



MEDICAL SOCIETY OF VIRGINIA

MSV's Performance in Practice Review Requirements and Instructions

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

The MSV's Process for Selecting Activities for Review

The MSV 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 MSV policies specific to their activity format. (Please go to MSV.Org, "Advance My Professional Development," pull down and click on CME Intrastate Accreditation. The document, "Accreditation Policies," is under "CME Requirements.")

Keep in mind:

- The MSV will select activities to review, including a percentage of sessions from one or more Regularly Scheduled Series (RSSs). In addition, 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 MSV 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 MSV Intrastate Accreditation Committee and the provider, providers may invoke evidence from an additional activity of their choosing if the sample selected by MSV does not capture best practices or accurately reflect their CME program. Requests to submit evidence of an additional activity should be submitted electronically to pmazmanian@msv.org.
- If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify MSV via email or fax and the selection will be updated.

Instructions for Preparing Materials for Review

Step 1 – Download the Labels

The MSV document review labels may be downloaded. 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. **MSV 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 MSV Criteria or Policy on the label.** The evidence is of your performance in practice.

The MSV recognizes that your organization has been transitioning to the Updated Accreditation Criteria announced in September 2006. The MSV'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 21-27, represent Criterion 16-22 (accreditation with commendation) and may not be applicable to all or any of your CME activities. Use of those labels is optional if your CME program is not seeking accreditation with commendation

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

Step 3 – Assemble an Activity File

Instructions:

1. Labeled evidence for each activity selected must be submitted in an 8 ½" by 11" file folder.
2. Each file folder should be **no more than ½" thick**
3. Use a document review sheet for each activity. Complete the section indicated to include the:
 - Activity title as it appears on the CME Activity List;
 - Activity date and location;
 - Type of ActivityIndicate:
 - If it was Directly or jointly sponsored activity;
 - Whether commercial support was accepted
4. Have the activity folders ready for the surveyors upon arrival for your survey.

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 MSV 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. .*
- *Provide documentation that effectively demonstrates Compliance. "More" is not necessarily "better."*

Step 4 –CME Products for internet, journal-based and/or enduring materials CME activities.

Please have available for the survey team's review 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. Prior to the site survey, 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 to pmazmanian@msv.org. 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 MSV 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.