

**PERFORMANCE-IN-PRACTICE STRUCTURED ABSTRACT
FOR NCMS REACCREDITATION**

FOR THE 2022 COHORTS

This document includes the questions providers will be asked to respond to in completing the Performance-in-Practice Structured Abstract form. All information and materials must be submitted with the Provider’s Self Study Report with each activity saved as a separate PDF clearly labeled with title and year. Please note: The ACCME provides templates to the state medical societies to adapt for their accreditation program’s use. ACCME providers submit all of their information on-line. NCMS is not structured to receive uploaded materials. Performance-in-Practice structured abstract forms are meant to be saved as above and submitted electronically with the electronic copy of the Self Study Report and the 4 notebooks.

Instructions: Complete this form for each activity selected for the NCMS's performance-in-practice review. Complete all sections applicable for the activity.

(Note: If Regularly Scheduled Series (RSS) are selected, submit evidence for the series, not just for a single session or a sampling of sessions. The series is the activity. Therefore, you will demonstrate compliance for the RSS in the same manner as for a large annual meeting with multiple sessions.)

Provider ID:		Provider Name:	
ACCME Activity ID:		Activity Title:	
Activity Date:		Activity Type:	
Providership:		Commercial Support Received:	

CRITERION 2

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

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

- **State the educational need(s) that you determined to be the cause of the professional practice gap(s).**

Check all that apply:

- Knowledge need *and/or***
Please explain

- Competence need *and/or***
Please explain

- Performance need**
Please explain:

CRITERION 3

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

- **Explain how this activity was designed to change in terms of competence, performance or patient outcomes.**

CRITERION 5

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

- **Explain why this educational format is appropriate for this activity.**

CRITERION 6

The provider develops activities/educational interventions in the context of desirable physician attributes [e.g., Institute of Medicine (IOM) competencies, Accreditation Council for Graduate Medical Education (ACGME) Competencies].

- **Indicate the desirable physician attribute(s) this activity addresses. The list below includes the ACGME/ABMS Competencies, Institute of Medicine Competencies, Interprofessional Education Collaborative Competencies, or you may enter other competency(ies) that are recognized by your organization).**

- Patient Care and Procedural Skills
- Medical Knowledge
- Quality Improvement
- Practice-Based Learning and Improvement
- Interpersonal and Communication Skills
- Professionalism
- Systems-Based Practice
- Provide Patient-Centered Care
- Work in Interdisciplinary Teams
- Employ Evidence-Based Practice
- Utilize Informatics
- Values/Ethics for Interprofessional Practice
- Roles/Responsibilities
- Interprofessional Communication
- Teams and Teamwork
- Other Competency(ies)

If Other Competency(ies) is selected, Please Explain

CRITERION 7 SCS 1

The provider develops activities/educational interventions independent of commercial interests. (SCS 1).

SCS 1 Independence

SCS 1.1: A CME provider must ensure that the following decisions were made free of the control of a commercial interest (see the definition of a "commercial interest" on the ACCME website at this [link](#)). (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

SCS 1.2: A commercial interest cannot take the role of non-accredited partner in a joint provider relationship.

- **Did employees or owners of -defined commercial interest(s) control CME content for this activity (e.g., participate as planners, reviewers, faculty, authors, and/or others who control educational content) (C7 SCS 1.1)?** Yes No

If Yes, Please describe how their participation met one of the three specific circumstances permitted by the NCMS and how you ensured the independence of the CME Activity.

- **Did an ACCME-defined commercial interest take the role of non-accredited partner in a joint provider relationship in the activity?** Yes No

If yes, Describe the circumstances in which the commercial interest took the role of a non-accredited partner in the activity.

CRITERION 7 SCS 2

SCS 2 Resolution of Personal Conflicts of Interest

SCS 2.1: The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The NCMS defines "'relevant' financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

SCS 2.2: An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

SCS 2.3: The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

Include a single **completed** copy of the form(s), tool(s), or mechanism(s) used to identify relevant financial relationships of all individuals in control of content (C7 SCS 2.1). If you use different form(s), tool(s), or mechanism(s) within your process, please include a single copy of each version used.

Complete the EXCEL spreadsheet provided to you listing all individuals in a position to control content. Provide the information indicated in each of the five columns as follows. For each individual in control of content, list 1) the name of the individual, 2) the individual's role(s) (e.g., planner, reviewer, faculty, author, and/or other roles in control of educational content) in the activity, 3) the name of the **ACCME-defined commercial interest(s)** with which the individual has a **relevant financial relationship** (or if the individual has no relevant financial relationship(s), 4) the nature of the relationship(s), and 5) the mechanism(s) implemented to resolve all conflicts of interest appropriate to the role(s) of the individuals in the activity (C7 SCS 2.1, 2.2, 2.3).

Excel spreadsheets formatted differently than the ACCME/NCMS template, or with other information than the template will not be accepted

- **Include the Excel spreadsheet with the PDF of this activity**
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CRITERION 7 SCS 6

SCS 6 Disclosures Relevant to Potential Commercial Bias

SCS 6.1: An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest.

