

MEDICAL SOCIETY OF THE STATE OF NEW YORK
Instruction for Monitor Evaluation of a CME Activity

GOAL:

The goal of the activity review is for the CME provider to demonstrate performance in practice, especially regarding compliance with those Elements of the Essential Areas and those policies that can be measured through the direct observation of an activity.

OBJECTIVE:

By observing and/or participating in an activity, the activity monitor should be able to:

- Document compliance with those Elements of the Essential Areas and those policies that can be measured by observing an activity;
- Describe what a participant might experience at the activity; and
- Get clarification from the CME provider on questions that might arise as a result of observing the activity.

ELEMENTS OF AN ACTIVITY REVIEW:

- Direct observation of an activity and its components including each format of educational activity and exhibits;
- Data gathering interview with staff of the CME provider;
- Discussion with participants (i.e. Regarding disclosure, balance of content, separation of promotion and education); and
- Completion of a Monitor Evaluation Form

TIME NECESSARY TO COMPLETE THE ELEMENTS OF AN ACTIVITY REVIEW:

Enough time should be taken to allow for a thorough and comprehensive review of the activity for compliance with the specified Elements of the Essential Areas and policies as outlined in the Goals and Objectives of an Activity Review. The Activity Review is not a mini accreditation survey. Please limit your data gathering to the questions on the "Activity Review Form."

Please answer the questions while observing the activity or immediately following the activity review. Please clarify and resolve any questions you have with the CME provider before leaving the activity review.