



### ANNUAL REPORT – CME PROGRAM UPDATE FOR ACCREDITED ORGANIZATIONS

Name of Organization: \_\_\_\_\_ Reporting Period: Select \_\_\_\_\_

Address: \_\_\_\_\_

1. Please identify with name and title, the current CME program administrators:

a. Director of Medical Education (DME): \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_

How many hours per week as DME? \_\_\_\_\_ Has held this position since (date): \_\_\_\_\_

b. CME Coordinator: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax# \_\_\_\_\_ Email: \_\_\_\_\_


How many hours per week as CME Coordinator? \_\_\_\_\_ Has held this position since (date): \_\_\_\_\_

2. How many facilities are included in your CME Program? Please indicate: \_\_\_\_\_

3. a. Have there been any significant changes in your CME program?  No  Yes (please explain):


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Has there been a change in your CME Mission Statement ?  No  Yes – attach a copy of the new/revised mission statement.







 4. How many Medical Education Committee meetings have been held in the reporting period (anniversary month to anniversary month)? \_\_\_\_\_

**Please list the meeting dates below ↓ and attach copies of the minutes for each meeting.**

January	April	July	October
February	May	August	November
March	June	September	December

 5. **Please provide an “Activities List” (See Form A for required information) and Activities Summary (Form B)” using format provided.** Please report all the CME activities your organization has designated for *AMA PRA Category 1 Credit™*. Please provide grand totals on the last page of the activities list report, and record the number of Category 1 Credits here:

\_\_\_\_\_

-  6. Attach examples of two (2) brochures/announcements from activities offered in this reporting period.
-  7. How many activities have you jointly sponsored with a non-accredited organization during this reporting period? \_\_\_\_\_ - if applicable, attach examples of up to five (5) announcement(s).
-  8. Provide latest/current budget. Please format per form "C" provided.
-  9. Have you received commercial support during this reporting period?  No  Yes – If yes, attach a copy of a Commercial Support Letter of Agreement (LOA) **carried out during this reporting period.**
-  10. Attach a copy of a completed disclosure form for:  FACULTY and for  OTHER THAN FACULTY (planners, committee members, etc.) **carried out during this reporting period.**
- 11. How do you document for the file that the disclosure information (even if there was nothing to disclose) was made known to the audience for the:
  - a. Faculty/Speaker? \_\_\_\_\_
  - b. Planners? \_\_\_\_\_
-  12. Attach evidence/documentation that you analyzed the effectiveness of your overall CME program (see Accreditation Criteria C11 through C15) during this reporting period, highlight if necessary. Reference date(s) of the CME Committee meeting(s) where the results are discussed, and actions taken as a result of the evaluation, are documented: \_\_\_\_\_
- 13. Provide a narrative on how the deficiencies (if any) noted in last survey or annual report have been corrected. Include supporting documentation. Add pages if necessary.

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Name of person completing report: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS:** Once you have compiled the report, please number each page, including initials for your organization. Do not send double-sided documents. If your report is more than 50 pages, you must provide a table of contents. **Please return in triplicate.** Thank you!

Submit to: Medical Society of New Jersey  
 CME Accreditation Program  
 2 Princess Road  
 Lawrenceville, NJ 08648

ANNUAL REPORT- CME PROGRAM UPDATE FOR ACCREDITED ORGANIZATIONS

ACTIVITIES LIST FOR: \_\_\_\_\_  
(Name of Organization)

To Illustrate What Information is Required –

(A) Date	(B) Series/ Dept	(C) ACTIVITY TOPIC / SUBJECT (If Tumor Board, MM, or Case Presentation, you must provide the topic of discussion)	(D) # OF PHYSICIANS ATTENDED	(E) # OF NON- PHYSICIANS ATTENDED	(F) # OF CAT. 1 CREDITS DESIGNATED	(G) Sponsorship: Direct or Joint	(H) Type of Activity	(I) COMMERCIAL SUPPORT			(L) Designed to Change Competence? YES or NO	(M) Changes in Competence measured? YES or NO	(N) Designed to Change Performance? YES or NO	(O) Changes in Performance measured? YES or NO	(P) Designed to Change Patient Outcomes? YES or NO	(Q) Changes in Patient Outcomes measured? YES or NO
								YES or NO	Total \$	# of Commercial Supporters						
1																
2																
3																
4																
5																
6																
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25																
<b>Sub Totals</b>																
<b>GRAND TOTALS</b>																

### CME PROGRAM SUMMARY :

- For calendar year \_\_\_\_\_
- For fiscal year \_\_\_\_\_ to \_\_\_\_\_
- For CME program anniversary( mm/yy to anniversary year mm/yy) \_\_\_\_\_

Please provide the following information about your CME activities, indicating <b>N/A</b> if information is not applicable to your organization.	Number of			
	Type of activity	Activities	Hours of Instruction	Physician Participants
<b>Directly sponsored</b>				
<b>Live</b>				
Courses				
Regularly Scheduled Series' (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
<b>Enduring Materials</b>				
Internet				
Others				
<b>Journal-based CME</b>				
<b>Subtotal, Directly sponsored</b>				
<b>Jointly- sponsored</b>				
<b>Live</b>				
Courses				
Regularly Scheduled Series' (count each series as 1)				
Internet				
Test Item Writing				
Committee Learning				
Performance Improvement				
Internet Searching and Learning				
Manuscript Review				
Learning from Teaching				
<b>Enduring Materials</b>				
Internet				
Others				
<b>Journal-based CME</b>				
<b>Subtotal, Jointly sponsored</b>				
<b>Total for all activities</b>				

