

**SURVEYOR ACCREDITATION MATERIALS REVIEW FORM**

This document is to be used in reviewing the Self-Study Report submitted by providers and compiling the evidence provided by the Performance-in-Practice Structured Abstract and Attachments. While completing the accreditation materials review, identify missing or unclear information from the submitted materials to formulate questions to ask during the Survey Interview and additional materials to request.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Provider #:** |  | **Provider Name:** |  | | |
| **Surveyor:** |  | | | **Date:** |  |

Contents

[**Core Accreditation Criteria** 1](#_Toc100924278)

[**MISSION (formerly Criterion 1)** 1](#_Toc100924279)

[**PROGRAM ANALYSIS (formerly Criterion 12)** 2](#_Toc100924280)

[**PROGRAM IMPROVEMENTS (formerly Criterion 13)** 3](#_Toc100924281)

[**EDUCATIONAL NEEDS (formerly Criterion 2)** 3](#_Toc100924282)

[**DESIGNED TO CHANGE (formerly Criterion 3)** 4](#_Toc100924283)

[**APPROPRIATE FORMATS (formerly Criterion 5)** 4](#_Toc100924284)

[**COMPETENCIES (formerly Criterion 6)** 5](#_Toc100924285)

[**ANALYZES CHANGE (formerly Criterion 11)** 5](#_Toc100924286)

[**Standards for Integrity and Independence** 6](#_Toc100924287)

[**STANDARD 1: Ensure Content is Valid** 6](#_Toc100924288)

[**STANDARD 2** 7](#_Toc100924289)

[**STANDARD 3: Part 1 - Identification** 8](#_Toc100924290)

[**STANDARD 3: Part 2 - Mitigation** 9](#_Toc100924291)

[**STANDARD 3: Part 3 - Disclosure** 10](#_Toc100924292)

[**STANDARD 4:** 11](#_Toc100924293)

[**STANDARD 5:** 12](#_Toc100924294)

[**ACCME Policies** 13](#_Toc100924295)

[**ACCREDITATION STATEMENT** 13](#_Toc100924296)

[**ACTIVITY AND ATTENDANCE RECORDS RETENTION** 14](#_Toc100924297)

# **[Core Accreditation Criteria](#_top" \o "Back to Contents)**

|  |  |  |  |
| --- | --- | --- | --- |
| [MISSION (formerly Criterion 1)](#_top" \o "Back to Contents) | | | |
| **In the Self Study Report**  **Did the provider describe…** | Surveyor Response |  | **In the Performance-in-Practice** |
| A CME Mission Statement with results articulated in terms of changes in competence, performance, or patient outcomes? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, indicate what was found:** | |  |  |
| **No Mission Statement** |  |  |  |
| OR **Missing Expected Results** |  |  |  |
| AND/ OR **Expected Results not articulated in term of changes in Competence, Performance, or PO** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Mission**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **[PROGRAM ANALYSIS (formerly Criterion 12)](#_top" \o "Back to Contents)** | | | |
| **In the Self Study Report**  **Did the provider …** | Surveyor Response |  | **In the Performance-in-Practice** |
| …gather data or information and conduct a program-based analysis on the degree to which the CME mission of the provider has been met? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, the provider did not:** | |  |  |
| Gather data or information about changes in competence, performance, or patient outcomes per their mission |  |  |  |
| Conduct a program-based analysis |  |  |  |
| Describe the degree to which the mission has been met |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Program Analysis**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **[PROGRAM IMPROVEMENTS (formerly Criterion 13)](#_top" \o "Back to Contents)** | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** |
| …that it identifies, plans, and implements the needed or desired changes in the overall program that are required to improve on its ability to meet the CME mission? | Y  N |  | No evidence is requested for this Criterion in the PIP |
| **If no, the provider did not:** | |  |  |
| Identify changes that were made in the overall program |  |  |  |
| Describe plans for making changes in the overall program |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Program Improvements**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[EDUCATIONAL NEEDS (formerly Criterion 2](#_top" \o "Back to Contents))** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it identifies the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no**, **the provider’s description did not include:** | |  | **If no**, **the PIPs did not include:** | |
| How professional practice gaps are identified |  |  | Identification of Professional Practice Gaps |  |
| How educational needs that underlie the gaps of provider’s learners are identified |  |  | Educational needs that underlie the professional practice gap of provider’s learners |  |
| Educational needs articulated in terms of knowledge, competence, or performance |  |  | Educational needs articulated in terms of knowledge, competence, or performance |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Educational Needs**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[DESIGNED TO CHANGE (formerly Criterion 3)](#_top" \o "Back to Contents)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …the generation of activities/educational interventions designed to change competence, performance, or patient outcomes as described in the provider’s mission statement? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no**, **the provider’s description did not include:** | |  | **If no**, **the PIP descriptions did not include:** | |
| How activities are designed to change competence, performance, or patient outcomes as described in their CME mission statement |  |  | Activities designed to change competence, performance, or patient outcomes as described in their CME mission statement |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Designed to Change**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[APPROPRIATE FORMATS (formerly Criterion 5)](#_top" \o "Back to Contents)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …how they choose educational formats that are appropriate for the setting, objectives, and desired results of the activity? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no, describe in the comments.** | |  | **If no, describe in the comments.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Educational Formats**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[COMPETENCIES (formerly Criterion 6)](#_top" \o "Back to Contents)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … how the activities are developed in the context of desirable physician attributes (e.g., IOM competencies, ACGME competencies)? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no, describe in the comments.** | |  | **If no, describe in the comments.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Competencies**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[ANALYZES CHANGE (formerly Criterion 11)](#_top" \o "Back to Contents)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it analyzes changes in learners’ competence, performance or patient outcomes achieved as a result of its overall program’s accredited activities? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Criterion? | Y  N |
| **If no, the provider did not include:** | |  | **If no**, **the PIPs did not include:** | |
| A description of the methods used to obtain data on change in learner’s competence, performance, or patient outcomes |  |  | A description of the methods used to obtain data on change in learner’s competence, performance, or patient outcomes |  |
| Conclusions as to whether or not learner competence, performance or patient outcomes changed as a result of the overall program’s activities |  |  | Compiled or summative data regarding changes achieved in learner’s competence or performance or patient outcomes for each activity (Attachment 7) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Analyzes Change**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Criterion was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

