonstrate that the activity is in compliance with the ACCME Policy that is specific to its activity type. Please refer to the specific policies for each activity type on www.accme.org and be sure to **show** how your Enduring Material, Journal, or Internet CME Activity complies with the applicable policy. You are required to submit the CME product for these types of activities

NOTE: If, in any of the selected activities, there is evidence of your organization's practices that are consistent with the Level 3 Engagement Criteria (C16-C22), attach this evidence identifying the applicable criteria and include it in the activity file.