Self-Study Application for Accreditation/Reaccreditation

**For reference by organizations receiving accreditation decisions in February, June, or October 2023**

This Word document should be used to create your Self-Study report, answering the questions as listed. **Please review all Sections A-G in this document, regardless of the accreditation status for which you are applying** as there is at least one question in each section that every provider will answer.

Please keep your responses concise and succinct, while ensuring you address the question. Please do not include superfluous comments or any attachments which are not specifically requested. As this is a Word document, you can increase or decrease the size of the response boxes as needed, which will then expand or decrease the number of pages in your Report. You can also adjust line spacing to increase or decrease white space between questions or to “shift” content to the previous or next page for easier viewing. However, please **do not reorder the number of any items or delete any text or text boxes**, even if the information is not applicable to your CME program.

Periodically you will be asked to insert or attach supplemental information or examples to evidence your compliance with the specific requirements. All attachments should be added to the end of this document and should clearly indicate what the attachment represents (for example “Attachment Q16). The final step in creating this document will be to insert page numbers as indicated in the Table of Contents.

Your completed Self Study Report, along with Performance in Practice files, must be submitted through PAMED’s online Portal, OpenWater, <https://cme.secure-platform.com/a>. **Your Self Study Report must be submitted in a PDF format and should be book marked for each major section (ie A, B, C, D, E, F, and G) listed in the Table of Contents**.

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Section A – Prologue

**CME Program History**

**Question 1:** Provide a brief history of your continuing medical education program.

Click or tap here to enter text.

**Organization Chart**

**Question 2:** **Attach** an organizational chart that shows the leadership and structure of your CME program.

Section B – CME Mission and Program Impro

**Mission**

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.

**Question 3:** Enter the expected results component of your CME mission statement. The expected results must be articulated in terms of competence, performance, or patient outcomes.

Click or tap here to enter text.

**Program Analysis**

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.

**Question 4:** Describe your conclusions on the degree to which you have met the expected results of your CME mission. These conclusions should be based on the data you have obtained in your **analysis** of learner change across your **overall program of accredited activities**.

Click or tap here to enter text.

**Program Improvements**

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.

**Question 5:** Describe the needed or desired changes in the overall program required to improve on your ability to meet your CME mission that have been identified, planned, and implemented during the accreditation term.

Click or tap here to enter text.

Section C – Educational Planning and Evaluation

**Educational Needs**

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

**Question 6:** Describe how your organization identifies the professional practice gaps of your learners and the educational needs that underlie the practice gaps.

Click or tap here to enter text.

**Designed to Change**

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

**Question 7:** Describe how your organization designs activities to change the competence, performance, or patient outcomes of your learners.

Click or tap here to enter text.

**Appropriate Formats**

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

**Question 8:** Describe how your organization chooses educational formats that are appropriate for the setting, objectives, and desired results of your activities.

Click or tap here to enter text.

**Competencies**

The provider develops activities/educational interventions in the context of desirable physician attributes (competencies).

**Question 9:** Describe how your activities/educational interventions are developed in the context of desirable physician attributes outlined by the ACGME/ABMS, IOM, or the Interprofessional Education Collaborative.

Click or tap here to enter text.

**Analyzes Change**

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

**Question 10a**: Describe the method(s) you use to obtain data on potential change in learners’ competence, performance or patient outcomes resulting from your activities.

Click or tap here to enter text.

**Question 10b:** Discuss the conclusions drawn from your analysis of your overall program of accredited activities related to if and/or how you were able to change learner competence, performance or patient outcomes as a result of the cumulative activities that were offered.

Click or tap here to enter text.

Section D – Standards for Integrity and Independence in Accredited Continuing Education

**Standard 1: Ensure Content Is Valid**

Accredited providers are responsible for ensuring that their education is fair and balanced and that any clinical content presented supports safe, effective patient care.

1. All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
2. All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
3. Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
4. Organizations cannot be accredited if they advocate for unscientific approaches to diagnosis or therapy, or if their education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.

**Question 11a:** Describe how you ensure that your activities are providing a fair and balanced view of diagnostic and therapeutic options based on current science, evidence, and clinical reasoning.

Click or tap here to enter text.

**Question 11b:** Describe how you ensure that scientific research conforms to generally accepted standards.

Click or tap here to enter text.

**Question 11c:** When activities involve new and evolving topics, describe how you identify these areas to the audience and how you ensure that you are not advocating or promoting practice that are not, or not yet adequately based on current science and evidence.

Click or tap here to enter text.