SCS 6.2: For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist.

SCS 6.3: The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind" the nature of the support must be disclosed to learners.

SCS 6.4: 'Disclosure' must never include the use of a corporate logo, trade name or a product-group message of an NCMS-defined commercial interest.

SCS 6.5: A provider must disclose the above information to learners prior to the beginning of the educational activity.

- **Include and attach the information for disclosure of the presence or absence of relevant financial relationships for all individuals in control of content, as presented to learners. (C7 SCS 6.1-6.2, 6.5). Attach the documents used to provide disclosures.**
- **If the activity was commercially supported, attach the commercial support disclosure information as presented to learners (C7 SCS 6.3-6.5).**

CRITERION 8

The provider appropriately manages commercial support (if applicable, SCS 3 of the NCMS Standards for Commercial Support).

SCS 3: Appropriate Use of Commercial Support

SCS 3.1: The provider must make all decisions regarding the disposition and disbursement of commercial support.

SCS 3.2: A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.

SCS 3.3: All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.

SCS 3.4: The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint provider.

SCS 3.5: The written agreement must specify the commercial interest that is the source of commercial support.

SCS 3.6: Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

SCS 3.7: The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.

SCS 3.8: The provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

SCS 3.9: No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity.

SCS 3.10: If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

SCS 3.11: Social events or meals at CME activities cannot compete with or take precedence over the educational events.

SCS 3.12: The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner.

SCS 3.13: The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support

- Did this activity receive commercial support? Yes No

- If the Activity was **COMMERCIALY SUPPORTED**...

Complete the table below. List the name(s) of the commercial supporter(s) of this activity and the \$ value of any monetary commercial support and/or indicate in-kind support (C8 SCS 3.4-3.6). Use one line for each supporter.

Name of Commercial Supporter	Type of Support	Amount of Monetary Support, if any
	Monetary Non-Monetary (In-Kind)	\$ _____
	Monetary Non-Monetary (In-Kind)	\$ _____
	Monetary Non-Monetary (In-Kind)	\$ _____
	Monetary Non-Monetary (In-Kind)	\$ _____

- If the activity was **COMMERCIALY SUPPORTED**...

Include each executed commercial support agreement (monetary and non-monetary) for the activity. (C8 SCS 3.4-3.6).

- If the activity was **COMMERCIALY SUPPORTED**...

Include an income and expense statement for the activity that itemizes the source(s) of commercial support and details the receipt and expenditure of all the commercial support (C8 SCS 3.13).

CRITERION 10 – CME Clinical Content Validation Policy

Accredited providers are responsible for validating the clinical content of CME activities that they provide. Specifically,

All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. An organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for ACCME accreditation.

(CME Clinical Content Validation Policy)

The provider actively promotes improvements in health care and NOT proprietary interests of a commercial interest (SCS 5).

- **Attach the required documentation as described below based on the type of the activity.**

If the activity is an Journal-Based and Enduring Material CME activities: Attach the CME product itself, so reviewers may experience the activity as learners experience it. With your attachment, provide a URL/link to the activity and generic login(s) and password(s), if necessary for access. The product must be available for review from the point of submission through the end of your current accreditation term. If internet activities are no longer available online, you may provide access to an archived website. If this is not an option, then screen shots are acceptable.

OR

If the activity is a Regularly Scheduled Series (RSS): Attach a listing of the dates and topics of each session.

OR

If the activity is any other type of activity: Attach the activity topics/content, e.g. agenda, brochure, program book, or announcement. The documentation must include the nature and the scope of the content of the CME activity.

CRITERION 11

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

- **Describe the strategies used to obtain data or information about changes achieved in learners' competence or performance or patient outcomes as a result of their participation in this activity, including, for example, questions you asked the learner about changes in competence or performance or other change data such as quality improvement or patient outcomes.**

- **Attach the compiled or summative data or information generated from this activity about changes achieved in learners' competence or performance or patient outcomes. Please ensure that the data is legible for the surveyors to review the data provided.**

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.

The NCMS accreditation statement is as follows:

For directly provided activities: “The (name of accredited provider) is accredited by the North Carolina Medical Society (NCMS) to provide continuing medical education for physicians.”

For jointly provided activities: “This activity has been planned and implemented in accordance with the accreditation requirements and policies of the North Carolina Medical Society (NCMS) through the joint providership of (name of accredited provider) and (name of nonaccredited provider). The (name of accredited provider) is accredited by the NCMS to provide continuing medical education for physicians.”

There is no "co-providership" accreditation statement. If two or more accredited providers are working in collaboration on a CME activity, one provider must take responsibility for the compliance of that activity. Co-provided CME activities should use the directly provided activity statement, naming the one accredited provider that is responsible for the activity. The NCMS has no policy regarding specific ways in which providers may acknowledge the involvement of other NCMS or NCMS-accredited providers in their CME activities.

- **Attach the evidence of the use of the appropriate NCMS accreditation statement for this activity as provided to learners (Accreditation Statement Policy).**