



GUIDE TO THE PROCESS FOR NMMS REACCREDITATION: AN OVERVIEW AND SUBMISSION REQUIREMENTS

Overview and Background Information

Conducting Your Self-Study for Reaccreditation

The self-study process provides an opportunity for the accredited provider to reflect on its program of CME. This process can help the organization assess its commitment to and role in providing continuing medical education and determine its future direction. The NMMS has specific requirements for the *Self-Study Report* content outline, but the process of conducting a *self-study* is unique to your organization. Depending on the size and scope of your CME program, you may involve many or just a few individuals in the process.

Data Sources Used in the Reaccreditation Process

The NMMS's reaccreditation process is an opportunity for each accredited provider to demonstrate that its practice of CME is in compliance with the NMMS's accreditation requirements through three primary sources of data about the provider's CME program:

Self-Study Report

Organizations are asked to provide descriptions, attachments, and examples to give the reader an understanding of CME practice(s) related to ACCME/NMMS Criteria and Policies. Descriptions are narrative explanations. Attachments are specific documents. Examples are demonstrations of the implementation of the practices described that may include narrative and/or attachments.

Performance-in-Practice Review

Organizations are asked to verify that their CME activities are in compliance with ACCME/NMMS Criteria and Policies through the documentation review process. The NMMS will select up to 15 activities from the current accreditation term for which the organization will be expected to present evidence of performance-in-practice to the NMMS for documentation review.

Accreditation Interview

Organizations are presented with the opportunity to further describe the practices presented in the Self-Study Report and activity files, and provide clarification as needed, in conversation with a team of volunteer surveyors who are colleagues from the CME community, trained by the NMMS.

Expectations about Materials

Materials submitted to the NMMS, in any format, must not contain any untrue statements, must not omit any necessary material facts, must not be misleading, must fairly present the organization, and are the property of the organization.

Materials submitted for accreditation (Self-Study Report, activity files, other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

Missing or Incomplete Information

Providers that meet all of the deadlines and submission requirements of the reaccreditation review process will receive an accreditation decision from the NMMS. Please note, if the NMMS is unable to render a decision due to missing or incomplete information, the NMMS reserves the right to request additional information.

Accreditation Interview

The site survey accreditation interview offers the provider the opportunity to discuss its CME program with qualified surveyors. NMMS surveyors will be assigned to review the self-study materials you submit to the NMMS. They will meet with representatives of your CME program to engage in a dialogue about your organization's policies and practices that ensure compliance with the Accreditation Criteria, including the Standards for Integrity and Independence in Accredited Continuing Education and Accreditation Policies.

At the interview, the surveyors will seek clarification about any questions they may have regarding the self-study materials you submitted to the NMMS. You can expect NMMS surveyors to: 1) conduct their interactions with providers in a professional manner, 2) be familiar with your materials and the ACCME/NMMS's Accreditation Criteria and Policies, and 3) communicate clearly and effectively with providers without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

To ensure the validity of the process and based on circumstances and available resources, the NMMS reserves the right to make all final decisions regarding the interview format, date, time, and/or composition of the survey team.

The NMMS will provide information about the process of scheduling the site survey interview and preparing an appropriate agenda. The NMMS will confirm your assigned surveyor(s) and the interview date and time in advance.

Decision-Making Process

Your organization's compliance findings and the outcome of the accreditation review are determined by the NMMS based on the data and information collected in the accreditation process. The data and information are analyzed and synthesized by the NMMS site surveyors who make recommendations on findings and status to the CME Committee. All accreditation decisions are ratified by the NMMS CME Committee (the site surveyors cannot vote; they can only recommend).

Accreditation decision letters, with the NMMS decision form and official CME Certificate, will be sent to providers via email and U.S. Mail within 30 days of the NMMS CME Committee meeting at which the accreditation decision was made. The provider will be notified by either telephone call or email the day of the decision.

Requirements for Organizing and Formatting Your Self-Study Report

The Self-Study Report must be formatted as indicated to facilitate the review of your CME program:

The cover of each of the three (3) Self-Study Report binders should clearly identify your organization by name and ACCME provider number. Use the full name of your organization as it is known to the ACCME/NMMS (no acronyms or abbreviations).

1. Each page in the binder, including the attachments, must be consecutively numbered. The name (or abbreviation) of your organization must appear with the page number on each page.
2. The Self-Study Report must be organized using divider tabs as specified by the NMMS (*see below*).
3. Narrative, attachments, and examples must be provided as indicated in the NMMS Self-Study Report Outline.
4. The Self-Study Report must be typed with at least 1" margins (top, bottom and sides), using 11 point type or larger; double-sided printing is acceptable.
5. Pertinent excerpts must be photocopied on standard paper for inclusion in the binder. Do not use plastic sleeves for single pages or for multi-page documents (i.e. brochures, handouts, etc.).
6. The Self-Study Report must be submitted in a three-ring binder. The rings may not be more than 1½ inches in diameter, and the materials may not be more than 1 ½ inches in thickness.
7. Three (3) hard copies of the Self-Study Report must be submitted to the NMMS. Keep a separate duplicate copy for your reference at any time during the accreditation process, but especially at the time of the accreditation interview.
8. One electronic copy of the Self-Study Report in its entirety must be submitted to the NMMS (in addition to the three binders), as a single PDF file on a USB flash drive, and if possible bookmarked according to the seven sections of the NMMS Self-Study Report Outline.

