# Medical Society of The State of New York

# application for

# AMA PRA CATEGORY 1 tm CME CREDIT



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##### PLEASE NOTE

**This application should be received by MSSNY three months prior to the program to be eligible for consideration.**

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**MEDICAL SOCIETY OF THE STATE OF NEW YORK**

**PLEASE REVIEW AND RETURN SIGNED COPY WITH YOUR APPLICATION**

**Step I*****Applicant must contact MSSNY’s Office of Continuing Education at least three (3) months prior to the date(s) of the educational activity to schedule a planning meeting.***

**Step II** A planning meeting must be held to discuss preliminary program agenda, faculty, and budget.

**Step III** The completed application for AMA PRA Category 1 credits tm and all supplemental documents are submitted to the MSSNY Subcommittee on Educational Programs for review and approval or disapproval. Payment will be invoiced.

 Requirements for CME activities are the responsibility of the organization making the application.

**Step IV**. Planning and submission

**Step V. Implementation:** Must submit draft copies of ALL brochures and advertisements to MSSNY’s CME office **for approval prior to printing**. ***All printed materials must include the MSSNY Accreditation statement.***

### All commercial supporters should be acknowledged as *supporters,* not sponsors, on all printed materials.

**For Enduring Materials -** **video, audio, printed materials and online CME activities** have additional requirements. See Enduring Material policy

**Step VI.** Applicant receives a written report of the Subcommittee’s decision.

**Step VII.** **Evaluation**: The following materials are due in MSSNY’s CME office four (4) weeks after completion of the activity or series:

* Actual attendance list of MD/DO’s and non-MD/DO’s including total numbers
* Evaluation and faculty evaluation summary, including outcomes data
* One copy of the syllabus and handout materials
* A final budget report including all industry support information
* The MSSNY monitor’s evaluation form

**JOINT PROVIDERS MUST COMPLETE MSSNY’S** [**JOINT PROVIDERSHIP AGREEMENT**](https://www.mssny.org/wp-content/uploads/2024/07/Joint-Providership-Agreement.docx)**.** (hyperlinked)

**Joint Providership Fees:**

**Joint Providership Fee: $1000 plus $150 per credit.** This fee is for:

1. a one-time presentation of a live activity,

2. an enduring material or internet based activity for one year

3. a regularly scheduled series for one year

**Joint Providership Fee: $500 plus $150 per credit.** This fee is for**:**

1. each additional repeat presentation of a live activity.

2. an enduring material or internet based activity for each of the second and third years.

County Medical Societies that do not have an Academy of Medicine that is an accredited provider are billed 50% for the joint providership and per-credit fees listed above.

**Activity Review Fee: If MSSNY sends a monitor to perform an activity review, it is the Joint Provider’s responsibility to pay a $250 monitor fee and the monitor’s expenses. This includes, but is not limited to, registration fees and any travel expenses. An invoice with original receipts will be sent after the activity is held.**

I have read and understand my responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Program Coordinator Date

**APPLICATION FOR EDUCATIONAL PROVIDERSHIP OF A CME ACTIVITY**

**Application Information**

Organization Name: Click or tap here to enter text.

Program Contact: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text.

Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. E-Mail: Click or tap here to enter text.

**Activity Information**

Title: Click or tap here to enter text. Date of application: Click or tap to enter a date.

Activity Date(s): Click or tap to enter a date.

Location of Program: Click or tap here to enter text.

# Of AMA PRA Category 1TM Credits Requested: Click or tap here to enter text.

**Proper Preparation of Printed Materials**

All printed materials (flyers, brochures, CD/DVD covers, email, etc) must have the proper accreditation and disclosure statements. **ALL MATERIALS MUST BE APPROVED BEFORE PRINTED OR DISTRIBUTED TO THE PUBLIC**.