# **[Standards for Integrity and Independence](#_top" \o "Back to Contents)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 1: Ensure Content is Valid](#_top" \o "Back to Contents)** **(formerly Criterion 10 (SCS 5.2) & Clinical Content Validation Policies)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it ensures that their education is fair and balanced and that any clinical content presented supports safe, effective patient care? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not provide:** | |
| Recommendations are based on current science, evidence, and clinical reasoning |  |  | A Clinical Content Validation document (Attachment 6) |  |
| Content presents a fair and balanced view of diagnostic and therapeutic options |  |  | Evidence that education is fair and balanced in its activities (Attachment 6)  (Explain below) |  |
| All scientific research presented conforms to the standards of experimental design, data collection, analysis, and interpretation |  |  |
| New and evolving topics are clearly identified |  |  | Explanation: | |
| New and evolving topics that are not, or not yet, adequately based on current science, evidence, and clinical reasoning are not advocated for or promoted |  |  |
| Education does not promote 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. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 1**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 2](#_top" \o "Back to Contents)** **Prevent Commercial Bias and Marketing in Accredited Continuing Education**  **(includes parts of former Criterion 7 (SCS 1) & Criterion 10)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it protects learners from commercial bias and marketing? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not provide evidence that the provider:** | |
| 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 |  |  | Ensures that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from owners and employees of ineligible companies (C7 SCS 1) |  |
| Faculty do not actively promote or sell products or services that serve their professional or financial interests during accredited education |  |  | **Explain:** | |
| How it obtains the explicit consent of individual learners ***if*** it shares the names and contact information with ineligible companies |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 2**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 3: Part 1 - Identification](#_top" \o "Back to Contents)** **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 2.1))** | | | | |
| **In the Self Study Report (Q.14-18)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … that it identifies relevant financial relationships with ineligible companies for all persons in control of content. | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe how it ensures:** | |  | **If no**, **the PIPs did not:** | |
| Describe how it collects information from all planners, faculty, and others in control of educational content |  |  | Describe how the employees/owners of ineligible companies it uses met one of the exceptions in Standard 3.2 |  |
| Describe that it instructed individuals to disclose all financial relationships for the past 12 months (through 2021) |  |  | Provide a completed example of the mechanism used to identify relevant financial relationships of all individuals in control of content (Attachment 1) |  |
| Describe and/or show that it instructed individuals to disclose all financial relationships for the past 24 months (beginning in 2022) |  |  | Show that it instructed individuals to disclose all financial relationships for the past 12 months (for activities through 2021) (Attachment 1) |  |
| Show that it includes the definition of “ineligible company” on documents to identify relevant financial relationships |  |  | Show that it instructed individuals to disclose all financial relationships for the past 24 months (for activities in 2022) (Attachment 1) |  |
| Describe how the employees/owners of ineligible companies it uses in accredited education meet the expectations outlined in Standard 3.2 |  |  | Provide information about all individuals in control of content in the attachment of the Performance in Practice Individuals in Control of Content spreadsheet (Attachment 2) |  |
| Describe how it determines which financial relationships are relevant to the educational content |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3, Part 1: Identification**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 3: Part 2 - Mitigation](#_top" \o "Back to Contents)** **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 1, SCS2, SCS 6.1 – 6.2))** | | | | |
| **In the Self Study Report (Q. 19)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … the methods/steps used to mitigate all relevant financial relationships appropriate to the role(s) of the individuals in control of content? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| Steps used to mitigate relevant financial relationships |  |  | Provide information about all individuals in control of content in the attachment of the Performance in Practice Individuals in Control of Content spreadsheet (Attachment 2) |  |
| Steps used to mitigate relevant financial relationships for a particular role (e.g., steps for planners vs. presenters) |  |  | Show how it mitigated relevant financial relationships for planners (as necessary) (Attachment 2) |  |
| That mitigation steps will be taken prior to the individuals assuming their roles |  |  | Show how it mitigated relevant financial relationships for presenters (as necessary) (Attachment 2) |  |
| That mitigation steps will be documented |  |  | Show how it mitigated relevant financial relationships for others in control of content (as necessary) (Attachment 2) |  |
|  | Implement appropriate mitigation steps based on the individual’s role in the activity (Attachment 2) |  |
|  | Show that mitigation steps were taken prior to individuals assuming their roles (Attachment 2) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3, Part 2: Mitigation**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 3: Part 3 - Disclosure](#_top" \o "Back to Contents)** **Identify, Mitigate, and Disclose Relevant Financial Relationships**  **(formerly Criterion 7 (SCS 1) and (SCS 6.1 – 6.2))** | | | | |
| **In the Self Study Report (Q. 20-21)**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| … the ways they inform learners of the presence or absence of relevant financial relationships of all individuals in control of content and the methods used to inform learners that all relevant financial relationships have been mitigated? | Y  N |  | Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| How learners are informed of the presence or absence of relevant financial relationships |  |  | Provide evidence of the disclosure of the presence or absence of relevant financial relationships (Attachment 3) |  |
