

SURVEYOR REPORT FORM

Provider #		Provider Name	
Survey Chair		Survey Co-Chair	
Survey Date		ISMA Reviewer	

Criterion 1

In the Self Study Report Did the provider describe...	Surveyor Response	In the interview If the Criterion was discussed, please describe the discussion.
A CME Mission Statement with all required components?	Y (go to C2) N (see below)	
Indicate what you found:		
No Mission Statement		
OR Component(s) missing:		
CME Purpose		
Content Areas		
Target Audience		
Types of Activities		
Expected Results		
AND/ OR Expected Results not articulated in term of changes in C, P, or PO		

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 2

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...the provider's incorporation into CME activities the educational needs (knowledge, competence or performance) that underlie the professional practice gaps of their own learners?	Y (go to C3) N (see below)
The provider's description <u>did not</u> include:	
	Identification of Professional Practice Gaps
	Professional practice gaps of provider's own learners
	Educational needs that underline the PPG of provider's learners
	Educational needs articulated in terms of knowledge, competence, or performance
	Educational needs incorporated into CME activities

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 3

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...the generation of activities/educational interventions designed to change competence, performance, or patient outcomes as described in the provider's mission statement?	Y (go to C4) N (see below)
The provider's description <u>did not</u> include:	
	Activities designed to change C, P, Or PO
	Activities designed for change as described in CME mission statement

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 4

In the Self Study Report

Did the provider describe...

Surveyor Response

1. ...the generation of activities/educational interventions that matches learner's current or potential scope of professional activities?

Y (go to C5)
N (go to comments)

In the interview

If the Criterion was discussed, please describe the discussion.

Additional Materials

Request Additional Materials?

Y

What Additional Materials Are to be Requested?

Surveyor Comments

For ISMA Use Only

Summary of Performance in Practice Review:

Compliance Finding:

Comments:

Criterion 5

In the Self Study Report Did the provider describe...	Surveyor Response	In the interview If the Criterion was discussed, please describe the discussion.
1. ...the use of educational formats for activities/educational interventions that are appropriate for the setting, objectives and desired results of the activity?	Y (go to C6) N (go to comments)	

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 6

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...the development of activities/educational interventions in the context of desirable physician attributes (e.g. IOM competencies, ACGME competencies)?	Y (go to C7) N (go to comments)

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 7, SCS1

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...its independence from commercial interests in its CME planning, implementation and evaluation (SCS 1.1, 1.2)?	Y (go to C7, SCS 2) N (see below)
The provider description indicated that the following decision(s) are controlled by commercial interest(s):	
Identification of needs	
Determination of educational objectives	
Selection and presentation of content	
Selection of all persons and organizations in the position to control the content	
Selection of educational methods	
Commercial interest had role as joint sponsor.	

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 7, SCS2

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...the resolution of personal conflicts of interest, as outlined in SCS 2.1, 2.2 and 2.3?	Y (go to C7, SCS 6) N (see below)
The provider <u>did not</u> describe that:	
Everyone who is in a position to control content discloses relevant financial relationships to the provider (SCS 2.1)	
Individuals who refuse to disclose are disqualified from planning and implementation of the activity (SCS 2.2)	
They have implemented a mechanism to identify and resolve all conflicts of interest prior to the educational activity being delivered to learners (SCS 2.3)	

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 7, SCS6

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...disclosure to learners of relevant financial relationships and commercial support for the activity, in keeping with SCS 6.1 – 6.5?	Y (go to C8) N (see below)
The provider <u>did not</u> describe that disclosure:	
Of relevant financial relationships included name of the individual, commercial interest and nature of the relationship (SCS 6.1)	
Was made when an individual had no relevant financial relationships (SCS 6.2)	
Of the source of all commercial support is made to learners, including "in-kind" support (SCS 6.3)	
Does not include use of trade names or product-group messages (SCS 6.4)	
Is made to the learners prior to the activity (SCS 6.5)	

In the interview

If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

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	Compliance Finding:
	Comments:

Criterion 8 (SCS3)