**Questions 11d:** Describe how you ensure that you are not promoting practices that have risks or dangers that outweigh the benefits or are known to be ineffective.

Click or tap here to enter text.

**Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education**Accredited continuing education must protect learners from commercial bias and marketing.

1. The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
2. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
3. The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.

**Question 12a:** Describe how you ensure that all decisions related to your accredited activities are made independent of ineligible companies.

Click or tap here to enter text.

**Question 12b**: Describe your process to ensure that education is free of marketing or sales of products or services during the accredited education, including restricting faculty from promoting their own products or services.

Click or tap here to enter text.

**Question 13:** Do you share the names or contact information of learners with any ineligible company or its agents?

[ ]  Yes [ ]  No

If yes, provide the language and mechanism(s) you use to obtain the explicit consent of individual learners.

Click or tap here to enter text.

**Standard 3: Identify, Mitigate, And Disclose Relevant Financial Relationships**Accredited providers must take the following steps when developing accredited continuing education.

**Collect information:** Collect information from all planners, faculty, and others in control of educational content about all their financial relationships with ineligible companies within the prior 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education. Disclosure information must include:

* The name of the ineligible company with which the person has a financial relationship.
* The nature of the financial relationship. Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual’s institution receives the research grant and manages the funds.

**Exclude owners or employees of ineligible companies:** Review the information about financial relationships to identify individuals who are owners or employees of ineligible companies. These individuals must be excluded from controlling content or participating as planners or faculty in accredited education. There are three exceptions to this exclusion— employees of ineligible companies can participate as planners or faculty in these specific situations:

* When the content of the activity is not related to the business lines or products of their employer/company.
* When the content of the accredited activity is limited to basic science research, such as preclinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
* When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

**Identify relevant financial relationships:** Review the information about financial relationships to determine which relationships are relevant. Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the ineligible company.

**Mitigate relevant financial relationships:** Take steps to prevent all those with relevant financial relationships from inserting commercial bias into content.

* Mitigate relationships prior to the individuals assuming their roles. Take steps appropriate to the role of the individual. For example, steps for planners will likely be different than for faculty and would occur before planning begins.
* Document the steps taken to mitigate relevant financial relationships.

**Disclose all relevant financial relationships to learners:** Disclosure to learners must include each of the following:

* The names of the individuals with relevant financial relationships.
* The names of the ineligible companies with which they have relationships.
* The nature of the relationships.
* A statement that all relevant financial relationships have been mitigated.

**Identify ineligible companies by their name only.** Disclosure to learners must not include ineligible companies’ corporate or product logos, trade names, or product group messages.

**Disclose absence of relevant financial relationships.** Inform learners about planners, faculty, and others in control of content (either individually or as a group) with no relevant financial relationships with ineligible companies.

Learners must receive disclosure information, in a format that can be verified at the time of accreditation, before engaging with the accredited education.

**Question 14:** Describe how you collected information from all planners, faculty, and others in control of educational content prior to January 1, 2022 about their relevant financial relationships with ineligible companies.

Click or tap here to enter text.

**Question 15:** Describe how you collect information from all planners, faculty, and others in control of educational content as of January 1, 2022 about all their financial relationships with ineligible companies.

Click or tap here to enter text.

**Question 16:** **Attach** a single example of each of the form(s) or mechanism(s) that you use as of January 1, 2022 to collect information from planners and faculty related to all financial relationships they have with ineligible companies. Ensure that this/these mechanism(s) include:

a. the complete definition of an ineligible company

b. the individual completing the form/mechanism is instructed to include ALL financial relationships with ineligible companies for the prior 24 months.

**Question 17:** Does your organization use employees or owners of ineligible companies in its accredited activities?

[ ]  Yes [ ]  No

If yes, describe which Exception(s) apply and why:

Click or tap here to enter text.

**Question 18:** Describe the process you use to determine which financial relationships are relevant to the educational content.

Click or tap here to enter text.

**Question 19:** Describe the methods/steps you use to mitigate all relevant financial relationships appropriate to the role(s) of individuals in control of content. Note that the methods/steps used for planners are likely different than those used for faculty.

Click or tap here to enter text.

**Question 20:** Describe the ways in which you inform learners of the presence or absence of relevant financial relationships of all individuals in control of content, and as of January 1, 2022, ensure that learners are informed that all relevant financial relationships have been mitigated.

Click or tap here to enter text.

