

MEDICAL SOCIETY OF THE STATE OF NEW YORK
A SYSTEM TO ACCREDIT AND MONITOR PROVIDERS
OF CONTINUING MEDICAL EDUCATION



ADOPTED BY
MSSNY'S COMMITTEE ON CONTINUING MEDICAL
EDUCATION – October 29, 1999

APPROVED BY MSSNY'S COUNCIL
January 20, 2000

Reviewed 2004

MSSNY'S APPROACH TO ACCREDITATION

The Medical Society of the State of New York (MSSNY) collects, reviews, and analyzes data for three Essential Areas: Purpose and Mission (Purpose), Educational Planning and Evaluation (Process and Assessment), and Administration (Structure).

- The **Purpose and Mission *Essential Area*** describes why the organization is providing CME.
- The **Planning and Evaluation *Essential Area*** explains how the organization provides CME activities and how well the organization is accomplishing its purpose in providing CME activities.
- The **Administration *Essential Area*** defines what the organizational support and protocol are for the CME unit.

Within each Essential Area are required ***Elements*** for which accreditation survey decision-making ***Criteria*** have been established.

- The **Elements** are descriptors of performance for each of the three Essentials.
- The **Criteria** describe the levels of performance and/or accomplishment for each Element.

To make accreditation decisions, members of MSSNY's Committee on Continuing Medical Education will review the data collected for the three Essential Areas to determine if the CME provider is in compliance with a basic level of performance. This process is repeated at the end of every accreditation term for providers and more frequently where monitoring suggests possible areas for improvement.

THE ESSENTIAL AREAS AND THEIR ELEMENTS

The Medical Society of the State of New York recognizes that the professional responsibility of physicians requires continuous learning throughout their careers, appropriate to the individual physician's needs. The Medical Society of the State of New York also recognizes that physicians are responsible for choosing their CME activities in accordance with their perceived and documented needs, individual learning styles, and practice setting requirements and for evaluating their own learning achievements. The Essential Areas and policies, therefore, are designed to encourage providers to consider the needs and interests of potential physician participants in planning their CME activities and to encourage the physicians to assume active roles in the planning process.

In the Essential Areas, MSSNY has identified certain Elements of structure, method and organization that contribute to the development of effective continuing medical education. The Essential Areas and their Elements, along with MSSNY implementation and review policies, are the requirements that a provider must meet for Category 1 CME accreditation. We hope that they will provide a valuable resource for physicians planning their own CME, for CME providers designing CME activities, and for CME providers reviewing their overall CME programs.

ESSENTIAL AREA 1: PURPOSE AND MISSION

The provider must,

1.1 Have a written statement of its CME mission, which includes the CME purpose, content areas, target audience, type of activities provided and expected outcomes of the program.

1.2 Demonstrate how the CME mission is congruent with and supported by the mission statement of the parent organization, if a parent organization exists.

ESSENTIAL AREA 2: EDUCATIONAL PLANNING AND EVALUATION

The provider must,

2.1 Use a planning process or system that links identified educational needs with stated purposes and objectives in its provision of all CME activities.

2.2 Use needs assessment data to plan CME activities.

2.3 Communicate the purpose or objectives of the activity so that the learner is informed before participating in the activity.

2.4 Evaluate the effectiveness of its CME activities in meeting identified educational needs.

2.5 Evaluate the effectiveness of its overall CME program and make improvements to the program.

ESSENTIAL AREA 3: ADMINISTRATION

The provider must,

3.1 Have an organizational framework for the CME unit that provides the necessary resources to support its mission including support by the parent organization, if a parent organization exists.

3.2 Operate the business and management policies and procedures of its CME program (related to financial, facility and human resources) so that its obligations and commitments are met.

3.3 Present CME activities in compliance with ACCME/MSSNY policies for disclosure and commercial support as stated in the Standards for Commercial Support.

MSSNY DECISION-MAKING CRITERIA RELEVANT TO THE ESSENTIAL AREAS

For each **Element** in the three **Essential Areas**, **criteria** have been established to determine whether the provider is in noncompliance, partial compliance, compliance, or performing with exemplary compliance. The criteria for each Element are listed below. The findings are a continuum between noncompliance and exemplary compliance. The finding of exemplary compliance confirms that the provider meets and exceeds compliance for that Element.

ESSENTIAL AREA 1 - PURPOSE AND MISSION

ELEMENT 1.1: The provider must have a written statement of its CME mission, which includes CME purpose, content areas, target audiences, type of activities provided, and expected outcomes of the program.

CRITERIA

Noncompliance	Has no mission statement.
Partial Compliance	Has a mission statement, but omits one or more of the basic components.
Full Compliance	Has a mission statement that includes all of the basic components.
Exemplary Compliance	Has a mission statement that includes all of the basic components with a strong emphasis on assessment of outcomes.

ELEMENT 1.2 : The provider must demonstrate how the CME mission is congruent with and supported by the mission of the parent organization, if a parent organization exists.

CRITERIA

Noncompliance	CME is not mentioned in the parent organization mission statement and no support is provided.
Partial Compliance	CME is mentioned in the parent organization mission statement but no support is provided; or CME is not mentioned in the parent organization mission statement but support is provided.
Full Compliance	CME is mentioned in the parent organization mission statement and supported with financial, facility, and human resources; or a CME mission statement is reviewed and approved by the governing body of the parent organization on a regular basis.
Exemplary Compliance	CME is mentioned in the parent organization mission statement and supported with financial, facility, and human resources, plus promotion of the function; and a CME mission statement is reviewed, evaluated, and approved by the governing body of the parent

ESSENTIAL AREA 2 - EDUCATIONAL PLANNING AND EVALUATION

ELEMENT 2.1: The provider must use a planning process or system that links identified educational needs with purposes or objectives in its provision of all CME activities.