| That disclosures include the names of the individuals with relevant financial relationships, the names of the ineligible companies, and the nature of the relationships |  |  | Include a statement that indicates the absence of relevant financial relationships when none exist (Attachment 3) |  |
| How learners will be informed that all relevant financial relationships have been mitigated (after January 1, 2022) |  |  | Show that disclosures of relevant financial relationships include the names of individuals, names of ineligible companies, and the nature of the relationships (Attachment 3) |  |
|  | Show that disclosures include a statement that all relevant financial relationships have been mitigated (for activities in 2022) (as necessary) (Attachment 3) |  |
|  | Show that all individuals in control of content were accounted for in the disclosure (Attachments 2 & 3) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 3, Part 3: Disclosure**? | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 4:](#_top" \o "Back to Contents)** **Manage Commercial Support Appropriately**  **(formerly Criterion 7 (SCS 6.3 – 6.5) and Criterion 8)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| 1. Does the provider accept commercial support?   (If yes, continue with Standard 4)  (If no, continue to Standard 5) | Y  N |  | 1. Did the provider accept commercial support in any of its activities?   (If yes, continue with Standard 4)  (If no, continue to Standard 5) | Y  N |
| 1. … that it uses commercial support appropriately, as outlined in Standard 4-1? | Y  N |  | 1. Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe:** | |  | **If no**, **the PIPs did not:** | |
| It makes all decisions regarding commercial support |  |  | Provide evidence of the disclosure of commercial support (monetary and in-kind) as presented to learners (Attachment 4) |  |
| Ineligible companies do not pay directly for any of the expenses related to the education or the learners (1a) |  |  | Include the name of the ineligible company(ies) and nature of the support in the disclosure to learners (Attachment 4) |  |
| When commercial support is used to fund honoraria or travel expenses it is only used for planners, faculty, and others in control of content (1b) |  |  | Ensure that the disclosure was free from ineligible company corporate or product logos, trade names, or product group messages (Attachment 4) |  |
| It does not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners (1c) |  |  | Provide an executed letter of agreement for each commercial support received (Attachment 5) |  |
| When commercial support is used to defray or eliminate the cost of education it is used for all learners (1d) |  |  | Show that the agreement included the terms, conditions, and purposes of the commercial support in keeping with the decision-making and disbursement requirements outlined in Standard 4-1 (Attachment 5) |  |
| 1. …that it appropriately executes an agreement for commercial support (4-2), keeps a record of commercial support (4-3), and appropriately discloses commercial support to learners (4-4) | Y  N |  | Show that the agreement was executed prior to the start of the accredited education (Attachment 5) |  |
| **If no, the provider did not describe that:** |  |  |
| Terms, conditions, and purposes of the commercial support are documented in an agreement between the ineligible company and the provider. |  |  |
| An agreement is executed prior to the start of the accredited education. |  |  |
| It keeps a record of the amount or kind of commercial support received and how it was used |  |  |
| It discloses to learners the name of the ineligible company that gave commercial support and the nature of the support if it was in-kind |  |  |
| Commercial support is disclosed to learners prior to learners engaging in education. |  |  |
| Company logos, trade names or product group messages are not included in disclosures. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 4?** | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[STANDARD 5:](#_top" \o "Back to Contents)** **Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**  **(formerly Criterion 9 (SCS 4.1 – 4.4))** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| 1. Does the provider offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education with its CME activities?   (If yes, continue with questions for Standard 5)  (If no, continue to Accreditation Statement) | Y  N |  | 1. Did the provider offer ancillary activities, including advertising, sales, exhibits, or promotion for ineligible companies and/or nonaccredited education with any of its CME activities?   (If yes, continue with questions for Standard 5)  (If no, continue to Accreditation Statement) | Y  N |
| 1. …that it ensures that accredited education is separate from marketing by ineligible companies and nonaccredited education. | Y  N |  | 1. Does the evidence in the PIPs support compliance with this Standard? | Y  N |
| **If no, the provider did not describe that:** | |  | **If no**, **the PIPs did not:** | |
| The arrangements for commercial exhibits or advertisements do not allow for influence in the planning, delivery, or evaluation of the education. |  |  | Provide an attachment for Clinical Content Validation (Attachment 6) |  |
| Arrangements do not interfere with the presentation of the education. |  |  | Show that commercial exhibits or advertisements were separate from the educational activity through the Clinical Content Validation document (Attachment 6) |  |
| Arrangements are not a condition of commercial support. |  |  |
| 1. …how it ensures that learners can easily distinguish between accredited education and other activities | Y  N |  |
| **If no, the provider did not describe that:** |  |  |
| Marketing, exhibits, and nonaccredited education does not occur in the same educational space within 30 minutes before or after the CME activity for a live event |  |  |
| Learners are not presented with marketing while engaged in the accredited education activity for print, online, or digital activities |  |  |
| Educational materials do not contain marketing, logos, trade names, or product group messages for ineligible companies |  |  |
| Ensures that ineligible companies do not provide access to, or distribute accredited education to learners |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Standard 5?** | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Standard was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

