



ACCME's Performance in Practice Review Requirements and Instructions

The ACCME utilizes the review of a provider's performance in practice, as seen in materials from CME activities, to verify that the provider meets ACCME's expectations. In addition, the ACCME collects evidence via this process for the American Medical Association (AMA). This document outlines the requirements for assembling and submitting performance in practice materials to the ACCME for the accreditation process and for the AMA.

The ACCME's Process for Selecting Activities for Review

The ACCME notifies providers via email of the activities selected for review. The activities selected are based on the list of activities that your organization submitted. They represent a sample from 1) across the years of your accreditation term; and 2) among the types of activities that are produced. *If your organization produces enduring materials, journal CME, or internet CME activities, providers are also expected to submit the CME product from the activities chosen for performance in practice review.* These products will be reviewed for compliance with ACCME policies specific to their activity format.

Keep in mind:

- The ACCME is no longer selecting Regularly Scheduled Series (RSSs) for documentation review. Instead, surveyors will look to your self study report for a description of the mechanism(s) you have established for monitoring your own Compliance with the ACCME requirements within your program of RSSs.
- Providers are accountable for demonstrating performance in practice for all activities selected for documentation review. In addition, when mutually agreed upon by ACCME staff and the provider, providers may invoke evidence from an additional activity of their choosing if the sample selected by ACCME does not capture best practices or accurately reflect their CME program. Please contact ACCME staff for details.
- If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify ACCME via email or fax and the selection will be updated.

Instructions for Preparing Materials for Review

Submit labeled evidence according to the specifications outlined in this communication; activity files will be returned if you do not comply with these requirements.

Step 1 – Download the Labels

Download the ACCME Documentation Review Labels. Click here for [ACCME LABELS](#)¹. This label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. You may use either white or colored labels.

Step 2 – Label Relevant Evidence to Support Compliance

Place the corresponding label on the evidence. ACCME does not need to see your entire working activity file. Instead, you should pull just those materials that help your organization demonstrate compliance with the ACCME Criteria or Policy on the label. The evidence is of your performance in practice.

The ACCME recognizes that your organization has been transitioning to the Updated Accreditation Criteria announced in September 2006. The ACCME's accreditation process will be sensitive to this transition and will seek to illicit information regarding the status of your organization's implementation process.

¹ http://www.accme.org/dir_docs/doc_upload/02e5bd9f-980c-4dea-b565-91763fef9ba7_uploaddocument.doc

Your organization may not have evidence to demonstrate that a Criterion was met in an activity because:

- (A) the date of the activity precedes your organization's implementation of the Criterion listed on the label; or
- (B) the Criterion is not applicable to the activity. Labels 10, 14-16, and 21-27 explicitly state "if applicable" because those are the labels for Criteria that may not be applicable to all CME activities.

If you do not have evidence from an activity to demonstrate that the activity meets the Criterion, place the label for the Criterion on a sheet of paper which explains why there is no evidence. For example, "No evidence because the date of the activity preceded our organization's implementation of the Updated Criteria" or "No commercial support accepted for this activity". *Please know that surveyors may discuss with you during your interview the implementation timeline your organization utilized to integrate the Updated Criteria into your activity planning processes.*

Helpful Tips: (Note - Contact ACCME staff with questions)

- You should utilize materials developed for the activity to help your organization demonstrate compliance. A review of your organization's performance in practice is not intended to generate new or additional documentation.
- If multiple Criteria and/or Policies are addressed on one document (such as a course brochure or syllabus page), you may affix more than one label to the document.
- If you opt to include strings of email communications or meeting minutes as evidence of your performance in practice, highlight the items relevant to the label(s).
- Use discretion in selecting evidence that relates specifically to compliance criteria. The ACCME does not need to see every sign-in sheet, every completed activity evaluation form, faculty CVs, slide packets or other handouts in their entirety in order to verify compliance. However, all signed written agreements must accompany a list of commercial supporters, if commercial support was received.
- *Remember that blank forms and checklists alone do not verify performance in practice.*

Step 3 – Assemble an Activity File

Instructions:

