

*New Hampshire*  
**MEDICAL SOCIETY**

ADVOCATING FOR PHYSICIANS & PUBLIC HEALTH SINCE 1791

**GUIDE TO THE PROCESS FOR NHMS COE REACCREDITATION:  
AN OVERVIEW AND SUBMISSION REQUIREMENTS**

**Overview and Background Information**

**Conducting Your Self-Study for Reaccreditation**

The self-study process provides an opportunity for your organization to reflect on its program of CME. This process can help your organization assess its commitment to and role in providing continuing medical education and determine its future direction. The process of conducting a self-study is unique to your organization. Depending on the size and scope of your CME program, you may involve many or just a few individuals in the process.

**Data Sources Used in the Reaccreditation Process**

Your organization will demonstrate that your practice of CME is in compliance with the NHMS Council on Education's (NHMS COE) accreditation requirements through three primary sources of data: the self-study report, evidence of performance-in-practice, and the accreditation interview.

**Expectations about Materials**

Information and materials submitted to the NHMS COE must not contain any untrue statements, must not omit any necessary material facts, must not be misleading, must fairly present the organization, and are the property of the organization.

Information and materials submitted for accreditation (self-study report, evidence of performance-in-practice, other materials) must not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

**Missing or Incomplete Information**

Providers that meet the deadlines and submission requirements of the reaccreditation review process will receive an accreditation decision from the NHMS COE. Please note, if the NHMS COE is unable to render a decision due to missing or incomplete information, the NHMS COE reserves the right to request additional information, the expenses for which will be borne by the provider.

**Decision-Making**

Your organization's compliance findings and the outcome of the accreditation review are determined by the NHMS COE based on the data and information collected in the accreditation process. The NHMS COE will also consider data from monitoring issues, if such data are applicable to the provider. The data and information are analyzed and synthesized by the NHMS COE survey team. The NHMS COE survey team makes recommendations on findings and status which are forwarded for action. All accreditation decisions are ratified by the NHMS COE.

This multi-tiered system of review provides checks and balances to ensure fair and accurate decisions. The fairness and accuracy of NHMS COE decisions are also enhanced by the NHMS COE's use of a criterion-referenced decision-making system. Accreditation decision letters are sent to providers via hard copy mail following the NHMS COE meeting.

## Submitting Self-Study Materials

The NHMS COE is transitioning to a fully online system to simplify and streamline the submission process. All materials must be submitted in PDF format, **bookmarked\*** and paginated, and fully compatible for review in Adobe Acrobat or Reader (version 8 or later). Your total electronic submission should be no larger than 500 megabytes. You may submit your PDF file via file sharing software, should you have access to one, or you may mail it on a thumb drive to NHMS COE, 7 North State St., Concord, NH 03301. Please be sure to retain copies of all files submitted.

*\* For information about creating bookmarks, please refer to these [instructions](#) for the current version of Adobe Acrobat Document Cloud. The steps may vary slightly for other versions of Acrobat.*

## Self-Study Report

You will provide narrative descriptions, documents, and examples to present the CME practice(s) you utilized to ensure compliance with the ACCME's Accreditation Criteria and Policies.

### Organizing and Formatting Your Self-Study Report

1. Create a cover page to clearly identify your organization by name and provider number, using the full name of your organization as it is known to the NHMS COE.
2. Each page of the self-study report must be consecutively numbered.
3. Narrative and examples must be provided as indicated in the *NHMS COE Self-Study Report Outline*.
4. The self-study report must have at least 1" margins (top, bottom, and sides), using 11 point type or larger.
5. The self-study report must be no more than 200 pages in total.
6. Submit the self-study report in its entirety as a single PDF file. The file you create should appear as a single document when opened.
7. Use the following format to name the PDF file: [your organization's 7-digit ACCME identification number]\_SSR

## Evidence of Performance-in-Practice

You will verify that your CME activities are in compliance with the ACCME's Accreditation Criteria and Policies through the performance-in-practice review process. The NHMS COE will select up to 15 activities from your current accreditation term for which you will present evidence to demonstrate that your CME activities are in compliance with the ACCME's Accreditation Criteria and Policies.

The performance-in-practice review entails the following process:

1. The provider's entry of CME activity data into the ACCME's Program and Activity Reporting System (PARS)
2. The NHMS COE's selection of activities for performance-in-practice review
3. The provider's submission of evidence of performance-in-practice for activities selected

### Submitting your CME Activity Data in PARS

Using PARS, the ACCME's Program and Activity Reporting System ([pars.accme.org](http://pars.accme.org)), you will submit known information about the CME activities that your organization has provided, or will provide, under the umbrella of your NHMS COE accreditation statement, from the beginning of your current accreditation term to the expiration. For more information about PARS, visit <http://www.accme.org/education-and-support/video/commentary/accmes-program-and-activity-reporting-system-pars>.

### Selecting Activities for Performance-in-Practice Review

Based on the CME activity data you provide in PARS, the NHMS COE will select up to 15 activities for review. The NHMS COE notifies providers via email of the activities selected for performance-in-practice review. Your organization will be asked to confirm receipt of this communication. Providers are accountable for demonstrating performance-in-practice for all activities selected. It is important that you carefully review the list of activities selected by the NHMS COE. If you note an error, such as an incorrect activity date or format, or if an activity was cancelled or otherwise did not occur, please notify the NHMS COE by email at [mary.west@nhms.org](mailto:mary.west@nhms.org) to make corrections or adjustments to the sample of activities selected for performance-in-practice review.

### Preparing Evidence of Performance-in-Practice

You will submit evidence of performance-in-practice for activities selected by the NHMS COE, using the **NHMS Performance-in-Practice Structured Abstract**.

Following the structured abstract, you will provide the information requested with narrative explanations and statements, in tables, and include documents and evidence to verify that the activity meets the NHMS COE's requirements.

Save the evidence for each activity selected for review as a separate PDF file. In each PDF file, create bookmarks as indicated in the structured abstract. Each file you create should appear as a single document when opened.

Use the following format to name each PDF activity file: [Brief Activity Title]\_Date of Activity (YYYYMMDD).

## Accreditation Interview

Your organization will have the opportunity to further describe the practices you present in the self-study report and in evidence of performance-in-practice, and provide clarification as needed, in conversation with NHMS COE volunteer surveyors.

A team of surveyors will be assigned by the NHMS COE to review your self-study materials, meet with representatives of your CME program, and engage in a dialogue about your organization's policies and practices that ensure compliance with the ACCME's Accreditation Criteria and Policies.

During the interview, the surveyors will seek clarification about any questions they may have regarding the self-study materials you submitted to the NHMS COE. You can expect NHMS COE surveyors to:

- 1) conduct their interactions in a professional manner,
- 2) be familiar with your materials and the ACCME's Accreditation Criteria and Policies,
- 3) and communicate clearly and effectively without offering consultative advice or feedback regarding compliance or the expected outcome of the accreditation review.

The NHMS COE utilizes the conference call as its standard accreditation interview format; Interviews typically average 90 minutes in length. To ensure the validity of the process and based on circumstances and available resources, the NHMS COE reserves the right to make all final decisions regarding the interview and/or composition of the survey team. The NHMS COE will provide information about the process of scheduling the accreditation interview and will confirm the interview date and time and assigned surveyors in advance via email. Your organization will be asked to confirm receipt of this communication.