**1. Type of Providership requested: *Choose one***

[ ]  Joint Providership (applicant is a non-accredited provider)

[ ]  Direct Providership (applicant is a MSSNY staff person)

***PLANNING***

*Education must develop or increase knowledge, skills and/or professional performance a physician uses for patients, public or the profession. The subject area must encompass the scope & depth appropriate for physicians & be planned, presented & evaluated in terms of measurable educational objectives defining the level of competence/performance to be achieved.*

**2. Describe *your* target audience**:

**3. Describe Gaps in Competence and/or Performance** (Educational Needs)

**a. What practice-based issue (gap between current & best practice) will be addressed in this CME?**

**Educational Needs: The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners.**

* **Competence** “Knowing how to do something” “… a combination of knowledge, skills and performance…the ability to apply knowledge, skills and judgment in practice” “The simultaneous integration of knowledge, skills & attitudes required for performance in a designated role and setting.”
* **Performance:** What is actually done in practice. It is based on one’s competence but is modified by system factors & the circumstances.”
* **Professional Practice Gap** “The difference between actual and ideal best practice - performance and/or patient outcomes.”
1. **State the educational need(s) that you determined to be the cause of the professional practice gap(s) (maximum 50 words each).**

**Knowledge need and/or**

**Competence need**

**and/or**

**Performance need**

**and/or**

**4. Application of Identified Gaps to Planning Content**

**Designed to Change: Provider generates activities/education interventions designed to change competence, performance or patient outcomes**

Education objectivesare not simply what participants will learn; they must clarify outcomes for change in competence, performance, patient outcomes.

*Knowledge* is information acquired through experience/education (*A professional practice gap can be the result of a knowledge need; however accredited CME must change competence, performance, or patient outcomes to comply with this criterion.)*

*Competence* is the ability to apply knowledge, skills, or judgment in practice or develop a strategy based on new knowledge. Competence is knowledge put into action by the learner. It is: This is what I know and this is what I would do on the basis of it.

Competence put into action by the learner — that is *Performance*. Performance implies in practice.

*Patient outcome* — these are the consequences in the system, your stakeholder, the application of performance. You measure these to determine the impact of the educational intervention.

Based on answers to Q3, State what this CME activity is designed to change in terms of learners’ competence or performance or patient outcomes (maximum 50 words).

**Preparing Measurable Learning Objectives** (Designed to Change)

*Educational* ***objectives*** *are not simply what the participants will learn. They must clarify outcomes for change in competence, performance and/or patient outcomes.*

a. If focus is *changing competence*, will the activity provide information allowing learners to change their approach to diagnosis or management? What practice strategies are offered to help a learner develop or expand?

1. If focus is *performance-based changes* how will learners assess their practice to understand how often to approach a patient on issues described in this CME? What can this CME do to help learners change their practices? Is a new skill being taught?
2. If focus is on *changing* ***patient outcomes*, will learners be able to assess** if their patients are getting best possible outcomes from treatment, as described in the presentation? What can this CME do to change patients’ outcomes?

**Based on your answers to Q4 and using the descriptions above, LIST your measurable learning objectives:**

***EVALUATION***

**Analyzes Change: The provider analyzes changes in learners (competence, performance, or patient outcomes)**

**5. Evaluation Tools (including Outcomes Evaluation Assessment)** (Analyzes Change)

The method of evaluation depends on (1) the expected result (*to change competence, performance or patient outcomes*); (2) format & applicability of the tool & (3) available resources. How will you evaluate the activity's effectiveness in producing change? Post-activity, how will you ascertain if the practice gap is resolved?

|  |
| --- |
| **METHOD options:**  |
| Post-activity Evaluation *(measures change to competence)* |
| Long-term Post-activity Evaluation *(measure change to performance / patient outcomes)* |
| Pre‐Post Test *(measures immediate learning)* |
| Learning Contract *(commitment‐to‐change* *question)* |
| Audience Response System *(identifies if learners understand content and provides learning reinforcement)* |
| Focus Group *(qualitative measurement to seek more indepth information)* |
| Post Test *(measures transfer of knowledge)* |
| Case discussion or vignette *(measures application of knowledge to practice / competence)* |
| Performing specific techniques taught at CME |
| Medical records review before and after activity |
| Other |

1. In Question 4, do you plan to change Competence[ ]  YES [ ]  NO
2. **Describe the evaluation mechanism**

****

1. In Question 4, do you plan to change Performance[ ]  YES [ ]  NO
2. **Describe the evaluation mechanism**

****

1. In Question 4, do you plan to change Patient Outcomes[ ]  YES [ ]  NO
2. **Describe the evaluation mechanism**



**6. Program Format:**

**Appropriate Format: Provider chooses educational formats that are appropriate for the setting, objectives & desired results of the activity.**

Based on the previous steps, what format(s) will be used for this activity?