**Standard 4: Manage Commercial Support Appropriately**

Accredited providers that choose to accept commercial support (defined as financial or in-kind support from ineligible companies) are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education. The support does not establish a financial relationship between the ineligible company and planners, faculty, and others in control of content of the education.

1. **Decision-making and disbursement:** The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.
2. Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
3. The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.
4. The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.
5. The accredited provider may use commercial support to defray or eliminate the cost of the education for all learners.
6. **Agreement:** The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.
7. **Accountability:** The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.
8. **Disclosure to learners:** The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies’ corporate or product logos, trade names, or product group messages.

**Question 22:** Does your organization accept commercial support? [ ]  Yes [ ]  No

If “**NO**”, skip to Question 23 associated with Standard 5. If **yes**, describe how your organization meets the expectations of all four elements of Standard 4:

Click or tap here to enter text.

**Question 22a:** Describe the process(es) and mechanism(s) your organization uses to **ensure** that your organization makes all decisions regarding the receipt and disbursement of commercial support as outlined in Element 1 above.

Click or tap here to enter text.

**Question 22b:** Describe your process associated with executing a Letter of Agreement documenting the terms, conditions, and purpose of the educational grant funds between your organization and the ineligible company providing the educational grant. Describe any practices that also involve a joint provider engaging in the LOA process, if applicable.

**Question 22c:** If your organization utilizes its own Letter of Agreement, **attach** a copy (blank copy ok).

Click or tap here to enter text.

**Question 22d:** **Attach** a copy of a fully executed Letter of Agreement.

Click or tap here to enter text.

**Question 22e:** Describe how you maintain records of the amount or kind of support received and how it was used, including your processes or practices for the receipt and disbursement of commercial support funds.

Click or tap here to enter text.

**Question 22f:** Describe how you disclose to learners the names of the ineligible companies that provided commercial support.

Click or tap here to enter text.

**Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion — and from nonaccredited education offered in conjunction with accredited continuing education.

Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:

* Influence any decisions related to the planning, delivery, and evaluation of the education.
* Interfere with the presentation of the education.
* Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
* The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
* Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
* Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
* Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
* Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
* Ineligible companies may not provide access to, or distribute, accredited education to learners.

**Question 23:** Does your organization offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education in conjunction with your accredited CE activities?

[ ]  Yes [ ]  No

If no, proceed to Section E, Activity Records Retention. If **yes**, describe how your organization meets the expectations of all three elements of Standard 5:

Click or tap here to enter text.

**Question 24a:** Describe how you ensure that education remains separate form marketing by ineligible companies.

Click or tap here to enter text.

**Question 24b:** Describe how you ensure that marketing, exhibits, and non-accredited education does not occur in the educational space within 30 minutes before or after an accredited education activity.

Click or tap here to enter text.

**Question 24c:** Describe how you ensure that the separation of accredited and non-accredited education is clearly communicated to the learner.

Click or tap here to enter text.

**Question 24d:** Describe how you ensure that educational materials do not contain any marketing messages produced by or for an ineligible company, and that ineligible companies do not provide access to, or distribute, accredited education to learners.

Click or tap here to enter text.

**Question 24e:** If you organize exhibits with your activities, describe how your organization ensures that arrangements for commercial exhibits do not (1) influence planning or interfere with the presentation, or (2) are not a condition of receiving educational grant support for CME activities.

Section E – Accreditation Statement

The accreditation statement must appear on all CME activity materials and brochures distributed by accredited organizations, except that the accreditation statement does not need to be included on initial, save-the-date type activity announcements. Such announcements contain only general, preliminary information about the activity such as the date, location, and title. If more specific information is included, such as faculty and objectives, the accreditation statement must be included.

**Question 25:** Describe how you ensure that your CME activities and your program of continuing medical education meet the requirements of the Accreditation Statement Policy.

Click or tap here to enter text.

Section F – Activity Records Retention

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 ACCME does not require sign-in sheets.

**Question 26a:** Describe the mechanism(s) your organization uses to record and verify physician participation for six years from the date of your accredited activities.

Click or tap here to enter text.

**Question 26b:** **Attach** an example of the information or report(s) your mechanism can produce for an individual participant.

Section G – Accreditation with Commendation

**Menu of New Criteria for Commendation (Optional for All Providers)**

If your organization chooses to submit for Accreditation with Commendation, you must demonstrate compliance with any **seven criteria from any category — plus one criterion from the Achieves Outcomes category** — for a total of eight criteria.

