

MEDICAL SOCIETY OF THE STATE OF NEW YORK

Glossary of Terms and Abbreviations

Accreditation: The decision by MSSNY that an organization has met the requirements for a CME provider as outlined by MSSNY and ACCME. The standard term of accreditation is four years.

Accreditation Council for Continuing Medical Education (ACCME). The ACCME sets the standards for the accreditation of all providers of CME activities. The ACCME has two major functions: the accreditation of providers whose CME activities attract a national audience and the recognition of state medical societies to accredit providers whose audiences for its CME activities are primarily from that state and contiguous states.

Accreditation Statement: The standard statement that must be used by all accredited institutions and organizations. There are three different statements.

Directly Sponsored Activity – An activity planned and implemented by a MSSNY accredited provider.

Jointly Sponsored Activity – An activity planned and implemented by a MSSNY accredited provider working in partnership with a non-accredited entity. The accredited provider must ensure compliance with MSSNY's Essential Areas and Policies as adopted from ACCME.

Cosponsored Activity - A CME activity presented by two or more accredited providers. One institution must take responsibility for the activity.

Accreditation Survey: A form of data collection by MSSNY that includes a review of the organization (structure, administration, mission, relationships), documentation, and activities. The survey can be conducted in two ways, on site, which is in-person at the site of the accredited institution/organization; reverse site, which is in person at a site determined by MSSNY. Its purpose is to gather data about who is responsible for the CME program and activities, how documentation is accomplished, and how well the Elements of the Essential Areas are applied.

Activity: An educational event for physicians, which is based upon identified needs, has a purpose, objectives, and is evaluated to assure the needs are met.

Activity Review: The form of data collection that allows MSSNY to observe an activity and document compliance with the requirements for accreditation. This review occurs usually during an accreditation survey (on-site) and is required for all new applicants before they are fully accredited.

Annual Report: The form of data collection that requires an annual submission of data from each accredited provider and allows the MSSNY to monitor changes in an individual accredited provider's program and within the population of accredited providers.

Classifications of Compliance with Essential Area Elements: Using criteria, MSSNY will determine the level of compliance with each Element in the three Essential Areas. The findings could be one of four levels of compliance: exemplary compliance, compliance, partial compliance, or noncompliance.

Commercial Supporter: The institutions or organizations that provide financial or in-kind assistance to a CME program or for a CME activity. The definition of roles and requirements when commercial support is received are outlined in the Standards of Commercial Support (Element 3.3)

Compliance: The provider is always or consistently meeting the standard of practice for the judged element.

Continuing Medical Education (CME): CME consists of educational activities which serve to maintain, develop or increase the knowledge, skills and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

A broad definition of CME, such as the one found above, recognizes that all continuing educational activities which assist physicians in carrying out their professional responsibilities more effectively and efficiently are CME. A course in management would be appropriate CME for physicians responsible for managing a health care facility; a course in educational methodology would be appropriate CME for physicians teaching in a medical school; a course in practice management would be appropriate CME for practitioners interested in providing better service to patients.

Not all continuing educational activities which physicians may engage in however, are CME. Physicians may participate in worthwhile continuing education activities that are not related directly to their professional work, and these activities are not CME. Continuing educational activities that respond to a physician's non-professional educational need or interest, such as personal financial planning or appreciation of literature or music, are not CME.

Cosponsored Activity: A CME activity presented by two or more accredited providers. One institution must take responsibility for the activity.

Credit: The "currency" assigned to hours of CME. Requirements of credit are determined by the organization responsible for the credit system, e.g. AMA-PRA (Category 1 and 2 Credit).

Criteria: The levels of performance and/or accomplishment required by MSSNY of an accredited provider for each Essential Area Element.

Designation of CME Credit: The declaration that an activity meets the criteria for a specific type of credit. In addition, designation relates to the requirements of credentialing agencies, certificate programs or membership qualifications of various societies. The accredited provider is responsible to these agencies, programs and societies in the matter of designation of credits and verification of physician attendance.

Documentation Review: The form of data collection that allows MSSNY to determine if the required documentation of the standards presented in the Elements of the Essential Areas has occurred. This review occurs during an accreditation survey.

Elements: The descriptors of performance in each Essential Area that must be met to be an accredited provider.

Enduring Materials: Enduring materials are printed, recorded or computer assisted instructional materials which may be used over time at various locations and which in themselves constitute a planned CME activity. Examples of such materials for independent physician learning include; programmed texts, audiotapes, videotapes and computer assisted instructional materials that are used alone or in combination with written materials. Books, journals (unless specifically designated) and manuals are not classified as enduring materials.

Essential Areas: The three categories of standards necessary to become an accredited provider. They are Purpose and Mission, Planning and Evaluation, and Administration.

Exemplary Compliance: The provider exceeds the standard of practice for the judged element.

Joint Sponsorship: Sponsorship of a CME activity by two institutions or organizations when only one of the institutions or organizations is accredited. The accredited provider must take responsibility for a CME activity when it is presented in cooperation with a non accredited institution or organization and must use the appropriate accreditation statement.

Needs Assessment Data: A process of identifying and analyzing data that reflect the need for a particular CME activity. The data could result from a survey of the potential learners evaluations from previous CME activities, needed health outcomes, identified new skills, etc. Needs assessment data provide the basis for developing learner objectives for the CME activity.

Nonaccreditation: The accreditation decision by MSSNY that an organization has not demonstrated the standards for a CME provider as outlined by MSSNY.

Noncompliance: The provider is not meeting the standard of practice for the judged element.

Objectives: Statements that clearly describe what the learner will be able to know or do after participating in the CME activity. The statements should result from the needs assessment data.

Organizational Framework: The structure (organizational chart), process, support and relationships of the CME unit that are used to conduct the business of the unit and meet its mission.

Organizational Review: The form of data collection that allows MSSNY to determine responsibility for the program of CME and activities provided as part of the program. This review occurs during an accreditation survey,

Participant: An attendee, primarily physicians, at a CME activity.

Partial Compliance: The provider is only sometimes or not fully meeting the standard of practice for the judged element.

Planning Process: The method used to identify needs and assure that the designed educational intervention meets the need and produces the desired result.

Probation: The accreditation decision by MSSNY that an accredited provider has not met all the standards for a CME provider as outlined by MSSNY. The accredited provider must correct the deficiencies to receive a decision of accreditation. While on probation, a provider may not jointly sponsor new activities.

Program of CME: The overall CME program of a sponsor consists of one or more educational activities consistent with the “Essentials”.

Progress Report: A report prepared for MSSNY by the accredited provider communicating changes in the provider’s program to demonstrate compliance with the Elements that were found in partial compliance, or non compliance, during the most recent accreditation review.

Provider: The institution or organization that is accredited to present CME activities.

Provisional Accreditation: The accreditation decision by MSSNY that an initial applicant for accreditation has met the standards for a CME provider as outlined by MSSNY.

Purpose of CME Accreditation: To assure physicians and the public that CME activities meet accepted standards of education.

Recognition: The process used by ACCME to approve state medical societies as accreditors of intrastate providers.

Self Study: A form of data collection by MSSNY that allows the accredited provider to document its accomplishments, assess areas where improvements may be necessary and outline a plan for making those improvements.

Sponsor: See Provider

Supporter: See Commercial Supporter

Survey: See Accreditation Survey

Adapted from the ACCME’s Glossary of Terms and Abbreviations
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