

SOUTH DAKOTA STATE MEDICAL ASSOCIATION

Values. Ethics. Advocacy.

SDSMA's Performance in Practice Review Requirements and Instructions

The SDSMA utilizes the review of a provider's performance in practice, as seen in materials from CME activities, to verify that the provider meets SDSMA's expectations. This document outlines the requirements for assembling and submitting performance in practice materials to the SDSMA for the accreditation process.

The SDSMA's Process for Selecting Activities for Review

The SDSMA notifies providers via email of the activities selected for review. The activities selected are based on the list of activities that your organization submitted. They represent a sample from 1) across the years of your accreditation term; and 2) among the types of activities that are produced. *If your organization produces enduring materials, journal CME, or internet CME activities, providers are also expected to submit the CME product from the activities chosen for performance in practice review.* These products will be reviewed for compliance with SDSMA policies specific to their activity format.

Keep in mind:

- The SDSMA is no longer selecting Regularly Scheduled Series (RSSs) for documentation review. Instead, surveyors will look to your self study report for a description of the mechanism(s) you have established for monitoring your own Compliance with the SDSMA requirements within your program of RSSs.
- Providers are accountable for demonstrating performance in practice for all activities selected for documentation review. In addition, when mutually agreed upon by SDSMA staff and the provider, providers may invoke evidence from an additional activity of their choosing if the sample selected by SDSMA does not capture best practices or accurately reflect their CME program. Please contact SDSMA staff for details.
- If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify SDSMA via email or fax and the selection will be updated.

Instructions for Preparing for Materials for Review

Submit labeled evidence according to the specifications outlined in this communication; activity files will be returned if you do not comply with these requirements.

Step 1 - Download the Labels

Download the SDSMA Documentation Review Labels from the Documents and Forms area of the SDSMA website (www.sdsma.org). The label template is pre-formatted to print onto Avery Standard File Folder Labels #5266. You may use either white or colored labels.

Step 2 - Label Relevant Evidence to Support Compliance

Place the corresponding label on the evidence. SDSMA does not need to see your entire working activity file. Instead, you should pull just those materials that help your organization demonstrate compliance with the SDSMA Criteria or Policy on the label. The evidence is of your performance in practice.

The SDSMA recognizes that your organization has been transitioning to the Updated Accreditation Criteria announced in September 2006. The SDSMA's accreditation process will be sensitive to this transition and will seek to illicit information regarding the status of your organization's implementation process.

Your organization may not have evidence to demonstrate that a Criterion was met in an activity because:

- (A) the date of the activity precedes your organization's implementation of the Criterion listed on the label; or
- (B) the Criterion is not applicable to the activity. Labels 10, 14-16, and 21-27 explicitly state "if applicable" because those are the labels for Criteria that may not be applicable to all CME activities.

If you do not have evidence from an activity to demonstrate that the activity meets the Criterion, place the label for the Criterion on a sheet of paper which explains why there is no evidence. For example, "No evidence because the date of the activity preceded our organization's implementation of the Updated Criteria" or "No commercial support accepted for this activity". *Please know that surveyors may discuss with you during your interview the implementation timeline your organization utilized to integrate the Updated Criteria into your activity planning processes.*

Helpful Tips: (Note - Contact SDSMA staff with questions)

- You should utilize materials developed for the activity to help your organization demonstrate compliance. A review of your organization's performance in practice is not intended to generate new or additional documentation.
- If multiple Criteria and/or Policies are addressed on one document (such as a course brochure or syllabus page), you may affix more than one label to the document.
- If you opt to include strings of email communications or meeting minutes as evidence of your performance in practice, highlight the items relevant to the label(s).
- SDSMA does not need to see every sign-in sheet, every completed activity evaluation form, faculty CVs, slide packets or other handouts in their entirety

in order to verify compliance. However, all signed written agreements must accompany a list of commercial supporters, if commercial support was received.

- Remember that blank forms and checklists alone do not verify performance in practice.

Step 3 - Assemble an Activity File

Instructions:

1. Activity documentation for review for each file selected must be submitted within an 8 ½" by 11" file folder.
2. Place all the labeled activity materials together in the folder; and
3. Place a label on the front of the file folder that specifies:
 - Full Name of organization (no acronym)
 - Activity title as it appears on the CME Activity List;
 - Activity date and location;
 - Type of Activity (Your only choices are Course, Internet Activity Live, Internet Activity Enduring Material, Enduring Material, Journal CME, Journal-based Manuscript Review, Test Item Writing, Committee Learning, Performance Improvement, and Internet Searching and Learning);
 - Directly or jointly sponsored activity;
 - If commercial support was accepted

Helpful Tips

- The name, date and location that you provide to identify each activity should be the same as it appears on your list of CME activities. Any variation must be explained to the SDSMA prior to the submission of the materials.
- Your activity file should be easy to navigate through. You may consider using colored sheets, tabs, or pagination to organize your activity file.
- Do not paper clip materials together. Use of staples or binder clips is preferred.
- Do not submit activity files in three-ring binders.
- In general, no more than one-half inch of documentation effectively demonstrates Compliance. "More" is not necessarily "better."

Step 4 - Enclose CME Product

Please submit the **CME product** in its entirety for each **internet, journal-based and/or enduring material CME activity** selected in addition to the labeled evidence for these activities. CME products are being requested to assess compliance with SDSMA policy requirements relative to the activity type. Please make clear where the information supporting compliance with the policy requirements can be found by providing written directions, a direct link to online activities or URL, and a username and password, when necessary. If an internet activity selected is no longer available online, you may submit the activity saved to CD-ROM or provide access to the activity on an archived web site. If SDSMA surveyors have difficulty accessing the activities or finding the required information, you will be expected to clarify this evidence at the time of the interview. Active URLs, login IDs and passwords must be made available for the duration of your organization's current accreditation term, as online activities will be accessed at multiple levels of SDSMA review.

Step 5 - Submit Materials to SDSMA on Time

All providers seeking reaccreditation are required to ship one copy of (1) your evidence of performance in practice for the activities that were identified, (2) CME products for any enduring materials, internet, or journal-based CME activities selected, and (3) your four self study report binders to the SDSMA by September 30, 2008.

All providers seeking provisional accreditation are required to ship one copy of (1) your evidence of performance in practice for the activities that were identified (2) and CME products for any enduring materials, internet, or journal-based CME activities selected by September 30, 2008.

Please do not ship original documents; activity files will **not** be returned to you. We will then provide your self study report and activity files to your survey team to review in preparation for your interview.

IMPORTANT: Providers having on-site interviews must retain a duplicate copy/original of the evidence documenting your Performance in Practice to have it available for the surveyors at the time of the interview.

SDSMA's shipping address

Vice President
South Dakota State Medical Association
PO Box 7406
Sioux Falls, SD 57117-7406