



Nebraska
Medical
Association

Advocating for Physicians and the Health of all Nebraskans

**Nebraska Medical Association Continuing Medical Education
Information/Training Webinar**

Tuesday, April 26, 2011

12:00 p.m. – 1:00 p.m.

Presented by:

**Sally C. O'Neill, PhD / Associate Dean for Continuing Medical Education
Creighton University**

&

**Christy Beckman / Membership & Continuing Medical Education Director
Nebraska Medical Association**

- I. Call to Order/Roll Call/Procedures for Meeting / **Christy**
- II. Meeting Overview / **Christy**
- III. New Directions for the Committee / **Christy**
 - a. Purpose of Committee
 - b. Membership
 - c. Term of Membership
 - d. Attendance at Meetings
 - e. Frequency of Meetings
 - f. Format for Meetings
- IV. Role of the Committee / **Christy & Sally C. O'Neill, PhD**
 - a. Advisory for NMA Global Operations regarding Accreditation
 - b. Review and Approve Accreditation and Reccreditation Applications
 - c. Interaction with Surveyors
- V. Key Information to Know for Role on Committee/ **Sally C. O'Neill, PhD**
 - a. Review of Committee/Provider Toolkit
 - b. Overview of Specific Information
 - i. NMACME Accreditation Policies including information for Provider Implementation
 - ii. ACCME Essential Areas and their Elements
 - iii. Terms and Definitions to Support Understanding of ACCME Updated Criteria
 - iv. ACCME Accreditation Findings Based on the 2006 Accreditation Criteria: A Compendium of Case Examples
 - v. NMACME Surveyor Report Form
 - vi. NMACME Documentation Review Form
 - vii. Disclosure Forms and Processes
- VI. Future Directions
 - a. Surveyor/Committee Training on the Survey process / **Sally C. O'Neill, PhD**
 - b. Identification of Surveyors and Training Dates / **Christy**
- VII. Adjournment

****Please remember to bring your Provider Toolkit. Be prepared to discuss how the information is being used in your program****

**Nebraska Medical Association
Commission on Medical Education**
Information / Training for Commission Members

New Directions for the Committee

Purpose of Committee: The purpose of the commission is to:
Advise on processes and procedures for global operations in regard to accreditation.
Review Surveyor reports as well as the self study reports and activity files to determine the accreditation status of providers/applicants.

Membership: Commission membership shall consist of six to eight physicians representative of CME programs across Nebraska. It is also preferred that various specialties be represented on the committee.

Term of Membership: Term of membership will be three years. This will allow continuity for the commission. Up to three terms can be served consecutively.

Attendance at Meetings: Maintenance of 80% attendance by each commission member is required in order to keep everyone current with accreditation criteria and policies and procedures, and to review applications in a timely manner.

Frequency of Meetings: Frequency of meetings will be determined by the number of applications to be reviewed and/or establishments of policies and procedures for current accreditation information.

Format for Meetings: Members have the option of attending the meetings face-to-face in the NMA office, or via conference calls. Go-To-Meetings is the primary medium that will be used for conference calls. This necessitates the member to be at a location where they have access to a computer and phone. Meetings are planned for one hour in duration.

Role of the Commission/Surveyors The role of the commission is to:

- Review and approve accreditation and reaccreditation applications. Once the surveyors report is completed and submitted to NMA, a commission member will be assigned to review the self study, surveyor report, activity files, and activity documentation reports. The committee member will then submit their proposal to the committee regarding the outcome of the self study. All decisions will be based on the ACCME criteria.
- Surveyors will conduct the interview of the applicant, and complete the surveyors report along with a documentation review form for each activity. The purpose of the interview is to make sure all the information is complete and any unclear documentation is addressed, and that the report and activity files are ready for the final review by the commission members. Surveyors will base their reports on ACCME criteria.

Role of the Committee

Advisory for NMA Global Operations regarding Accreditation

- Review and Approve Accreditation and Reaccreditation Applications
- Interaction with Surveyors

Key Information to Know for Role on Committee

- Review of Committee/Provider Toolkit
- Overview of Specific Information
 - NMACME Accreditation Policies including Information for Provider Implementation
 - ACCME Essential Areas and their Elements
 - Terms and Definitions to Support Understanding of ACCME Updated Criteria
 - ACCME Accreditation Findings Based on the 2006 Accreditation Criteria: A Compendium of Case Examples
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 - NMACME Documentation Review Form
 - Disclosure Forms and Processes

Future Directions

- Surveyor/Committee Training on the Survey process
- Identification of Surveyors and Training Dates

A 12-Step Process for the Accreditation Survey

- A date is identified for the survey.
- Surveyor/s are identified.
- Surveyor/s sign conflict of interest forms regarding the proposed provider.
- If two surveyors, one is designated chair and one is designated co-chair.
- A letter is sent to the provider confirming the survey date, time, location/format, proposed agenda, and name of surveyor/s. The provider is also asked to provide names of the representatives from their facility and their titles.
- The self study and activity files are provided the surveyor/s. If two surveyors, the chair completes the overall report and one activity report, the co-chair completes the remaining activity reports.
- If two surveyors, prior to the survey, the surveyors meet via phone or their preferred method of meeting to discuss in general their findings from their review of the self study and activity files. They discuss areas that need further clarification/documentation.

The survey is conducted, with the chair leading the discussion. The role of the surveyor is explained and the overview for the survey schedule is provided.

- Following the survey, the reports are completed and forwarded to NMA within a two-week time frame.
- NMA reviews the reports to determine if all information is complete and a meeting of the Education Commission is scheduled.
- The Commission members review the reports and makes a recommendation for the status of the provider. This is voted on and confirmed by the commission.
- NMA sends a letter to the provider explaining the outcome of the survey and identifying areas of compliance and non-compliance. If a progress report is needed this is explained to the provider with specific areas to be addressed. ACCME forms, explaining the status for each criteria will be given to the provider.

**Thank you for your commitment to the
Nebraska Medical Association.
We appreciate your service!**
