#### **Documentation Report Form Questions for 2022 Cohorts –**

#### **All Criteria, Policies & Standards (of Commercial Support)**

**Criterion 2**

The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners.

* Did the provider state the professional practice gap(s) of its learners? (Yes/No)
* Did the provider state the educational need(s) (knowledge, competence, or patient outcomes) that it determined to be the cause of the professional practice gap(s)? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 3**

The provider generates activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement.

* Did the provider explain how this activity was designed to change competence, performance, or patient outcomes? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation.(Text Box)

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**Criterion 5**

The provider chooses educational formats for activities/interventions that are appropriate for the setting, objectives, and desired results of the activity

* Did the provider explain why the educational format is appropriate for this activity? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 6**

The provider develops activities/educational interventions in the context of desirable physician attributes [e.g., Institute of Medicine (IOM) competencies, Accreditation Council for Graduate Medical Education (ACGME) Competencies].

* Did the provider indicate desirable physician attributes/competencies ? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 7 (SCS 1)**

The provider develops activities/educational interventions independent of commercial interests (SCS 1, 2, and 6).

A CME provider must ensure that the following decisions were made free of the control of a commercial interest (see the definition of a

"commercial interest" on the ACCME website at this [link](http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/definition-commercial-interest)). (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity. STANDARD 1.1

A commercial interest cannot take the role of non-accredited partner in a joint provider relationship. STANDARD 1.2

* Did the provider demonstrate that it did NOT allow an employee or owner of an ACCME-defined commercial interest to control CME content AND/OR that an ACCME-defined commercial interest did NOT take the role of non-accredited partner in a joint provider relationship? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 7 (SCS 2)**

The provider develops activities/educational interventions independent of commercial interests (SCS 1, 2, and 6).

The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant

financial relationships with any commercial interest to the provider. The ACCME defines "'relevant' financial relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. STANDARD 2.1

An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity. STANDARD 2.2

The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners. STANDARD 2.3

* Did the provider’s mechanism include all the elements required by ACCME to obtain information about relevant financial relationships from individuals in control of content, i.e., did it include complete and accurate definitions of an ACCME-defined ineligible companies and relevant financial relationship, and did it ask for financial relationships in any amount occurring within the past 12 months? (Yes/No)
* Did the provider describe in the spreadsheet that it implemented a mechanism to identify and resolve conflicts of interest for all individuals in control of CME content, appropriate to the role(s) of the individual? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 7 (SCS 6)**

The provider develops activities/educational interventions independent of commercial interests (SCS 1, 2, and 6).

An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual;

The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest. STANDARD 6.1

For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist.

STANDARD 6.2

The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind‟ the nature of the support must be disclosed to learners. STANDARD 6.3

Disclosure must never include the use of a corporate logo, trade name or a product-group message of an ACCME-defined commercial interest. STANDARD 6.4

A provider must disclose the above information to learners prior to the beginning of the educational activity. STANDARD 6.5

* Did the provider demonstrate that it disclosed the presence or absence of relevant financial relationships (with all required information) for all individuals in control of content prior to the activity? (Yes/No)
* Did the provider demonstrate that it disclosed all sources of commercial support for the activity to learners prior to the activity, without the use of corporate logos, trade names or product group messages, including the nature of in-kind support, if applicable? (Yes/No/NA)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Criterion 8**

The provider appropriately manages commercial support (SCS 3).

The provider must make all decisions regarding the disposition and disbursement of commercial support. STANDARD 3.1

A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services. STANDARD 3.2

All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider. STANDARD 3.3

The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint provider. STANDARD 3.4

The written agreement must specify the commercial interest that is the source of commercial support. STANDARD 3.5

Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

STANDARD 3.6

The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors. STANDARD 3.7

The provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of–pocket expenses in compliance with the provider's written policies and procedures. STANDARD 3.8

No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity. STANDARD 3.9

If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only. STANDARD 3.10

Social events or meals at CME activities cannot compete with or take precedence over the educational events. STANDARD 3.11

The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner. STANDARD 3.12

The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

* Did the provider demonstrate that it has written agreements that [1] specify terms and conditions of the commercial support that would meet ACCME expectations [2] are signed by the provider and the commercial supporter [3] were executed prior to the activity [4] include all commercial supporters? Please select Not Applicable if the provider did not accept commercial support for this activity. (Yes/No/NA)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation.(Text Box)

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**Criterion 10 - CME Clinical Content Validation Policy**

Accredited providers are responsible for validating the clinical content of CME activities that they provide. Specifically,

All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. An organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for ACCME accreditation.

(CME Clinical Content Validation Policy )

The provider actively promotes improvements in health care and NOT proprietary interests of a commercial interest (SCS 5).

* Does the information submitted by the provider demonstrate that the content actively promotes improvements in health care and NOT proprietary interests of a commercial interest(i.e., there is no commercial bias)? (Yes/No)
* Does the information submitted by the provider demonstrate that the activity provided a balanced view of therapeutic options? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation.(Text Box)
* Does the information submitted by the provider demonstrate that the content of the activity meets the expectations of the ACCME CME Clinical Content Validation Policy? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation.(Text Box)

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**Criterion 11**

The provider analyzes changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions.

* Did the provider demonstrate that it generated data or information from the activity about changes achieved in learners’ competence or performance or patient outcomes? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)

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**Accreditation Statement Policy**

For directly provided activities: “The (name of accredited provider) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.”

For jointly provided activities: “This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of (name of accredited provider) and (name of nonaccredited provider). The (name of accredited provider) is accredited by the ACCME to provide continuing medical education for physicians.”

* Did the provider demonstrate that it utilized the appropriate accreditation statement? (Yes/No)
* If you indicated no or the criterion was discussed in the interview, please provide a detailed explanation. (Text Box)