# **[ACCME Policies](#_top" \o "Back to Contents)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[ACCREDITATION STATEMENT](#_top" \o "Back to Contents)** | | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice** | Surveyor Response |
| …that it ensures the accreditation statement is included on all materials intended for learners? | Y  N |  | Does the evidence in the majority of the PIPs support compliance with this Policy? | Y  N |
| **If no, provide an explanation:** | |  | **If no**, **the PIPs did not include:** | |
| **Explanation:** | |  | Evidence that accreditation statements are included on materials intended for learners (Attachment 8) |  |
|  | Correct language in the accreditation statement (Attachment 8) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Accreditation Statement?** | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Policy was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **[ACTIVITY AND ATTENDANCE RECORDS RETENTION](#_top" \o "Back to Contents)** | | | |
| **In the Self Study Report**  **Did the provider describe …** | Surveyor Response |  | **In the Performance-in-Practice**  No evidence is requested for this policy in the PIP. |
| …that it has mechanisms in place to record and verify participation for six years from the date of the CME activity? | Y  N |  |
| **If no, the provider did not:** | |  |
| Describe that it has a mechanism to record and verify physician participation |  |  |
| Describe that it keeps records for six years from the date of the CME activity |  |  |
| Provide an example of the information or report the mechanism can produce for an individual participant (Attachment 3) |  |  |
| Describe that it has a mechanism in place to ensure activity/files for CME planning and presentation are retained for the current accreditation term or twelve months, whichever is longer |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What Questions will you ask in the Surveyor Interview?** | | | |
|  | | | |
| **Additional Materials**  Request Additional Materials for **Accreditation Statement?** | **Y** | **What Additional  Materials Are  to be Requested?** |  |
| **In the Interview:** If the Policy was discussed, describe the discussion. | | | |
|  | | | |
| **Surveyor Notes/Comments** | | | |