

MEDICAL SOCIETY OF THE STATE OF NEW YORK
Initial Application Survey Procedure

When an initial application for accreditation is received, a member of the Committee on Education who determines whether or not the institution is ready for a survey reviews it. When a survey is indicated, the institution is contacted and a site survey is arranged. A Survey Team composed of two or three physicians who have expertise in continuing medical education, based upon special training and/or experience, is selected from the membership of MSSNY to conduct the site survey, which will not exceed one day.

Upon arrival at the institution, the Surveyors will meet privately to decide the general conduct of the survey. This pre-survey review serves to identify areas in the application, which require clarification during the survey. Following the pre-survey review, surveyors will meet with the CME Program Director, the individual generally responsible for development and implementation of organizational CME activities. The professional CME Coordinator who is responsible for the logistics should be included in this session. Adequate time should be allocated to this interview since it is a key element in the Survey.

Surveyors will also wish to meet with the institution's Chief Administrative Officer and members of the institutions CME Committee. A CME activity should be in session to permit the Surveyors to attend. Where available, they should be provided with syllabi and/or brochures prior to monitoring the activity. The Survey Team will review additional educational facilities such as learning resource centers, libraries or special audio-visual facilities.

At this point in the survey process, surveyors will once again meet privately to review findings to achieve a consensus on their observations. At the conclusion of the Survey, an exit interview with the individual(s) responsible for the planning and development of the CME program will be conducted.

A Survey Team report will be prepared and submitted to MSSNY's Committee on Education for review and action. The organization is notified of the action taken by the Committee on Education.

When an initial application for accreditation is reviewed and it appears the institution is not ready for a Site Survey, the institution will be notified and a CME Consultation may be arranged if appropriate.

Reviewed 2004