

GUIDE TO THE PROCESS FOR NCMS REACCREDITATION AN OVERVIEW AND SUBMISSION REQUIREMENTS

Overview and Background Information

Conducting Your Self-Study for Reaccreditation

The self-study process provides an opportunity for your organization to reflect on its program of CME. This process can help your organization assess its commitment to and role in providing continuing medical education and determine its future direction.

Your organization will provide narrative descriptions and evidence of performance-in-practice for the Core Criteria, applicable Standards of Integrity and Independence, and applicable Accreditation Policies.

The process of conducting a self-study is unique to your organization. Depending on the size and scope of your CME program, you may involve many or just a few individuals in the process.

Data Sources Used in the Reaccreditation Process

Your organization will demonstrate that your practice of CME is in compliance with the NCMS's accreditation requirements through three primary sources of data: the self-study report, evidence of performance-in-practice, and the accreditation interview.

Expectations about Materials

Information and materials submitted to the NCMS must not contain any untrue statements, must not omit any necessary material facts, must not be misleading, must fairly present the organization, and are the property of the organization.

Information and materials submitted for accreditation (self-study report, evidence of performance-in-practice, other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

Missing or Incomplete Information

Providers that meet the deadlines and submission requirements of the reaccreditation review process will receive an accreditation decision from the NCMS. Please note, if the NCMS is unable to render a decision due to missing or incomplete information, the NCMS reserves the right to request additional information, the expenses for which will be borne by the provider.

Decision-Making

Your organization's compliance findings and the outcome of the accreditation review are determined by the NCMS based on the data and information collected in the accreditation process. The NCMS will also consider data from monitoring issues, if such data are applicable to the provider. The data and information are analyzed and synthesized by the surveyors and staff and they make recommendations on findings and status for action by the NCMS's Medical Education Committee. All accreditation decisions are ratified by specially called meetings of the NCMS Medical Education Committee. Decisions of the Medical Education Committee may be appealed to the Board of Directors of the NCMS.

Submitting Recreditation Materials to the NCMS

The NCMS has **not yet** moved to a fully online system to simplify and streamline the submission process.

You will receive an *Acknowledgement of Receipt of Application Materials* from the NCMS CME Staff Consultant approximately nine months prior to the end of your accreditation terms. This form must be returned to the consultant indicating your organization's intent to submit for reaccreditation.

All **activity** information will be submitted in the ACCME's Program and Activity Reporting System (PARS). The NCMS will use PARS to retrieve your activity data for your entire period of accreditation in order to select activities for review. A list of these activities will be sent to you by the NCMS CME Staff Consultant

You will use the structured abstract (which has been modified for NCMS use) to complete the Performance-in-Practice Structured Abstract Forms for the selected CME activities.

You may review and make necessary changes to your organization's contact information in PARS. It is very important that your organization's contact information is up-to-date in PARS.

Self-Study Report

Using the Self-Study Report outline that will be provided, you will submit the completed self study report in a 1.5" 3 ring binder (4 copies) as well as a PDF of the complete report on a flash or thumb drive, and each activity abstract as a separate PDF.

Evidence of Performance-in-Practice

You will verify that your CME activities are in compliance with the NCMS's Accreditation Criteria, Standards for Integrity and Independence of Accredited CE and Policies through the performance-in-practice review process. The NCMS will select up to 15 activities from your current accreditation term for which you will present evidence to demonstrate that your CME activities are in compliance with the NCMS's Accreditation Criteria, Standards and Policies.

The NCMS's performance-in-practice review entails the following process:

1. The provider's entry of CME activity data into PARS,
2. The NCMS's selection of activities for performance-in-practice review
3. The provider's submission of evidence of performance-in-practice for the activities selected in PARS.

Entering your CME Activity Data in PARS

Clicking on the "Program and Activity Data" link located on your PARS dashboard, you will enter or update known information about the CME activities that your organization has provided, or will provide, under the umbrella of your NCMS accreditation statement, from the beginning of your current accreditation term to the expiration.

Selecting Activities for Performance-in-Practice Review

Based on the CME activity data you enter in PARS, the NCMS will select up to 15 activities for review. The NCMS will notify you via email once the activities have been selected. Providers are accountable for demonstrating performance-in-practice for all activities selected. It is important that you carefully review the list of activities selected by the NCMS. If you note an error, such as an incorrect activity date or format, or if an activity was cancelled or otherwise did not occur, please notify the NCMS by email at rogers@ncmedsoc.org to make corrections or adjustments to the sample of activities selected.

Preparing Evidence of Performance-in-Practice

Using the Performance-in-Performance Structured Abstract forms, you will submit evidence of performance-in-practice for each activity selected by the NCMS. In each form, you will provide the information requested in concise narrative explanations and statements as outlined in the structured abstract form modified by NCMS.

Accreditation Interview

Your organization will have the opportunity to further describe the practices you present in the self-study report and in evidence of performance-in-practice in a conversation with NCMS volunteer surveyors.

NCMS volunteer surveyors are colleagues from the accredited CME community who are trained by the NCMS. A team of surveyors will be assigned by the NCMS to review your self-study materials, speak with representatives of your CME program, and engage in a dialogue about your organization's policies and practices that ensure compliance with the NCMS's Accreditation Criteria, Standards and Policies.

During the interview, the surveyors will seek clarification about any questions they may have regarding the materials you submitted to the NCMS. You can expect NCMS surveyors to:

- 1) conduct their interactions in a professional manner,
- 2) be familiar with your materials and the NCMS's Accreditation Criteria and Policies,
- 3) and communicate clearly and effectively without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

The NCMS utilizes video conferencing as its standard accreditation interview format; Interviews typically average 90 minutes in length. To ensure the validity of the process and based on circumstances and available resources, the NCMS reserves the right to make all final decisions regarding the interview and/or composition of the survey team. The NCMS will provide information about the process of scheduling the accreditation interview and will confirm the interview date and time and assigned surveyors in advance via email.