Regarding Self-Study Report Divider Tabs

The Self-Study Report must be organized using divider tabs to separate the content of the report in the seven sections of the NMMS Self-Study Report Outline. For the purpose of printing tabs, the titles of the sections have been abbreviated as follows:

- I) Prologue
- II) CME Mission and Program Improvement
- III) Educational Planning and Evaluation
- IV) Standards for Integrity and Independence in Accredited Continuing Education
- V) CME Activity and Attendance Records Retention
- VI) Accreditation with Commendation (C23-C38)

The NMMS's Review of Performance-in-Practice

The NMMS's performance-in-practice review allows providers to demonstrate compliance with the NMMS's expectations and offers providers an opportunity to reflect on their CME practices.

Materials that demonstrate compliance with the NMMS's expectations may result from work done for individual activities or as part of the overall CME program. In this process, you will present materials that you developed and utilized for the activity to help your organization demonstrate compliance. Blank forms, blank checklists, and policy documents alone do not verify performance-in-practice.

The NMMS's review of a provider's performance-in-practice entails the following process:

- 1) The provider's submission of CME activity data
- 2) The NMMS's selection of activities for performance-in-practice review
- 3) The provider's submission of evidence of performance-in-practice for activities selected

Submitting your CME Activity Data

Using the ACCME's Program and Activity Reporting System, or "PARS," (pars.accme.org), you will submit known information about the CME activities that your organization has provided, or will provide, under the umbrella of your NMMS accreditation statement, from the beginning of your current accreditation term to the expiration. The only exception to this is for providers whose term began prior to January 1, 2008. No activities prior to January 1, 2008 need to be entered into PARS. For more information about PARS, visit <http://www.accme.org/cme-providers/maintaining-your-accreditation/about-pars>

Selecting Activities for Performance-in-Practice Review

Based on the CME activity data you provide to the NMMS, the NMMS will select up to 15 activities for review. The NMMS notifies providers via email of the activities selected for review. Providers are accountable for demonstrating performance-in-practice for all activities selected. It is important that you carefully review the list of activities selected by the NMMS. If you note an error, such as an incorrect activity date or format, or if an activity was cancelled or otherwise did not occur, contact the NMMS CME Administrator immediately to make any necessary corrections or adjustments to the sample of activities selected for performance-in-practice review.

Requirements for Assembling and Submitting Performance-in-Practice Materials

Submitting Evidence for Performance-in-Practice Review

The NMMS utilizes the review of a provider's performance-in-practice, as seen in materials from CME activities, to verify that the provider meets the NMMS's expectations.

The requirements for assembling and submitting performance-in-practice materials to the NMMS for the accreditation process are outlined in this section.

Note: As of 2015, NMMS CME providers are required to use the **ACCME Structured Abstract** form in each file. Data from the Structured Abstract is also entered into PARS.

Submit Evidence Using the ACCME Performance-in-Practice Structured Abstract

The ACCME Performance-in-Practice Structured Abstract may be downloaded from the ACCME website, or you download from the New Mexico Medical Society website under Medical Education – CME Provider Materials to access it directly if you are connected to the Internet. Using the Structured

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Abstract, you will complete text-limited fields, tables, and attach evidence that verifies the activity meets the ACCME's requirements. *[NOTE: The NMMS has accepted and adopted the ACCME Performance-in-Practice Structured Abstract as part of its Performance-in-Practice review]*

Instructions for submitting in hard copy:

1. Submit labeled evidence for each activity selected in an 8 ½" by 11" file folder; do NOT submit evidence in binders.
2. Affix a label on the front cover of each file folder that specifies:
 - Full name of your organization (no acronyms or abbreviations)
 - Activity title, as submitted in PARS.
 - Activity date, as submitted in PARS.

Instructions for submitting in electronic format:

Note: *submission in electronic format requires Adobe Acrobat version 8.0 or more recent.*

1. Save the evidence for your activity as a separate PDF file in the following format:
 - Brief activity title_Date of activity(YYYYMMDD)
2. Create a cover page for your activity file with the following information displayed. This cover page must be the first page of the activity file.
 - Full name of organization (no acronym)
 - Activity title, date, and type, as submitted in PARS
3. Save each individual activity file as a single PDF, bookmarked for each label, or each of the attachments.
4. Save all of the PDF files to a USB flash drive. Submit two flash drives, each with a complete set of PDF activity files.

Submitting Materials to the NMMS

The following materials must be shipped, using a method that has a reliable electronic, web-enabled delivery tracking system, for the NMMS's receipt by the published due date:

- Three (3) copies of the Self-Study Report in binders formatted and organized as specified
- One electronic copy of the Self-Study Report as a single PDF file on a flash drive
- Two separate flash drives with your evidence of performance-in-practice for selected activities if submitting electronically.
- One set of your evidence of performance-in-practice for selected activities, if submitting in hard copy format,
- One copy of the CME product(s) for any enduring materials, Internet, or journal-based CME activities selected for performance-in-practice review

Do not ship original documents. Activity files will not be returned. Retain a duplicate set of materials including the Self-Study Report and evidence of performance-in-practice for your own reference at any time during the accreditation process, but especially at the time of the accreditation interview. If the need arises, the ACCME may ask for additional copies of a file or set of files.

SHIP TO:

New Mexico Medical Society
ATTN: CME Program Administrator
Continuing Medical Education
316 Osuna Road NE, Suite 501
Albuquerque, NM 87107
Phone: (505) 828-0237