1. Labeled evidence for each activity selected must be submitted in an 8 ½" by 11" file folder.
2. Each file folder should be no more than ½" thick
3. Affix label on the front of folder that specifies:
 - Full Name of organization (no acronym)
 - Activity title as it appears on the CME Activity List;
 - Activity date and location;
 - Type of Activity (Your only choices are Course, Internet Activity Live, Internet Activity Enduring Material, Enduring Material, Journal CME, Journal-based Manuscript Review, Test Item Writing, Committee Learning, Performance Improvement, and Internet Searching and Learning);
 - Directly or jointly sponsored activity;
 - If commercial support was accepted

Helpful Tips

- *The name, date and location that you provide to identify each activity should be the same as it appears on your list of CME activities. Any variation must be explained to the ACCME prior to the submission of the materials.*
- *Your activity file should be easy to navigate through. You may consider using colored sheets, tabs, or pagination to organize your activity file.*
- *Do not paper clip materials together. Use of staples or binder clips is preferred.*
- *Do not submit activity files in three-ring binders.*
- *Provide documentation that effectively demonstrates Compliance. "More" is not necessarily "better."*

Step 4 – Enclose the CME Product

Please submit the **CME product** in its entirety for each **internet, journal-based and/or enduring material CME activity** selected in addition to the labeled evidence for these activities. CME products are being requested to assess compliance with ACCME policy requirements relative to the activity type. Please make clear where the information supporting compliance with the policy requirements can be found by providing written directions, a direct link to online activities or URL, and a username and password, when necessary. If an internet activity selected is no longer available online, you may submit the activity saved to CD-ROM or provide access to the activity on an archived web site. If ACCME surveyors have difficulty accessing the activities or finding the required information, you will be expected to clarify this evidence at the time of the interview. Active URLs, login IDs and passwords must be made available for the duration of your organization's current accreditation term, as online activities will be accessed at multiple levels of ACCME review.

Step 5 – Submit Materials to ACCME on Time

All providers seeking **reaccreditation** are required to ship to the ACCME by **April 1, 2008**: (1) two sets of your evidence of performance in practice for the identified activities, (2) one copy of the CME product(s) for any enduring materials, internet, or journal-based CME activities selected, and (3) four self study report binders.

All providers seeking **provisional accreditation** are required to ship to the ACCME by **April 1, 2008**: (1) two sets of your evidence of performance in practice for identified activities (2) one copy of CME product(s) for any enduring materials, internet, or journal-based CME activities selected.

Please do not ship original documents; activity files will **not** be returned to you. We will then provide each of your surveyors with one copy of the self study report and a portion of your activity files to review in preparation for your interview.

IMPORTANT: *Providers having on-site interviews* must retain a duplicate copy/original of the evidence documenting your Performance in Practice to have it available for the surveyors at the time of the interview.

ACCME's shipping address

ACCME, Attn: Accreditation Department, 515 N. State Street, Suite 2150, Chicago, IL 60610

Instructions for Submitting Your AMA PRA Category 1 Credit Documentation – For Reaccreditation Only

The **American Medical Association's** collection of evidence from a representative sample of your activities demonstrates how well and how consistently your organization is meeting some of the *American Medical Association's PRA Category 1 Credit™* requirements. The ACCME is collecting this evidence and transmitting it to the AMA PRA Department as a service to both the provider and the credit system. This information will **not** be considered as part of your accreditation decision. *This requirement is not applicable to providers applying for initial accreditation.*

Step 1 – Download the Labels

Click here for [AMA PRA Labels](#)¹. This label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. You may use either white or colored labels.

Step 2 – Label the Documents

As you are preparing your evidence for ACCME documentation review, please assemble a **separate packet** that will include, for each activity selected, evidence of your organization's use of the:

¹ http://www.accme.org/dir_docs/doc_upload/a061c230-fe8d-47b4-aa8e-69e0ea1c5444_uploaddocument.doc

- *AMA PRA Category 1 Credit™* Designation Statement by submitting a copy of the page of the brochure or handout which indicates the AMA's PRA statement; and
- AMA New Skills and Procedures Levels (if applicable).

Step 3 – Send the Material to ACCME

Please submit the separate packet of AMA documentation to the ACCME at the same time you submit the ACCME documentation review materials. This packet will be forwarded to the AMA. It will **not** be reviewed by ACCME and it will have **no** bearing on your ACCME accreditation decision.

ACCME's shipping address

ACCME, Attn: Accreditation Department, 515 N. State Street, Suite 2150, Chicago, IL 60610