[ ]  Live\* [ ]  [Enduring material](https://www.accme.org/faq/how-enduring-material-activity-defined) [ ]  Internet [ ]  [PIP](https://www.accme.org/faq/how-performance-improvement-activity-defined)

[ ]  [Journal-based CME](https://www.accme.org/faq/how-journal-based-activity-defined)  [ ]  [Test-item writing activity](https://www.accme.org/faq/how-test-item-writing-activity-defined) [ ]  [Manuscript review activity](https://www.accme.org/faq/how-manuscript-review-activity-defined)

[ ]  Internet point-of-care [ ]  Other\_\_\_\_\_\_\_\_\_

What is the educational design of the activity?

[ ]  Didactic Lecture [ ]  Symposium [ ]  Case-based discussion

[ ]  Train the Trainer [ ]  Online [ ]  Webinar

[ ]  Enduring material Type: [ ]  [Regularly Scheduled Series](https://www.accme.org/faq/how-regularly-scheduled-series-defined): SE [ ]  Simulation

[ ]  Panel [ ]  Skill-based training [ ]  Small group discussion

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explain why this educational format is appropriate for this activity (maximum 25 words).**

**8. Planners and Presenters**

*Faculty should have a demonstrated expertise, strong presentation & communication skills, and be able to address the needs & objectives of the activity without a conflict of interest.*

List the names of anyone with the potential to control the content of this activity (activity planners, moderators, faculty, authors, etc.):

**9. Physician Competencies and Attributes**

**Competencies: The provider develops activities/educational interventions in the context of desirable physician attributes. (competencies).**

Competencies & Attributes are national goals for physicians associated with targeted specialty(ies) that should be addressed whenever possible in planning CME. Based on the [*List of Desirable Physician Attributes*](https://www.mssny.org/App_Themes/MSSNY/pdf/Practice_Resources-CME_Physician_Education_Apply_to_Accredit_an_Educational_Activity_Planning_Desirable_Physician_Attributes-Competencies.pdf) below, which competency areas have been addressed during the planning of this CME activity? Check all that apply. (C6)

**ACGME/ABMS Competencies**

[ ]  **Patient care and Procedural Skills** demonstrate an ability to listen and absorb medical histories, diagnose, properly inform and educate, and

prescribe and perform necessary procedures in a way that maximizes patient comfort.

[ ]  **Medical knowledge** of established & evolving biomedical, clinical, & cognate sciences & application of knowledge to patient care

[ ]  **Practice-based learning and Improvement** that involves investigation and evaluation of own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.

[ ]  **Interpersonal & Communication Skills** thatresult in effective informationexchange & teaming withpatients, families & otherhealth professionals

[ ]  **Professionalism,** as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population

[ ]  **Systems-based Practice**, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context & system for health care and the ability to effectively call on system resources to provide care that is of optimal value

**Institute of Medicine Core Competencies**

[ ]  **Provide patient-centered care:** identify, respect & care about patient differences, values, preferences & expressed needs; relieve pain & suffering; coordinate continuous care; listen to, clearly communicate with & educate patients; share decision making & management; continuously advocate disease prevention, wellness, healthy lifestyle promotion, including focus on population health

[ ] **Work in interdisciplinary teams:** cooperate, collaborate,communicate & integrate carein teams to ensure care iscontinuous & reliable**.** Employ evidence-based practice**.** Integrate best research withclinical expertise & patientvalues for optimum care & participate in learning andresearch activities to the extent feasible

[ ] **Employ evidence-based practice:** Incorporate expertise in clinic practices with available clinical research evidence of patient findings. A

[ ]  **Apply quality improvement:** identify errors & hazards in care; understand & implementbasic safety principles,like standardization &simplification; continuallyunderstand & measure qualityof care in terms of structure,process & outcomes inrelation to patient & community needs. Design & test interventions to change processes & systems of care, with objective of improving quality

[ ]  **Utilize informatics:** communicate, manage,knowledge, mitigate error,& support decision makingusing information technology

**Interprofessional Education Collaborative**

[ ]  **Values/Ethics for Interprofessional Practice**

[ ]  **Roles/Responsibilities**

[ ]  **Interprofessional Communication**

[ ]  **Teams and Teamwork**

**Other Competencies**

[ ]  Please check if competencies other than those listed were addressed.