**IMPORTANT:** A provider will not be considered for Commendation if descriptions/evidence are presented for fewer than eight criteria and/or if descriptions/evidence are not presented for at least one criterion from the Achieves Outcomes category. Descriptions/evidence will not be considered for more than eight criteria.

**Note:** Applicants seeking initial accreditation are **not** eligible to receive a first-time accreditation status of Accreditation with Commendation and will only receive an accreditation status of Provisional Accreditation regardless of compliance with the Commendation criteria.

**Question 27:** Is your organization submitting for Accreditation with Commendation?

[ ]  Yes [ ]  No (Bold and highlight your response)

If you selected **No**, please proceed with submitting your Self-Study Report.

If you selected **Yes**, please complete Questions 28 and 29 below, and proceed to the specific questions for **only** the **eight** criteria you have selected for submission.

**Commendation Program Statistics**

**Question 28:** If **yes**, select the size of your CME Program for your current accreditation term. The size of a CME program is determined by a provider’s total number of activities for the current accreditation term based on the best available information at the point of submission, therefore our organization is:

[ ]  Small (1-39 activities) [ ]  Large (101-250 activities)

[ ]  Medium (40-100 activities) [ ]  Extra Large (>250 activities)

**Question 29:** Please select the **eight** criteria you are submitting for from the list below.

[ ]  Engages Teams [ ]  Creates Individualized Learning Plans

[ ]  Engages Patients/Public [ ]  Utilizes Support Strategies

[ ]  Engages Students [ ]  Engages in Research/Scholarship

[ ]  Advances Data Use [ ]  Supports CPD for CME

[ ]  Addresses Population Health [ ]  Demonstrates Creativity/Innovation

[ ]  Collaborates Effectively [ ]  Improves Performance

[ ]  Optimizes Communication Skills [ ]  Improves Healthcare Quality

[ ]  Optimizes Technical/Procedural Skills [ ]  Improves Patient/Community Health

**Engages Teams**

Members of interprofessional teams are engaged in the planning and delivery of interprofessional continuing education (IPCE).

**Question 30:** We attest that our organization has met the Critical Elements for **engages teams** in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **List the professions of the planners.** | **List the professions of faculty.** | **Describe how the activity was designed to create an interprofessional learning experience to support a change in the competence or performance of the healthcare team.**  |
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**Engages Patients/Public**

Patient/public representatives are engaged in the planning and delivery of CME.

**Question 31:** We attest that our organization has met the Critical Elements for **Engages Patients/Public** in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity title** | **Activity Date** | **Activity Type** | **List the patients and/or public representatives who were planners.** | **List the patients and/or public representatives who were faculty.** | **Describe how each individual qualifies as a patient or public representative.** |
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**Engages Students**

Students of the health professions are engaged in the planning and delivery of CME.

**Question 32:** We attest that our organization has met the Critical Elements for **engages students** in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **Describe the health professions’ students involved in the activity, including their profession and level of study (e.g., undergraduate, medical students, nurse practitioner students, surgical residents), and how the students participated as planners of the activity.**  | **Describe the health professions’ students involved in the activity, including their profession and level of study (e.g., undergraduate, medical students, nurse practitioner students, surgical residents), and how the students participated as faculty of the activity.** |
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**Advances Data Use**

The provider advances the use of health and practice data for healthcare improvement.

**Question 33:** Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **Describe how the activity taught learners about collection, analysis, or synthesis of health/practice data.** | **Describe how the activity used health/practice data to teach about healthcare improvement.** |
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**Addresses Population Health**

The provider addresses factors beyond clinical care that affect the health of populations.

**Question 34:** We attest that our organization has met the Critical Elements for Criterion 27 in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |
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| **Activity Title** | **Activity Date** | **Activity Type** | **Describe the strategies used to achieve improvements in population health.** |
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**Collaborates Effectively**

The provider collaborates with other organizations to more effectively address population health issues.

**Question 35:** If your organization collaborates with other organizations to more effectively address population health issues, please describe **four collaborations** with other organizations during the current term of accreditation and show how these collaborations augmented your organization’s ability to address population health issues.

|  |  |
| --- | --- |
| Example 1 | Enter Response Here |
| Example 2 | Enter Response Here |
| Example 3 | Enter Response Here |
| Example 4 | Enter Response Here |

**Optimizes Communication Skills**

The provider designs CME to optimize communication skills of learners.

**Question 36:** Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **Describe the elements of the activity that addressed communication skills and how you evaluated the observed communication skills of the learners.**  | **Submit an example of the formative feedback provided to a learner about communication skills.** |
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**Optimizes Technical/Procedural Skills**

The provider designs CME to optimize technical and procedural skills of learners.

