



## **WSMA's Performance in Practice Review Requirements and Instructions**

The WSMA utilizes the review of a provider's performance in practice, as seen in materials from CME activities, to verify that the provider meets WSMA's expectations. This document outlines the requirements for assembling performance in practice materials to the ACCME for the accreditation.

### **The WSMA's Process for Selecting Activities for Review**

The WSMA notifies providers via email of the activities selected for review. The activities selected are based on the list of activities that your organization submitted. They represent a sample from 1) across the years of your accreditation term; and 2) among the types of activities that are produced. *If your organization produces enduring materials, journal CME, or internet CME activities, providers are also expected to submit the CME product from the activities chosen for performance in practice review.* These products will be reviewed for compliance with WSMA policies specific to their activity format.

Keep in mind:

- ❑ Providers are accountable for demonstrating performance in practice for all activities selected for documentation review. In addition, when mutually agreed upon by WSMA staff and the provider, providers may invoke evidence from an additional activity of their choosing if the sample selected by WSMA does not capture best practices or accurately reflect their CME program. Please contact WSMA staff for details.
- ❑ If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify WSMA via email or fax and the selection will be updated.

### **Instructions for Preparing Materials for Review**

#### **Step 1 – Download the Labels**

Download the ACCME Documentation Review Labels. Go to [www.accme.org](http://www.accme.org), under "Documents and Forms" there is a subheading "Materials for November 2008 Decision Cohort." Here you will find "Performance in Practice Review Labels- November 2008." This label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. You may use either white or colored labels.

#### **Step 2 – Label Relevant Evidence to Support Compliance**

Place the corresponding label on the evidence. Please note that the WSMA will require the entire activity file be present for review on-site, even if sections of it are not marked with labels. The WSMA recognizes that your organization has been transitioning to the Updated Accreditation Criteria and will be sensitive to this transition and will seek to illicit information regarding the status of your organization's implementation process.

Your organization may not have evidence to demonstrate that a Criterion was met in an activity because:

- (A) the date of the activity precedes your organization's implementation of the Criterion listed on the label; or
- (B) the Criterion is not applicable to the activity. Labels 10, 14-16, and 21-27 explicitly state "if applicable" because those are the labels for Criteria that may not be applicable to all CME activities.

If you do not have evidence from an activity to demonstrate that the activity meets the Criterion, place the label for the Criterion on a sheet of paper which explains why there is no evidence. For example, "No evidence because the date of the activity preceded our organization's implementation of the Updated Criteria" or "No commercial support accepted for this activity". *Please know that surveyors may discuss with you during your interview the implementation timeline your organization utilized to integrate the Updated Criteria into your activity planning processes.*

Helpful Tips: *(Note - Contact WSMA staff with questions)*

- ❑ You should utilize materials developed for the activity to help your organization demonstrate compliance. A review of your organization's performance in practice is not intended to generate new or additional documentation.
- ❑ If multiple Criteria and/or Policies are addressed on one document (such as a course brochure or syllabus page), you may affix more than one label to the document.
- ❑ If you opt to include strings of email communications or meeting minutes as evidence of your performance in practice, highlight the items relevant to the label(s).
- ❑ Use discretion in selecting evidence that relates specifically to compliance criteria. The ACCME does not need to see every sign-in sheet, every completed activity evaluation form, faculty CVs, slide packets or other handouts in their entirety in order to verify compliance. However, all signed written agreements must accompany a list of commercial supporters, if commercial support was received.
- ❑ *Remember that blank forms and checklists alone do not verify performance in practice.*