



NMMS PERFORMANCE-IN-PRACTICE REVIEW LABELS

Within the accreditation process, the NMMS *verifies* that a provider meets the NMMS's accreditation expectations *in practice* through a review of materials used in the planning and implementation of individual CME activities or groups of activities and materials used in the administration of a CME program. Providers are asked to submit verification that their CME program meets the ACCME/NMMS's accreditation requirements and policies through the documentation review process.

Print the NMMS Documentation Review Labels on the nextpage; this label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. Affix the NMMS's performance-in-practice labels to information in the files that verifies that this activity meets the NMMS's requirements. Identify within each example where the fulfillment of the NMMS's requirement is demonstrated. Use labels, arrows, highlighting, or other methods to make explicit **where** in the activity there is evidence of compliance.

For more information about submitting evidence of performance-in-practice, see **Instructions for Submitting Performance-in-Practice Review Materials** in the *Guide to the Process for NMMS Reaccreditation*.

Please note: If, in any of the selected activities, there is evidence of your organization's practices that are consistent with one or more of the Level 3 Engagement Criteria (C16-C22), you may attach this evidence identifying the applicable Criteria and include it in the activity file.

The **activity topics/content** (e.g., as published in an agenda, brochure, program book, or announcement).

C2
The **professional practice gap(s)** of your learners on which the activity was based.

C2
The **need** (knowledge, competence or performance) underlying the professional practice gap(s).

C3
Activity was **designed to change** physician competence, performance, or patient outcomes.

C5
Educational format(s) are appropriate for the setting, objectives, and desired results of the activity.

C6
Activity was developed in the context of desirable physician attributes (e.g., IOM competencies, ACGME competencies).

C7
A list of all individuals in control of content of CME activity and specify their role (e.g., planner, faculty, reviewer).

C7
Relevant financial relationships that individuals in a position to control the content of CME disclosed to the provider. **(SCS 2.1)**

C7
Verification of the implementation of our mechanism(s) to identify and resolve conflicts of interest prior to the start of the activity. **(SCS 2.3)**

C7
Verification that disclosure of relevant (or no) financial relationships was made to learners prior to the beginning of the activity. **(SCS 6.1-6.2, 6.4-6.5)**

C7
THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
Disclosure of source of commercial support was made to learners prior to activity. **(SCS 6.3-6.5)**

C8
THIS WAS A COMMERCIALY SUPPORTED ACTIVITY
Income and expense statement for the activity, including the receipt and expenditure of commercial support. **(SCS3.13)**

C8
THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
List of all commercial supporters for the activity. **(SCS 3.4-3.6)**

C8
THIS WAS A COMMERCIALY SUPPORTED ACTIVITY -
All signed written agreements. **(SCS 3.4-3.6)**

C11
The data or information generated from this activity about changes in learners' competence or performance or patient outcomes achieved.

NMMS Accreditation Statement Policy
The accreditation statement as produced in activity materials.

If the activity for which you are labeling evidence is an Enduring Material, Journal, or Internet CME activity, you are required to submit the CME product in its entirety. See the Requirements for Assembling and Submitting Performance-in-Practice Review Materials in the *Guide to the Process for NMMS Accreditation.*