**Terms, Definitions and Descriptors (in alphabetical order)**

<b>CME Activity</b>	Educational offering that is planned, implemented and evaluated in accordance with the MSNJ Essential Areas and their Elements, and Accreditation Policies.
<b>Types of Activities</b>	These are not intended as restrictive definitions nor are they compliance criteria. They are descriptors for data collection purposes. In the MSNJ accreditation process, regardless of what an activity is called, MSNJ will simply look for verification that it was planned, implemented and evaluated in accordance with the MSNJ Essential Areas and their Elements, and Accreditation Policies
<b>Committee Learning</b>	A CME activity that involves a physician learner's participation in a committee process where the subject of which, if taught/learned in another format would be considered within the definition of CME.
<b>Course</b>	A live CME activity where the learner participates in person and which is planned on a one-by-one basis and designated for credit as a single activity. (Examples: annual meeting, conference, seminar)
<b>Enduring Material</b>	Printed, recorded, or computer-presented CME activity that may be used over time at various locations and which, in itself, constitutes a planned activity. In an enduring material the provider creates the content.
<b>Internet</b>	A <u>live</u> Internet activity is an online course available at a certain time on a certain date and is only available in

Activity, Live	real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that activity. (Example: webcast)
Internet Activity, Enduring Material	An <u>Enduring Material</u> Internet Activity is available when the physician participant chooses to complete it. It is "enduring," meaning that there is not just one time on one day to participate in it. Rather, the participant determines when he/she participates. (Examples: online interactive educational module, recorded presentation, podcast)
Internet Searching and Learning	A CME activity in which a learner accesses the content of the activity directly from the internet. This is differentiated from a 'course' and an 'enduring material' because the provider does not create the content but rather the learner chooses content based on what (s)he feels meets their needs or answers their questions.
Journal-based CME	A journal-based CME activity includes the reading of an article (or adapted formats for special needs), a provider stipulated/learner directed phase (that may include reflection, discussion, or debate about the material contained in the article(s)) and a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.
Learning from Teaching	A CME activity based on the physician learner's preparation to teach in a live CME activity.
Manuscript Review	A CME activity based on a learner's participation in the pre-publication review process of a journal article.
Performance Improvement	It is a CME activity in which a provider has established a process by which a physician identifies an educational need through a measure of his/her performance in practice, engages in educational experiences to meet the need, integrates learning into patient care and then re-evaluates his/her performance.
Regularly Scheduled Series	Formerly referred to as Regularly Scheduled Conferences. A course is identified as an RSS when it is planned to have <b>1</b> ) a series with multiple sessions that <b>2</b> ) occur on an ongoing basis (offered weekly, monthly, or quarterly) and <b>3</b> ) are primarily planned by and presented to the accredited organization's professional staff. Examples of activities that are planned and presented as a regularly scheduled conference are Grand Rounds, Tumor Boards, and M&M Conferences.  When reporting on RSS activities, each series equals one activity. The cumulative number of hours for all sessions within a series equals the number of hours for that activity. Each physician is counted as a learner for each session he/she attends in the series. (Example: Internal Medicine Grand Rounds is one activity that meets for one hour each week. That series is counted as one activity with 52 hours of instruction; if 20 physicians participated in each session, total physician participants would be 1,040 for that activity.
Test Item Writing	A CME activity based on a learner's participation in the pre-publication development and review of any type of test-item (ex: multiple choice questions).
Directly-sponsored	An activity that is planned, implemented and evaluated by the accredited provider. Include co-sponsored activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit.
Hours of Instruction	The total hours of educational instruction provided. For example, if a one-day <i>course</i> lasts 8 hours, then total hours of instruction for that <i>course</i> is 8. See <i>Regularly Scheduled Conference</i> for additional example. 'Hours of instruction' and AMA PRA Category 1 Credit™ awarded may be the same or may be different. MSNJ is looking for 'Hours of instruction' as part of our data that will describe the scope of the CME program.
Jointly-sponsored	An activity that is planned, implemented and evaluated by the accredited provider and a non-accredited entity.
Non-Physician Participants	Attendees other than MDs and DOs, such as nurses, physician assistants, and other health professionals. Include residents in this category.
Physician Participants	MD and DO activity-participants

<b>CME PROGRAM BUDGET</b>	
<input type="checkbox"/> Budget is for calendar year _____	
<input type="checkbox"/> Budget is for fiscal year _____ to _____	
<input type="checkbox"/> Budget is for CME program anniversary mm/yy to anniversary mm/yy _____	
Income Source	Amount
Funds Allocated by Hospital	
Funds Allocated by Medical Staff	
CME Activity Fees	
Commercial Support - total amount of received from pharmaceutical, biological, or medical device firms that manufacture products regulated by the FDA	
Other Support – total amount received from other organizations/entities not considered to be “commercial” by ACCME/MSNJ definition	
Total advertising and exhibit income received	
Other Income (specify)	
<b>Total Income</b>	
<b>Expenses</b>	
Human Resource/Administration Expenses (Include costs for DME, CME Coordinator and other CME Support Staff)	
Faculty Expenses <b>Paid From Commercial Support Grants</b>	
Faculty Expenses - Paid from Other Funds	
Food, Catering <b>Paid from Commercial Support Grants</b>	
Food, Catering Paid from Other Funds	
Printing, Supplies and Equipment	
Fees Associated with Accreditation:	
Conferences/ Seminars	
Annual Accreditation Fee	
Other Expenses (specify)	
<b>Total Expenses</b>	