



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

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

### **Process for Selecting Activities for Review**

Approximately four weeks prior to the survey date, TMA notifies providers via email of the activities selected for review. The activities selected are based on the list of activities that your organization submitted in your Self Study. 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 have the CME product available at the survey if it is chosen as an activity for review.* These products will be reviewed for compliance with ACCME/TMA 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 TMA staff and the provider, providers may submit evidence from an additional activity of their choosing if the sample selected by TMA does not capture best practices or accurately reflect their CME program.
- If, after reviewing the list of selected activities, an error such as incorrect activity date or format is noted, please notify TMA via email or fax and the selection will be updated.

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

Prepare labeled evidence according to the specifications outlined in this communication.

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#### **Step 1 – Download the Labels**

Download the ACCME/TMA Documentation Review Labels from the electronic file sent to you at the time of notification of selection of activities, or access them at [www.texmed.org](http://www.texmed.org) CME, For CME Providers. This label template is pre-formatted to print onto *Avery Standard File Folder Labels #5266*. You may use either white or colored labels.

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

Place the corresponding label on the evidence. TMA does not need to see your entire working activity file. Instead, you should pull just those materials that help your organization demonstrate compliance with the ACCME/TMA Criteria or Policy on the label. The evidence is of your performance in practice.

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

- (A) There is no evidence available for the Criterion; or
- (B) The Criterion is not applicable to the activity.

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 it cannot be found” or “No commercial support accepted for this activity”. Use all labels for each activity file.

Helpful Tips: (Note - Contact TMA 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. TMA surveyors do 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.*

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### **Step 3 – Assemble an Activity File**

For each activity, clip all the labeled documentation together and place a cover sheet on it listing the name and date of the activity, directly or jointly sponsored, and whether or not it received commercial support. **Only one copy of each file packet is needed.** Have it available at the survey.