

## Documentation Review for a CME Activity

The Documentation Review is an opportunity to assess the performance in practice of the CME provider with respect to the planning and presentation of CME activities. The goal is not to judge the quality of the documentation, but rather that documentation is present and verifies the provider's compliance for which documentation is reviewed.

Provider Name			
Provider Number		Date of Survey	
ISMA Surveyor*			
Title of Activity			
Date of Activity			
This activity is:	Directly sponsored <input type="checkbox"/>	or	Jointly-sponsored <input type="checkbox"/>
<b>The format of the activity is a/an:</b>			
Live face to face (lecture and small groups) <input type="checkbox"/>		Enduring Material (tape, printed, CD ROM, Internet) <input type="checkbox"/>	
Internet Activity (Live) <input type="checkbox"/>		Journal CME Activity <input type="checkbox"/>	

\*The name given should be that of the surveyor that completes this form

For this activity the documentation verifies that...	Meets Exemplary Compliance Criterion	Yes	Some-times	No	Verification Not Present	Where needed, explain finding	Was this also observed in an activity?
a planning process was used that linked the identified needs with a desired result (2.1)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
needs assessment data were used to plan the activity (2.2)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		List source(s):	
the purpose/objectives of the activity were communicated to the learner prior to the activity. (2.3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
the activity was evaluated in terms of the effectiveness in meeting the identified needs. (2.4)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
this activity contained improvements that resulted from an overall program evaluation. (2.5)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
the ISMA accreditation statement is correct.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<u>all</u> individuals in a position to control the content disclosed relevant financial relationships to the provider. (3.3 SCS 2.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Individuals who refused to disclose relevant financial relationships were disqualified from planning and implementation. (3.3 SCS 2.2) (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
the implementation of a mechanism to <b>identify</b> conflicts of interest. (3.3 SCS 2.3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
the implementation of a mechanism to <b>resolve</b> conflicts of interest. (3.3 SCS 2.3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
the disclosure of relevant ( <b>or no</b> ) financial relationships of those in a position to control the content to the participants, prior to the activity. (3.3 SCS 6.1, 6.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
honoraria and expense reimbursements were paid in compliance with provider's policies and procedures. (3.3, SCS 3.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
no product-promotion or product-specific advertisements are juxtaposed with educational materials. (3.3, SCS 4.2)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

<input type="checkbox"/>	<b>✓ If commercial support received for this activity</b> (if no commercial support, do not complete this section)						
if appropriate, signed written agreement(s) exists between the provider, educational partner (if applicable) and the commercial supporter(s). (3.3 SCS 3.4-3.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ out of ____ signed agreements present Notes:
disclosure to the learners of source of commercial support is made prior to start of activity. (3.3 SCS 6.3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>