In the Self Study Report		Surveyor Response
Did the provider describe...		
1. ...its written policies and procedures governing honoraria and reimbursement of expenses? (SCS 3.7)	Y N	
2. Does the provider accept commercial support?	Y N	(continue with C8 questions) (go to C9)
3. ...the appropriate use of commercial support, as outlined in SCS 3.1 – 3.6 and 3.12?	Y N	(go to C9) (see below)
The provider <u>did not</u> describe that:		
	It makes all decisions regarding commercial support (SCS 3.1)	
	It complies with SCS 3.2 <i>(A provider not accept advice or services of a commercial interest as a condition of receiving support)</i>	
	Commercial support is given with full knowledge and approval of provider (SCS 3.3)	
	Written agreements outline the terms, conditions and purposes of commercial support (SCS 3.4)	
	Written agreements specify the source of commercial support (SCS 3.5)	
	Written agreements are signed by both the provider and commercial supporter (SCS 3.6)	
	No other payment is paid to anyone involved with the supported activity (SCS 3.9)	
	It complies with SCS 3.12 <i>(Commercial support is not used to pay for expenses for non-teacher or non-author participants of a CME activity)</i>	
4. ...meeting other ISMA expectations outlined in SCS 3 regarding honoraria payment and reimbursement of expenses for teachers/authors (SCS 3.10) and social events (SCS 3.11)?	Y N	(go to C9) (see below)
The provider did <u>not</u> describe that:		
	Expenses of teachers/authors are paid for their teacher or author role only when they are a participant of a CME activity? (SCS 3.10)	
	Social events/meals do not take precedence over the educational activity? (SCS 3.11)	

In the interview

If the Criterion was discussed, please describe the discussion.

<p>Additional Materials</p> <p>Request Additional Materials?</p>	<p>Y</p>	<p>What Additional Materials Are to be Requested?</p>
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Surveyor Comments

<p>For ISMA Use Only</p>	<p>Summary of Performance in Practice Review:</p>
	<p>Compliance Finding:</p>
	<p>Comments:</p>

Criterion 9

In the Self Study Report

Did the provider describe...

Surveyor Response

1. ...that it does not use a commercial interest as the agent providing a CME activity to learners (e.g. distribution of self-study CME activities or arranging for electronic access to CME activities)?

Y (continue with C9 questions)
N (go to comments)

2. Does the provider organize exhibits OR advertising with any of its CME activities?

Y (continue with C9 questions)
N (go to C10)

3. ...that it appropriately manages commercial promotion? (SCS 4.1 – 4.4)

Y (go to C10)
N (see below)

The provider's description indicates the provider allows:

Arrangements for commercial exhibits or advertisements to influence planning or interfere with the presentation of CME activities (SCS 4.1)

Arrangements for commercial exhibits or advertisements to be a condition of commercial support (SCS 4.1)

Product-promotion or product-specific advertisement to occur during CME activities (SCS 4.2)

Educational materials to contain advertising, trade name or product-group messages (SCS 4.2)

In the interview

If the Criterion was discussed, please describe the discussion.

Additional Materials

Request Additional Materials?

Y

What Additional Materials Are to be Requested?

Surveyor Comments

For ISMA Use Only

Summary of Performance in Practice Review:

Compliance Finding:

Comments:

Criterion 10

In the Self Study Report Did the provider describe...	Surveyor Response	
1. ...that it plans and monitors its activities to ensure that its CME content and format are without commercial bias? (SCS 5)	Y (go to C11) N (see below)	<p>In the interview If the Criterion was discussed, please describe the discussion.</p>
The provider's description indicates that:		
The content of CME activities promotes the proprietary interests of any commercial interest. (SCS 5.1)		
CME activities do not give a balanced view of therapeutic options. (SCS 5.2)		
The content of the provider's CME activities are not in compliance with the ISMA's content validity value statements. (ISMA policy)		
The content of CME activities promotes the proprietary interests of any commercial interest. (SCS 5.1)		

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 11

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...include (1) a summary of its data related to the changes in learners' competence, performance or patient outcomes achieved as a result of its overall program's activities/educational interventions and (2) an analysis of those data	Y (go to C12) N (see below)
The provider <u>did not</u> include:	
	Change data related to learners' competencies, performance or patient outcomes
	An analysis of those data

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 12

In the Self Study Report		Surveyor Response
Did the provider describe...		
1. ...the degree to which it has met the five components of its mission?	Y (go to C13)	N (see below)
The provider <u>did not</u> describe the degree to which it met its:		
	CME Purpose	
	Content Areas	
	Types of Activities	
	Target Audience	
	Expected results	

In the interview
 If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 13

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it identifies, plans, and implements the needed or desired changes in the overall program that are required to improve on its ability to meet the CME mission?	Y (go to C14) N (see below)
The provider <u>did not</u> describe:	
	The identification of changes in the overall program
	Plans for making changes in the overall program

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 14

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it identified program changes or improvements, that are required to improve the provider's ability to meet the CME mission, are underway or completed?	Y (go to C15) N (go to comments)

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 15

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that impacts of program improvements that are required to improve on the provider's ability to meet the CME mission are measured?	Y (go to C16) N (go to comments)

In the interview
 If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criteria for Accreditation with Commendation

Responses of Yes and No require an explanation of examples AND...

