

**MSNJ DOCUMENTATION REVIEW FORM**

File #

Y = Yes, there is evidence that the pr  
 N = No, the evidence does **not** demon  
 ENP = Evidence **Not** Provided (i.e. the p  
 NA = **Not** Applicable and requires an ex

**EXAMPLE FORM**  
 Reporting form that will be used by the  
 surveyors as they review your file  
 documentation.

SNJ accreditation requirement.)

|               |  |                              |        |
|---------------|--|------------------------------|--------|
| Provider #    |  | Provider Name                |        |
| Activity Name |  |                              |        |
| Activity Date |  | Activity Type                |        |
| Reviewed by:  |  | Date of Review               |        |
|               |  | Commercial Support Received? | Yes/No |

| <i>For THIS ACTIVITY does the provider's evidence demonstrate that the provider</i>   | Y | N | ENP | NA | Explanations: |
|---|---|---|-----|----|---------------|
| The activity topics /content (e.g., as published in an agenda, brochure, program book, or announcement.   |   |   |     |    | LABEL 1       |
| C2 ...incorporated ... needs (knowledge, competence, or performance) that underlie a professional practice gap(s) of their own learners?  |   |   |     |    | LABELS 2, 3   |
| C3 ... activity designed to change competence, performance, or patient outcomes (as described in its mission statement)?  |   |   |     |    | LABEL 4       |
| C4 ... content of this activity matched the learners' current or potential scope of professional activities   |   |   |     |    | LABEL 5       |
| C5 ... activity format was appropriate for the activities' setting, objectives and desired results?   |   |   |     |    | LABEL 6       |
| C6 ... developed the activity in the context of desirable physician attributes (e.g., IOM competencies, ACGME competencies).?   |   |   |     |    | LABEL 7       |
| C7 Q1 ... made all decisions... free of the control of commercial interests? (SCS1)   |   |   |     |    | OBSERVATION:  |
| C7 Q2 ... had disclosure information from all individuals in control of CME content regarding their relevant financial relationships? (SCS2.1)  |   |   |     |    | LABELS 8, 9   |
| C7 Q3 ... disqualified anyone that refused to disclose? (SCS2.2)  |   |   |     |    | OBSERVATION:  |
| C7 Q4 ... implemented a mechanism(s) to identify and resolve conflicts of interest prior to the activity? (SCS2.3)  |   |   |     |    | LABEL 10      |
| C7 Q5 ... disclosed to learners prior to the activity relevant (or no) financial relationships (with all required information) for all individuals in control of CME content? (SCS6.1, 6,2, 6,4, and 6.5) |   |   |     |    | LABEL 11      |
| C7 Q6 ... disclosed commercial support for the activity to learners prior to the activity (SCS6.3, 6,4, and 6.5)  |   |   |     |    | LABEL 12      |
| C8 Q1 ... has written agreements that (1) specify terms and conditions ...; (2) are signed ..., (3) executed prior to ..., (4) for all commercial supporters? (SCS 3.8)                                   |   |   |     |    | LABELS 14,15  |
| C8 Q2 ... has documentation detailing the receipt and expenditure of commercial support? (SCS 3.13)   |   |   |     |    | LABEL 13      |
| C 11 ... evaluated changes in learners' competence <b>or</b> performance <b>or</b> patient outcomes that resulted from the CME activity?  |   |   |     |    | LABEL 16      |

**MSNJ POLICIES**

|          |  |  |  |  |  |          |
|----------|--|--|--|--|--|----------|
| Policies | The provider consistently utilizes the appropriate <b>Accreditation Statement(s)</b> for its activities.   |  |  |  |  | LABEL 17 |
|          | The provider consistently utilizes the appropriate <b>Designation Statement(s)</b> for its activities.   |  |  |  |  | LABEL 18 |
|          | The <b>Enduring Material(s)</b> produced consistently communicate the information as stated in the Enduring Materials policy to participants prior to starting the activity. |  |  |  |  |          |
|          | The provider consistently demonstrates that the requirements as stated in the <b>Journal CME</b> policy are met for its journal-based CME.                                   |  |  |  |  |          |
|          | The provider consistently demonstrates that the requirements as stated in the <b>Internet CME policy</b> are met for its internet-based CME.                                 |  |  |  |  |          |

**Criteria for Accreditation with Commendation**

If the material you have reviewed offers evidence of practices that may support the MSNJ’s Criteria for Commendation, please specify your findings below.

**PLEASE NOTE: While there is not an issued label/number for the following criteria, the provider was instructed to identify this evidence and include in the file.**

**Y =** Yes, there is evidence that the provider’s practice meets the MSNJ accreditation requirement.

**N =** No, the evidence does **not** demonstrate that the provider’s practice meets the MSNJ accreditation requirement.

**ENP =** Evidence **N**ot **P**rovided (i.e. the provider included NO evidence in the file to demonstrate compliance with the MSNJ accreditation requirement.)

| MSNJ’s Criteria...   | Y | N | ENP | Explanations: |
|--|---|---|-----|---------------|
| <b>C 16</b> The provider operates in a manner that integrates CME into the process for improving professional practice.  |   |   |     |               |
| <b>C17</b> The provider utilizes non-education strategies to enhance change as an adjunct to its activities/educational interventions (e.g., reminders, patient feedback). |   |   |     |               |
| <b>C18</b> The provider identifies factors outside the provider’s control that impact on patient outcomes.   |   |   |     |               |
| <b>C19</b> The provider implements educational strategies to remove, overcome or address barriers to physician change.   |   |   |     |               |
| <b>C20</b> The provider builds bridges with other stakeholders through collaboration and cooperation.  |   |   |     |               |
| <b>C21</b> The provider participates within an institutional or system framework for quality improvement   |   |   |     |               |
| <b>C22</b> The provider is positioned to influence the scope and content of activities/educational interventions.  |   |   |     |               |

|   |  |
|---|--|
| <p>If the material you have reviewed for this activity raises a concern regarding the provider’s compliance with any MSNJ expectation not explicitly addressed in the above questions, please explain your concerns and describe the material that you reviewed that led to your concerns.</p> <p>OR</p> <p>If you need to elaborate further on a comment from one of the above questions, please specify here the Criterion you are referencing and continue your comment.</p> |  |
|---|--|