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**Interview Preparation Worksheet**

**General Note:** your recording of the provider’s response to questions in the interview should include references to the specific examples about which you inquired (e.g. Example #1). Use of the tables provided will help you record responses aligned to each specific example.

**CRITERION 23:** Members of interprofessional teams are engaged in the planning and delivery of interprofessional continuing education (IPCE).

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Includes planners from more than one profession (representative of the target audience) **AND**
* Includes faculty from more than one profession (representative of the target audience) **AND**
* Activities are designed to change competence and/or performance of the healthcare team
 | Attest to meeting this criterion in at least 10% of activities (but no less than two) during the accreditation term. At review, submit evidence for this many activities:\* S: 2; M: 4; L: 6; XL: 8  |

Has the provider attested that it has met the Critical Elements for Criterion 23 in at least 10% of the CME activities (but no less than two activities) during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that the activity:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Example* | **Included PLANNERS from >1 Profession?** | **Included FACULTY from >1 Profession?** | **Designed to Change Competence/Performance of the healthcare TEAM?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 24:** Patient/public representatives are engaged in the planning and delivery of CME.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Includes planners who are patients and/or public representatives **AND**
* Includes faculty who are patients and/or public representatives.
 | Attest to meeting this criterion in at least 10% of activities (but no less than two) during the accreditation term. At review, submit evidence for this many activities:\* S: 2; M: 4; L: 6; XL: 8  |

Has the provider attested that it has met the Critical Elements for Criterion 24 in at least 10% of the CME activities (but no less than two activities) during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that the activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Included PLANNERS who are patients / public reps?** | **Included FACULTY who are patients / public reps?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 25:** Students of the health professions are engaged in the planning and delivery of CME.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Includes planners who are students of the health professions **AND**
* Includes faculty who are students of the health professions.
 | Attest to meeting this criterion in at least 10% of activities (but no less than two) during the accreditation term. At review, submit evidence for this many activities:\* S: 2; M: 4; L: 6; XL: 8  |

Has the provider attested that it has met the Critical Elements for Criterion 25 in at least 10% of the CME activities (but no less than two activities) during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that the activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Included PLANNERS who are students of the health professions?** | **Included FACULTY who are students of the health professions?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 26:** The provider advances the use of health and practice data for healthcare improvement.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Teaches about collection, analysis, or synthesis of health/ practice data **AND**
* Uses health/practice data to teach about healthcare improvement.
 | Demonstrate the incorporation of health and practice data into the provider’s educational program with examples from this number of activities:\* S: 2; M: 4; L: 6; XL: 8  |

Did the provider describe that it incorporates health and practice data into its educational program through teaching about the collection, analysis, or synthesis of health/practice data AND that it uses health/practice data to teach about healthcare improvement? [ ]  **Yes** [ ]  **No, explain:**

Has the provider submitted examples for the correct number of activities based on its program size?

 [ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that the activity:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Teaches about collection, analysis, or synthesis of health/practice data?** | **Uses health/practice data to teach about healthcare improvement?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 27:** The provider addresses factors beyond clinical care that affect the health of populations.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Teaches strategies that learners can use to achieve improvements in population health.
 | Attest to meeting this criterion in at least 10% of activities (but no less than two) during the accreditation term. At review, submit evidence for this many activities: \* S: 2; M: 4; L: 6; XL: 8  |

Has the provider attested that it has met the Critical Elements for Criterion 27 in at least 10% of the CME activities (but no less than two activities) during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that it:**

|  |  |  |
| --- | --- | --- |
| *Example* | **Teaches strategies that learners can use to achieve improvements in population health?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**Criterion 28:** The provider collaborates with other organizations to more effectively address population health.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Creates or continues collaborations with one or more healthcare or community organization(s) **AND**
* Demonstrates that the collaborations augment the provider’s ability to address population health issues.
 | Demonstrate the presence of collaborations that are aimed at improving population health with four examples from the accreditation term.  |

Did the provider submit four examples of collaborations with one or more healthcare or community organization(s) during the current term? [ ]  **Yes** [ ]  **No, explain:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Created or continued collaborations with one or more healthcare or community organizations?** | **Demonstrated that the collaborations augment the provider’s ability to address population health issues?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**Criterion 29:** The provider designs CME to optimize communication skills of learners.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Provides CME addressing communication skills **AND**
* Includes an evaluation of observed (e.g., in person or video) communication skill **AND**
* Provides formative feedback to the learner about communication skill.
 | At review, submit evidence for this many activities: S: 2; M: 4; L: 6; XL: 8  |

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, did the provider demonstrate that the activities submitted:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Example* | **Provided CME to improve communication skills?** | **Included an evaluation of observed communication skills?** | **Provided formative feedback to the learner about communication skills?** |  **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**Criterion 30:** The provider designs CME to optimize technical and procedural skills of learners.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Provides CME addressing technical and/or procedural skills **AND**
* Includes an evaluation of observed (e.g., in person or video) technical or procedural skill **AND**
* Provides formative feedback to the learner about technical or procedural skill.
 | At review, submit evidence for this many activities: S: 2; M: 4; L: 6; XL: 8  |

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, did the provider demonstrate that the activities submitted:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Example* | **Provided CME to address technical/ procedural skills?** | **Included an evaluation of observed technical/ procedural skills?** | **Provided formative feedback to the learner about technical/ procedural skills?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**Criterion 31:** The provider creates individualized learning plans for learners.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Tracks the learner’s repeated engagement with a longitudinal curriculum/plan over weeks or months **AND**
* Provides individualized feedback to the learner to close practice gaps.
 | At review, submit evidence of repeated engagement and feedback for this many learners: S: 25; M: 75; L: 125; XL: 200  |

Did the provider describe that it creates individualized learning plans that track learners’ repeated engagement with a longitudinal curriculum/plan over weeks or months? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit evidence of repeated engagement and feedback for the required number of learners based on the size of its CME program? [ ]  **Yes** [ ]  **No, explain:**

If no, what information is missing or unclear in the provider’s evidence?