If Yes – WHY these examples are in keeping with the Criterion

If No – WHY these examples are NOT in keeping with the Criterion.

A response of NA means that the provider indicated (directly or indirectly through a reply of N/A) that it does not have a practice which would meet the Criterion.

Criterion 16

In the Self Study Report

Did the provider describe...

Surveyor Response

1. ...that it operates in a manner that integrates CME into the process for improving professional practice?

Y
N
NA

In the interview

If the Criterion was discussed, please describe the discussion.

Additional Materials

Request Additional Materials?

Y

What Additional Materials Are to be Requested?

Surveyor Comments

For ISMA Use Only

Summary of Performance in Practice Review:

Compliance Finding:

Comments:

Criterion 17

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it utilizes non-education strategies to enhance change as an adjunct to its activities/educational interventions (e.g. reminders, patient feedback)?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 18

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it identifies factors outside its control that impact patient outcomes?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 19

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it implements educational strategies to remove, overcome, or address barriers to physician change?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 20

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that it builds bridges with other stakeholders through collaboration and cooperation?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 21

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that the provider participates within an institutional or system framework for quality improvement?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

Criterion 22

In the Self Study Report Did the provider describe...	Surveyor Response
1. ...that the provider is positioned to influence the scope and content of its activities/educational interventions?	Y N NA

In the interview
If the Criterion was discussed, please describe the discussion.

Additional Materials Request Additional Materials?	Y	What Additional Materials Are to be Requested?
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Surveyor Comments

For ISMA Use Only	Summary of Performance in Practice Review:
	Compliance Finding:
	Comments:

ISMA Policies

A response of No requires an explanation.

Records Retention Policy

In the Self Study Report

Did the provider describe...

Surveyor Response

1. ...a mechanism in place to record and, when authorized, verify participation of participating physicians for six years after the date of the activity?

Y
N

In the interview

If the Criterion was discussed, please describe the discussion.

Explanation for No Response:

Additional Materials

Request Additional Materials?

Y

What Additional Materials Are to be Requested?

Surveyor Comments

For ISMA Use Only

Summary of Performance in Practice Review:

Compliance Finding:

Comments:

Physician Participation Policy

<p>In the Self Study Report Did the provider describe...</p>	<p align="center">Surveyor Response</p>	<p>In the interview If the Criterion was discussed, please describe the discussion.</p>
<p>1. Was the provider able to produce for the ISMA’s review records/files from CME activities held during its current accreditation term?</p>	<p align="center">Y N</p>	

Explanation for No Response:

<p>Additional Materials Request Additional Materials?</p>	<p align="center">Y</p>	<p>What Additional Materials Are to be Requested?</p>
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Surveyor Comments

<p>For ISMA Use Only</p>	<p>Summary of Performance in Practice Review:</p>
	<p>Compliance Finding:</p>
	<p>Comments:</p>

SURVEYOR SUPPLEMENTAL NOTES

Please use this section as additional space to include any additional notes that may not have fit in the spaces provided above. Please indicate the specific Criterion or policy to which each comment applies.

Accreditation Statement Policy

Comments and Annotated Summary of Findings from Performance in Practice Review

Compliance Finding:

Comments:

Enduring Materials Policy

Comments and Annotated Summary of Findings from Performance in Practice Review

Compliance Finding:

Comments:

Journal CME Policy

Comments and Annotated Summary of Findings from Performance in Practice Review

Compliance Finding:

Comments:

Internet CME Policy

Comments and Annotated Summary of Findings from Performance in Practice Review

Compliance Finding:

Comments:

ACCREDITATION RECOMMENDATION – FOR ISMA USE ONLY

	Accreditation with Commendation	Accreditation	Provisional	Probation	Non-Accreditation
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Progress Reports are required for any Noncompliance finding for Criteria 1-15. Progress reports are optional for a Noncompliance finding for a Policy	Progress Report Required	The ISMA’s standard practice is for Progress Reports to be due in 1 year from the date of the ISMA Decision.
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