**Question 37:** Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Name** | **Activity Date** | **Activity Type** | **Describe the elements of the activity that addressed technical or procedural skills and how you evaluated the observed psychomotor technical/procedural skills of the learners.**  | **Submit an example of the formative feedback provided to a learner about the psychomotor technical or procedural skills.** |
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**Creates Individualized Learning Plans**

The provider creates individualized learning plans for learners.

**Question 38:** We attest that our organization has engaged the number of learners that matches the size of our CME program, as described in the examples provided in the table below.

[ ]  Check box to attest

If your organization creates individualized learning plans for learners, please complete the table below describing the learning plan(s) and the number of learners for the size of your CME program and submit an example of the individualized feedback to the learner to close practice gaps.

|  |  |  |
| --- | --- | --- |
| **Describe the individualized learning plan and explain how the plan requires repeated engagement and provides feedback to the learner.** | **How many learners participated in the individualized learning plan with repeated engagement and feedback?** | **Submit an example of individualized feedback to the learner to close practice gaps.** |
| Enter Response Here | Enter Response Here | **Attach File** |

**Utilizes Support Strategies**

The provider utilizes support strategies to enhance change as an adjunct to its CME.

**Question 39:** We attest that our organization has met the Critical Elements for **utilizes support strategies** in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **Describe the support strategies that were adjunctive to the activity. Provide your analysis of the effectiveness of the strategies and describe planned or implemented improvements.** |
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**Engages In Research/Scholarship**

The provider engages in CME research and scholarship.

**Question 40:** Provide examples of two scholarly projects.

|  |  |  |
| --- | --- | --- |
|  | **Describe a scholarly project your organization completed during the accreditation term relevant to CME and the dissemination method used for each one (e.g., poster, abstract, manuscript).** | **For each project, submit a copy of the project itself (e.g., poster, abstract, presentation, manuscript).**  |
| Project 1 | Enter Response Here | **Attach File** |
| Project 2 | Enter Response Here | **Attach File** |

**Supports CPD for CME Team**

The provider supports the continuous professional development of its CME team.

**Question 41:** If your organization supports the continuous professional development of its CME team,

1. Describe your organization’s CME team.

Enter Response Here

1. Describe the CPD needs that you identified for the team during the term of accreditation.

Enter Response Here

1. Describe the learning plan implemented based on the needs identified, including the activities external to your organization in which the CME team participated.

Enter Response Here

**Demonstrates Creativity/Innovation**

The provider demonstrates creativity and innovation in the evolution of its CME program.

**Question 42:** If your organization demonstrates creativity and innovation in the evolution of its CME program, identify **four examples** of innovations implemented. Describe each innovation and how it contributed to your organization’s ability to meet your mission.

|  |  |
| --- | --- |
| Example 1 | Enter Response Here |
| Example 2 | Enter Response Here |
| Example 3 | Enter Response Here |
| Example 4 | Enter Response Here |

**Improves Performance**

The provider demonstrates improvement in the performance of learners.

**Question 43:** We attest that our organization has met the Critical Elements for **improves performance** in at least 10% of the CME activities (but no less than two activities) during the accreditation term.

[ ]  Check box to attest

Describe the method(s) used to measure performance changes of learners.

Enter Response Here

Submit evidence for the required number of examples based on the size of your program. For each example activity, please complete the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Title** | **Activity Date** | **Activity Type** | **# of learners that participated in the activity** | **# of learners whose performance was measured** | **# of learners that improved performance** | **Itemize the method(s) used to measure change in performance of learners.** | **Data/information demonstrating improvements in performance of learners.** |
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**Improves Healthcare Quality**

The provider demonstrates healthcare quality improvement.

**Question 44:** Describe **two examples** in which your organization collaborated in the process of healthcare quality improvement, along with the improvements that resulted. Include data (qualitative or quantitative) that demonstrates those improvements. Use one row of the table below for each collaboration description.

|  |  |
| --- | --- |
| Example 1 | Enter Response Here |
| Example 2 | Enter Response Here |

**Improves Patient/Community Health**

The provider demonstrates the impact of the CME program on patients or their communities.

**Question 45:** Describe **two examples** of your organization's collaboration in the process of improving patient or community health that includes CME, along with the improvements that resulted. Include data (qualitative or quantitative) that demonstrates those improvements.

|  |  |
| --- | --- |
| Example 1 | Enter Response Here |
| Example 2 | Enter Response Here |