**10.** [**Preliminary budget**](http://www.mssny.org/mssnycfm/mssnyeditor/File/2009/Pratice_Resources/CME/012209/32._Miscellaneous_Budget_12.07.doc)**:** Provide expected revenue and expenses for this activity:

**11. Commercial Support**

a. Is there [commercial support](https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-4-manage-commercial-support-appropriately) for this activity? [ ]  YES [ ]  NO

 If NO, how is the activity funded? Click or tap here to enter text.

**NOTE: EXHIBITS ARE NOT CONSIDERED COMMERCIAL SUPPORT. ANY COMMERCIAL SUPPORT AGREEMENTS MUST BE BETWEEN MSSNY AS THE ACCREDITED PROVIDER AND THE COMPANY PROVIDING THE EDUCATIONAL GRANTS. JOINT PROVIDERS ENTERING INTO COMMERCIAL-SUPPORT AGREEMENTS DIRECTLY WITH GRANTORS IS GROUNDS FOR MSSNY TO WITHDRAW APPROVAL OF CREDITS.**

 b. If YES, attach a list of commercial supporters

c.If receiving commercial support, how will this support be disclosed to the learners prior to the activity?

 [ ] Verbally [ ] Written

d. Will there be [exhibitors](https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-5-manage-ancillary-activities-offered-conjunction-accredited)? [ ]  YES [ ]  NO

e. If YES, attach a list of exhibitors

If YES: How will you manage the separation of the exhibitors from the educational rooms and learners?

If you intend to share names and contact information with exhibitors (or other ineligible companies), what mechanism will you use to give learners the opportunity to withhold permission to share that information (and ensure that the information is not shared)? Sharing their names and contact information with ineligible companies without permission is prohibited.

f. Will you be accepting advertisements? [ ]  YES [ ]  NO

***DISCLOSURE***

**12. Financial Relationships**

*This form must be completed by all presenters/planners (and any other individuals in control of CME content) if commercial support is or is not accepted.*

1. Has anyone with the potential to control the content refused to disclose financial relationships?

[ ]  YES [ ]  NO

 If yes, how was this managed?

 b. On the Financial Relationship Form, did anyone with the potential to control the content of the activity disclose a relevant financial relationship (RFR), resulting in a need to mitigate? [ ]  YES [ ]  NO

 If YES, submit a completed MSSNY Content Review Form for each person.

c. **Prior to the start of the CME activity**, learners must be informed of any and/or the lack of RFRs for anyone with the potential to control the content of the activity.

 **Describe how you plan to make the disclosures to your learners prior to the start of the activity:** [ ] Verbally [ ] Written

**MONITORING**

**13. Accredited providers are responsible for ensuring that their accredited CME activities comply with ACCME’s Standards for Integrity and Independence in Accredited Continuing Education, including Standard 1,** [**Ensure Content is Valid**](https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-1-ensure-content-valid)**, and Standard 2,** [**Prevent Commercial Bias and Marketing in Accredited Continuing Education**](https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-2-prevent-commercial-bias-and-marketing-accredited-continuing)**.**

[ ] By checking here, you acknowledge that you have read Standards 1 and 2 (hyperlinked above) and accept that

measures to ensure compliance, including but not limited to monitoring the activity, are to be taken.

**PREVIOUS ACCREDITATION**

**14.** **Have you applied for CME credit for this activity in the past?** [ ]  YES [ ]  NO

1. If yes, submit a narrative describing analysis of the outcome data from your previous activity justifying the need for this educational activity. Describe use of evaluation data from the previous activity as part of your needs assessment.
2. If you have previously applied for CME credit for this program with another CME Provider organization and been denied accreditation, please describe the circumstances:



1. If applying for a jointly provided activity: Has your organization ever been an accredited CME Provider?

[ ]  YES [ ]  NO

1. If yes, please describe the circumstances under which your organization ceased to be accredited:



**MERIT-BASED INCENTIVE PAYMENT SYSTEM (MIPS) (If chosen, additional documentation will be required)**

**15. Will this activity meet the requirements of a MIPS improvement activity?** [ ]  YES [ ]  NO

**MAINTENANCE OF CERTIFICATION (If chosen, additional documentation will be required)**

17. Will this activity be designed to provide MOC points for physician attendees? [ ]  YES [ ]  NO

If “yes,” please select the specialty boards with which you would like to register this activity”

[ ]  American Board of Anesthesiology (ABA)

[ ]  American Board of Internal Medicine (ABIM)

[ ]  American Board of Orthopaedic Surgery (ABOS)

