

# Using ACCME's Structured Performance-in-Practice Abstract

## In General

For those activities in which the new abstract template process is intended to be used, the following folders should be established:

Folder 1—Abstract

Folder 2—Attachment 1 (activity topics/content)

Folder 3—Attachment 2 (the form or tool used to identify relevant financial relationships)

Folder 4—Attachment 3 (evidence that identified COI was resolved)

Folder 5—Attachment 4 (disclosure information provided to learners)

Folder 6—Attachment 5 (outcomes data about changes in learner competence, performance or patient outcomes)

Folder 7—Attachment 6 (evidence of the use of the correct accreditation statement as provided to learners)

### ***When there is commercial support . . .***

Folder 8—Attachment 7 (income and expense statement for the activity)

Folder 9—Attachment 8 (each executed LOA for the activity)

Folder 10—Attachment 9 (evidence that the receipt of commercial support was disclosed to learners)

# Attachment 1 Checklist

- Activity agenda, and/or
- Promotional brochure for the activity (that includes the list of topics), and/or
- The program book, syllabus or handouts that include the list of topics, and/or
- Other announcement that includes the list of topics

# Attachment 2 Checklist

- ☑ Financial Disclosure forms for all individuals that affect the content of the activity, including at a minimum planners, faculty, reviewers, medical writers (if any)

○ NOTE: The ACCME only requires one completed disclosure form plus a list of all persons that affect content and what they disclosed using the table on the ACCME Abstract Template. However, we recommend keeping all disclosure forms in case there is ever a question or issue. When submitting the documentation to the ACCME, you can delete extra forms at that time.

- ☑ Financial Disclosure forms for planners are dated prior to when they started planning the activity
- ☑ Financial Disclosure forms for faculty are dated prior to when they started developing their presentation

# Attachment 3 Checklist

- A table containing the names of all persons that affected the content of the activity, including:
  - their role in the activity
  - relevant COI discerned from their Financial Disclosure forms
  - the method in which their relevant COI was resolved or that there was no relevant COI

# Attachment 4 Checklist

- ☑ The actual page from course materials in which there was disclosure to learners of relevant financial relationships of all persons that affected the content of CME (NOTE: This list must match the list in Attachment 2):
  - Be sure to include the page number of this information in order to demonstrate the relative position in which this information was communicated to learners (i.e., before the start of the activity's content)
  - If an enduring material, be sure to show how this information was communicated to learners before the start of the content of the activity

and/or

- ☑ Slides that made the above disclosures to learners that appeared in slide decks prior to the beginning of each presentation's content

# Attachment 5 Checklist

- ☑ A sample of each educational outcomes measurement (EOM) tool used in the activity [e.g., Competence measurement (at the activity) and/or Performance measurement questionnaire several months postactivity]
  - NOTE: If an ARS was used, be sure to save a copy of all screen shots from the ARS and the graphic of polling results from each question posed to learners
  
- ☑ A summary of each EOM
  
- ☑ An analysis of the results of each EOM summary
  
- ☑ A list of improvements (if any) that you determined were warranted based on your analysis of the results of EOMs

# Attachment 6 Checklist

- A copy of the page from either course materials or the promotional brochure that contains the correct ACCME Accreditation Statement

# Attachment 7 Checklist

- ☑ A complete Income & Expense Statement (budget) for the activity, including:
  - All sources of income, including registration fees and specific sources of commercial support
  - All major categories of expense over 20% of total expenses
  - Specific categories of expense of interest to the ACCME, such as honoraria and expense reimbursement
  - Explanations for any large amounts of expenses that will not be clear to the ACCME
  - Notations that explain anything unusual about the grants from the activity, such as if one grant is covering multiple activities (and in this case, estimate the portion of the grant applicable to this activity under Income)



# Attachment 8 Checklist

- ☑ A copy of each LOA for the activity, ensuring that the LOA was signed at least by your organization (as the provider) and the commercial supporter, and that it was dated prior to the execution of the activity
- ☑ If the grant memorialized in an electronic LOA, be certain that all phases of the grant approval have been captured in email or other documents that show the amount of the grant and the date of its provision

# Attachment 9 Checklist

- Evidence in course materials that commercial support received was acknowledged to learners