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 32:** The provider utilizes support strategies to enhance change as an adjunct to its CME.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Utilizes support strategies to enhance change as an adjunct to CME activities **AND**
* Conducts a periodic analysis to determine the effectiveness of the support strategies, and plans improvements.
 | Attest to meeting this criterion in at least 10% of activities (but no less than two) during the accreditation term.\* At review, submit evidence for this many activities: S: 2; M: 4; L: 6; XL: 8  |

Has the provider attested that it has met the Critical Elements for Criterion 32 in at least 10% of the CME activities (but no less than two activities) during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit examples for the correct number of activities based on its program size?
[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, has the provider demonstrated that it:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Utilizes support strategies to enhance change as an adjunct to CME activities?** | **Conducts a periodic analysis to determine the effectiveness of the support strategies, and plans improvements?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 33:** The provider engages in CME research and scholarship.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Conducts scholarly pursuit relevant to CME **AND**
* Submits, presents, or publishes a poster, abstract, or manuscript to or in a peer-reviewed forum.
 | At review, submit description of at least two projects completed during the accreditation term and the dissemination method used for each.  |

Did the provider describe at least two projects that are related to the pursuit of research on the effectiveness and best practices of CME? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit evidence that it disseminated the project(s) by submitting, presenting, or publishing a poster, abstract, or manuscript to or in a peer-reviewed forum**?** [ ]  **Yes** [ ]  **No, explain:**

If no, what information is missing or unclear in the provider’s examples?

What questions do you want to ask in the accreditation interview to gather more information?

**Criterion 34:** The provider supports the continuous professional development of its CME team.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Creates a CME-related continuous professional development plan for all members of its CME team **AND**
* Learning plan is based on needs assessment of the team **AND**
* Learning plan includes some activities external to the provider **AND**
* Dedicates time and resources for the CME team to engage in the plan.
 | At review, submit description showing that the plan has been implemented for the CME team during the accreditation term.  |

Did the provider describe that it has implemented a continuous professional development plan for all members of its CME team during the accreditation term?[ ]  **Yes** [ ]  **No, explain:**

**Did the provider demonstrate that it:**

* Based the professional development plan on needs assessment of the team? [ ]  **Yes** [ ]  **No, explain:**
* Included some activities external to the provider? [ ]  **Yes** [ ]  **No, explain:**
* Dedicated time and resources for the CME team to engage in the plan? [ ]  **Yes** [ ]  **No, explain:**

If no, what information is missing or unclear in the provider’s examples?

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 35:** The provider demonstrates creativity and innovation in the evolution of its CME program.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Implements an innovation that is new for the CME program **AND**
* The innovation contributes to the provider’s ability to meet its mission.
 | At review, submit descriptions of four examples during the accreditation term.  |

Did the provider describe four examples of innovations implemented during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

**Was each innovation:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **New for the CME program?** | **Contributory to the provider’s ability to meet its mission?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 36:** The provider demonstrates improvement in the performance of learners.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Measures performance changes of learners **AND**
* Demonstrates improvements in the performance of learners.
 | Demonstrate that in at least 10% of activities the majority of learners’ performance improved.  |

***Please note:*** *While the Standard does not mention submitting examples by program size, the Self-Study Report outline asks the provider to submit in this way.*

Has the provider attested that it has met the Critical Elements for Criterion 36 in at least 10% of the CME activities during the accreditation term? [ ]  **Yes** [ ]  **No, explain:**

Did the provider submit evidence for the correct number of activities based on its program size?[ ]  **Yes** [ ]  **No, explain:**

**For each example submitted, did the provider demonstrate:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Example* | **Measures performance changes of learners?** | **Improvements in the performance of learners?** | **What information is missing or unclear?** |
| 1 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 2 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 3 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 4 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 5 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 6 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 7 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |
| 8 | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |       |

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 37:** The provider demonstrates healthcare quality improvement.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Collaborates in the process of healthcare quality improvement **AND**
* Demonstrates improvement in healthcare quality.
 | Demonstrate healthcare quality improvement related to the CME program at least twice during the accreditation term.  |

Did the provider submit at least two examples in which it collaborated in the process of healthcare quality improvement during the accreditation term? **Yes** [ ]  **No** [ ]

Did the provider describe demonstrate improvement in healthcare quality in each example?

Example 1: [ ]  **Yes** [ ]  **No, explain:**

Example 2: [ ]  **Yes** [ ]  **No, explain:**

If no, what information is missing or unclear in the provider’s examples?

What questions do you want to ask in the accreditation interview to gather more information?

**CRITERION 38:** The provider demonstrates the impact of the CME program on patients or their communities.

Review the “Critical Elements” and “The Standard” for this criterion:

|  |  |
| --- | --- |
| **Critical Elements** | **The Standard** |
| * Collaborates in the process of improving patient or community health **AND**
* Demonstrates improvement in patient or community outcomes.
 | Demonstrate improvement in patient or community health in areas related to the CME program at least twice during the accreditation term.  |

Did the provider describe at least two collaborations during the accreditation term in which the CME program contributed to the process of improving patient or community health? **Yes** [ ]  **No** [ ]

In each example, did the provider demonstrate improvements in patient or community health in areas related to the CME program?

Example 1: [ ]  **Yes** [ ]  **No, explain:**

Example 2: [ ]  **Yes** [ ]  **No, explain:**

If no, what information is missing or unclear in the provider’s examples?

What questions do you want to ask in the accreditation interview to gather more information?