[ ]  American Board of Otolaryngology - Head and Neck Surgery (ABOHNS)

[ ]  American Board of Pathology (ABPATH)

[ ]  American Board of Pediatrics (ABP)

[ ]  American Board of Surgery (ABS)

[ ]  American Board of Thoracic Surgery (ABTS)

**A CME APPLICATION MAY NOT BE ACCEPTED WITHOUT THE FOLLOWING: Identify materials have been submitted:**

[ ]  Completed application form

[ ]  An agenda with start and end times of all live activities

[ ]  Activity materials and all handouts (PowerPoints, slides, etc)with appropriate disclosure statements

List of planners, presenters, moderators

[ ] A CV or bio for each Faculty member

[ ] A copy of the faculty invitation letter (if used)

[ ] List of all commercial supporters (if applicable)

[ ] List of all exhibitors (if applicable)

[ ] Signed [commercial support agreements](http://www.mssny.org/mssnycfm/mssnyeditor/File/2009/Pratice_Resources/CME/012209/24._Financial_Comm_Supp_Agreement_2007.doc) for all entities providing financial or in-kind support. (if applicable)

[ ] Preliminary budget

[ ] The Financial Relationship form for each planner, presenter, moderator, and other individuals in control of content

[ ] MSSNY Content Review Form for anyone with relevant financial relationship

[ ] Copy of the verbal disclosure attestation form (if applicable)

[ ] Copy of written disclosure information for RFR and/or commercial support

[ ] A copy of any non-educational interventions (if applicable)

[ ] The evaluation tool(s) for learners and faculty

[ ] Copy of all printed materials: brochure, flyer CD/DVD covers etc.

[ ] A copy of your sign-in sheet

[ ] Analysis of the outcome data from your previously-approved activity justifying need for this activity. (if applicable)

**FOR CME COMMITTEE USE ONLY :** Date of Committee action:\_\_\_\_\_\_\_\_\_\_\_\_\_ Initialed by CME staff Click or tap here to enter text.

[ ]  Approved for [ ]  AMA PRA Category 1TM credit(s) [ ]  Not approved: Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIREMENTS FOR ACCREDITATION:**

**ACCREDITATION STATEMENT:** All printed or electronic flyers/promotional materials/CME certificates MUST include the statement as written below. The credit designation statement MUST be offset (italics or bold) from the rest of the statement

### For Directly Provided Activities

The Medical Society of the State of New York is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Medical Society of the State of New York designates this (type of activity) for a maximum of (number of credits) *AMA PRA Category 1 Credits™.* Physicians should claim only the credit commensurate with the extent of their participation in the activity.

### For Jointly Provided Activities

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the Medical Society of the State of New York (MSSNY) and (Name of Non-Accredited Provider). MSSNY is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Medical Society of the State of New York designates this (type of activity) for a maximum of (number of credits) *AMA PRA Category 1 Credits™.* Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**DISCLOSURE**

All accredited providers are required to identify and mitigate relevant financial relationships of all individuals in control of CME content.

Financial relationships are relevant if the following three conditions are met for the prospective person who will control content of the education:

✓ A financial relationship, in **any amount**, exists between the person in control of content and an ineligible company.

✓ The financial relationship existed during the past **24 months.**

✓ The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

Relevant financial relationships of all individuals in control of CME content must be disclosed to learners, in written and/or verbal\* form. Absence of relevant financial relationships must also be disclosed. See “Examples of Communicating Disclosure to Learners” document for sample disclosure language.

\*If disclosures are solely verbal, an attestation form with the exact language used will be required.

***Disclosure of relevant financial relationships must be followed with the statement* “All of the relevant financial relationships listed for these individuals have been mitigated.”**

**FUNDING DISCLOSURE STATEMENT EXAMPLES:**

This activity has been funded by an unrestricted educational grant from Merck Pharmaceuticals

This activity has been funded by an unrestricted educational grant from the NYS Department of Health.

**REGISTRATION FOR THE CME ACTIVITY:** MSSNY MUST receive a sign-in sheet or attendance record that clearly identifies the learner post-activity. This can be sign in sheet, registration list (the learner must sign or initial) or electronic roster (for online activities).

**CERTIFICATES:** These will be sent to learners upon receipt of the sign in sheet and/or registration list (please include Excel spreadsheet including name, degree/credentials, and email address).

*Updated 2023*