



## Joint Sponsorship Policy

### I. General Information

As the largest organization of interdisciplinary health care professionals, the American Board of Quality Assurance and Utilization Review Physicians, Inc. (ABQAURP) is dedicated to education and certification for physicians, nurses, and others involved in the health care field.

ABQAURP believes ongoing continuing medical education in new research, identified problem areas in clinical practice, and areas of interest in quality assurance, utilization management, risk management, and managed care fields are a worthy endeavor to pursue. When an educational activity is consistent with ABQAURP's educational mission and goals on a regional or national scope, ABQAURP will consider becoming the accredited provider, through a Joint Sponsorship (JS) relationship.

**Joint Sponsorship** is a process in which an accredited CME (Continuing Medical Education) provider and a non-accredited organization collaborate to plan and implement an *AMA PRA Category 1 CME™* activity.

ABQAURP is an accredited CME provider by the Accreditation Council for Continuing Medical Education (ACCME). ABQAURP is also accredited by the Florida Board of Nursing to provide continuing education units (CEU) contact hours for nurses.

ABQAURP is responsible for ensuring compliance with the ACCME Standards for Commercial Support, Standards to Ensure Independence in CME, and the Essential Areas and Elements. The American Medical Association and other ACCME member organizations have entrusted the ACCME with maintaining the quality of CME in the United States.

When ABQAURP chooses to enter into a JS relationship, all jointly sponsored activities must comply with the ACCME Essential Areas and Elements. As the accredited provider, ABQAURP is required to demonstrate direct involvement in JS activities. A member of ABQAURP's CME Committee must be involved from the initial stages to ensure all requirements are addressed. ABQAURP will monitor the activity's planning and implementation to ensure the ACCME Essential Areas and Elements are met. ABQAURP remains involved until the completion of the activity and must receive all documentation as requested in a timely manner.

### II. Educational Planning

#### A. Needs Assessment, Identified Need(s), Desired Results

For all JS activities, there must be a documented needs assessment (why the activity/topic is being presented). Documentation can be minutes of a meeting, quality assurance data, correspondence, etc. and should explain how the need for the educational activity was determined.

Identified Need(s) examines the gap (in knowledge, skills and behaviors) to be addressed by this educational activity (i.e., update or review of existing knowledge/skills; acquisition of new information, concepts, and/or skills; share new ideas to stimulate the development of knowledge/skills, etc.).

The need for each CME/CEU activity must be substantiated. Identification and assessment of CME/CEU needs provide the basis for formulating educational objectives and planning educational activities. Joint Sponsor must indicate **at least two methods** have been used to identify the need for or interest in each activity. Documentation regarding the needs assessment must be attached to the JS Application for each activity.

Examples include:

#### **Expert Consensus**

- Faculty perception
- Consensus of experts and education committee members
- Advice from authorities in the field

#### **Participant Feedback**

- Target audience survey
- Previous CME/CEU activity evaluation data

#### **Research Findings**

- Data from outside sources (health statistics)
- Patient care audits/QI data
- Medical literature review



- Mortality/morbidity data
- Health Sciences library request data
- Institutional/Organizational mandate
- Other

Desired Results are expected outcomes in terms of changed physician / clinician knowledge, skills, and/or performance in practice and/or patient health status based upon the identified needs. Joint Sponsor must provide results/outcomes expected.

## **B. Learning Objectives**

Joint Sponsor must provide learning objectives for each session. Every activity must state the learning objectives in writing in the printed brochure (or other promotional material) and in the syllabus or handout materials. Objectives should be derived from the needs assessment, relate to the intended audience, and be able to measure post-activity in terms of physician / clinician learning and/or practice change or patient health care outcomes.

Learning objectives should be stated in terms of what the attendee can expect to “take away” from the activity and implement in the practice setting.

**Learning:** Participants should be able to summarize the content and discuss its application in clinical practice

**Competence:** Participants should be able to apply the content in a simulated practice environment

**Performance:** Participants actually apply the content in their practice setting

### **Learning objectives need to be clear and in sufficient detail to:**

- (a) Assist the planner in designing the activity;
- (b) Assist the speaker in preparing presentations that fit with the overall objectives;
- (c) Provide a benchmark for the evaluation of the activity; and
- (d) Assist participant in deciding whether or not to attend the activity.

### **Consider the following suggestions before listing the learning objectives:**

1. Keep learning objectives brief and clear. The use of a clear, targeted verb provides a direction about the expectations of the speaker with the prospective learner(s).
2. Keep learning objectives to specific statements of what prospective learners will be able to perform at the conclusion of the educational activity. All learning objectives should focus upon the prospective learner and indicate expectations of performance or understanding of the educational content.
3. Designate the learning objective toward exactly what prospective learners need to do to demonstrate understanding of the educational activity. This could include references and resources provided to the prospective learner.