CRITERIA

Noncompliance A planning process or system is not used.

Partial Compliance A planning process or system is used inconsistently or does not reflect a link between identified educational needs and purposes or objectives.

Full Compliance A planning process or system that links identified educational needs and purposes of objectives is used consistently.

Exemplary Compliance Innovative and creative planning processes are used consistently with documentation that identified educational needs contribute to appropriate purposes or objectives, methodology and outcomes for the offered activities.

Element 2.2: The provider must use needs assessment data to plan CME activities.

CRITERIA

Noncompliance Needs assessment data are not used.

Partial Compliance Needs assessment data are inconsistently used.

Full Compliance Needs assessment data are consistently used.

Exemplary Compliance Needs assessment data from multiple sources are consistently used to plan and evaluate activities.

Element 2.3: The provider must communicate the purpose or objectives of the activity so that the learner is informed before participating in the activity.

CRITERIA

Noncompliance Purpose or objectives of the activity are not communicated to the learner.

Partial Compliance Purpose or objectives of the activity are inconsistently communicated to the learner.

Full Compliance Purpose or objectives of the activity are consistently communicated to the learner.

Exemplary Compliance Purpose or objectives of the activity describe learning outcomes in terms of physician performance or patient health and are consistently communicated to the learner.

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ESSENTIAL AREA 2 - EDUCATIONAL PLANNING AND EVALUATION

Element 2.4 : The provider must evaluate the effectiveness of its CME activities in meeting identified educational needs.

CRITERIA

Noncompliance	Educational activities are not evaluated.
Partial Compliance	Educational activities are evaluated inconsistently and/or documentation is inconsistent.
Full Compliance	Educational activities are evaluated consistently for effectiveness in meeting identified educational needs, as measured by satisfaction, knowledge, or skills.
Exemplary Compliance	Educational activities are evaluated consistently for effectiveness in meeting identified educational needs, as measured by practice application and/or health status improvement.

Element 2.5: The provider must evaluate the effectiveness of its overall CME program and make improvements to the program.

CRITERIA

Noncompliance	No mechanism in place to measure the program's effectiveness or make improvements.
Partial Compliance	Mechanism in place to measure the effectiveness of the program, but no documentation exists that the mechanism has been used or any changes have resulted from the process.
Full Compliance	Mechanism in place to measure the effectiveness of the program, with evidence that improvements have been made.
Exemplary Compliance	Innovative and creative mechanisms are in place to measure the effectiveness of the program with evidence of improvements being made on a regular basis.

ESSENTIAL AREA 3 - ADMINISTRATION

Element 3.1: The provider must have an organizational framework for the CME unit that provides the necessary resources to support its mission including support by the parent organization, if a parent organization exists.

CRITERIA

- Noncompliance** Organizational framework does not exist for the CME unit.
- Partial Compliance** Organizational framework does exist for the CME unit but not all components of the Element (resources and support) are present.
- Full Compliance** Organizational framework for the CME unit exists and all the components of the Element (resources and support) are present.
- Exemplary Compliance** Organizational framework for the CME unit exists, all components of the Element (resources and support) are present including a process to review and continually improve the organizational framework.

Element 3.2: The provider must operate the business and management policies and procedures of its CME program, so that its obligations and commitments are met.

CRITERIA

- Noncompliance** Business and management policies and procedures are not in place or the provider does not meet its obligations and commitments under these policies and procedures.
- Full Compliance** Business and management policies and procedures are in place **and** are effectively used by CME administration to meet its obligations and commitments.
- Exemplary Compliance** Business and management policies are effectively used by CME administration to meet its obligations and commitments in an innovative and creative manner.

ESSENTIAL 3 - ADMINISTRATION

Element 3.3 : The provider must present CME activities in compliance with ACCME/MSSNY policies for faculty disclosure and commercial support as stated in the Standards for Commercial Support (see full text attached).

CRITERIA

Noncompliance	CME Provider does not disclose required information and relationships (1) ; <u>or</u> Does not maintain control of content (2) ; <u>or</u> Does not separate promotion from education (3) ; <u>or</u> Does not have oversight of funds (4) .
Partial Compliance	Not Available Option
Full Compliance	CME Provider consistently discloses required information and relationships; and is Consistently in control of content ; and Consistently ensures that promotion and education are separate; and Consistently demonstrates appropriate management of funds from commercial supporters.
Exemplary Compliance	CME Provider is compliant with all aspects of ACCME/MSSNY policies on faculty disclosure and commercial support and has implemented a range of innovative and creative practices.

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- (1)** Recipient of funds from proprietary entity; investigational products or products not labeled for use is disclosed; existence of significant financial interest or relationship of faculty or provider with manufacturer or commercial product is disclosed; relationships of faculty with commercial support of the activity is disclosed.
- (2)** Activities free from commercial bias; educational materials do not advance propriety interests of supporting company; mention of multiple companies' trade names, if applicable; research reported of a proprietary company conforms to accepted practices of experimental design, data collection, and analysis.
- (3)** Exhibits do not interfere with CME activity presentations; exhibit placement is not a condition of support; exhibits are not displayed in the same room as the educational activity; proprietary company representatives do not engage in sales activities where the educational activity occurs.
- (4)** Funds received are in an educational grant payable to the accredited provider or to a designated joint sponsor; terms, conditions, and purposes of the educational grant are documented in a signed agreement between the provider and the supporter; honoraria and expenses for faculty are reasonable; no other

funds are paid by the proprietary company to the director of the activity, faculty, or others involved with the supported activity.