### ***Do!***

- Link an identified need with a desired result
- Make objectives specific and measurable
- Focus on learner’s behavior
- Begin with an action verb (see Addendum A)

### ***Don’t!***

- Use vague verbs to begin objectives (i.e. appreciate, know, learn, understand, believe)
- Focus on what the instructor plans to teach

## **C. Target Audience**

Joint Sponsor must describe the target audience for each CME/CEU activity.

## **D. Desirable Physician / Clinician Attributes**

Learning objectives must be able to demonstrate desirable physician / clinician attributes. The Joint Sponsor must describe how the activity’s learning objectives relate to one or more of the following sources: Institute of Medicine Core Competencies, ACGME/ABMS Competencies, and ABMS Maintenance of Certification. See Addendum B for examples of the three sources.

## **E. Educational Design**



The choice of program design must be based on the needs, the type of professionals attending the program and their learning preferences, and other logistical and financial considerations. The educational design must be *linked* to the needs, objectives, and target audience.

## **F. Planning Committee**

The accredited provider and its non-accredited joint sponsor have control of identification of CME needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations in a position to control the content of the CME, selection of educational methods, and evaluation of the activity. To maintain education independent from commercial interests, control of the activity **cannot** be in the hands of a commercial interest.

A **commercial interest** is “any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.”

Providers of clinical service directly to patients are not considered to be commercial interests. Within the context of this definition and limitation, the following types of organizations are free to control the content of CME:

- *501(c) Non-profit organizations (Note: 501(c) organizations are screened for eligibility. A 501(c) organization, as an advocate for 'commercial interests', is not eligible to serve in the role of joint sponsor, but can be a commercial supporter.)*
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes

Everyone in a position to control the content of an educational activity must disclose all relevant financial relationships with any commercial interest. The ACCME defines **relevant financial relationships** as “financial relationships in any amount occurring within the past 12 months that create a conflict of interest.”

Anyone refusing to disclose relevant financial relationships will be disqualified from being a planning committee member, teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CME activity.

## **G. Speaker Information and Disclosure**

Joint Sponsor must provide speaker CV or bio sketches with full mailing information and email addresses. **All joint sponsors must communicate to speakers correspondence will be sent to them by the accrediting provider (ABQAURP). The speaker must complete and return the Faculty Disclosure Form and copy of presentation to ABQAURP.** ACCME requires the disclosure of the existence of any financial interest or any other relationship a speaker has with the manufacturer(s) of any commercial product(s) and/or providers of commercial services discussed in an educational presentation. All disclosures must be received at least one month prior to the activity to allow for possible conflict(s) of interest to be identified and resolved. Once a speaker’s presentation has been reviewed and approved, the presentation may not change. Changes in presentations or speaker will incur additional fees.

If all disclosure forms are not received in a timely manner, ABQAURP will make every attempt to allow for the session(s) to be accredited. A speaker who refuses to disclose relevant financial relationships will be disqualified from being a speaker or author of CME/CEU, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME/CEU activity. (Note: A none response to returning disclosure form is considered a refusal.) The session(s) cannot be accredited.

If an ABQAURP representative is attending the activity, any last minute disclosure form(s) may be obtained onsite. The ABQAURP representative must be present at these sessions to verify a verbal disclosure is made from the podium prior to the beginning of the presentation. If the onsite disclosure(s) present a conflict of interest that cannot be resolved, the session(s) will not be accredited. If an ABQAURP representative is not attending the activity, last minute disclosure(s) will not be accepted and the session(s) cannot be accredited.



**All** presentations must be received and reviewed by ABQAURP prior to the commencement of the CME/CEU activity. If the speakers do not submit their presentation with disclosure, the Joint Sponsor must provide ABQAURP with the presentation seven (7) business days prior to the CME/CEU activity for any conflict(s) to be addressed and resolved. If a resolution is not achieved, the presentation cannot be accredited.

Relationships, which must be disclosed, include, but are not limited to:

- Service as a paid or non-paid consultant or employee;
- Significant personal holdings (by the speaker and/or immediate family) in any commercial entity which provides financial support for this CME/CEU activity, or products or services related to the subject matter of the CME/CEU activity;
- Receipt of financial support from a commercial firm or other source (consultant, research, educational grant, speaker's bureau, honoraria, royalties, commissions, etc.); or
- Research or institutional support.

#### Disclosures Relevant to Potential Commercial Bias

A speaker must disclose the following information to learners in regard to any relevant financial relationship(s):

- Speaker name;
- Commercial interest(s) name; and
- Nature of the relationship the speaker has with each commercial interest.

Each speaker shall disclose any real or perceived relationships prior to their presentation, which are pertinent to the subject matter and could potentially be interpreted as biasing a presentation.

A speaker with no relevant financial relationship(s) must inform the learners no relevant financial relationship(s) exist.

#### Timing of Disclosure

Disclosure to learners is to occur prior to the beginning of the educational activity. To fulfill these requirements, all speakers **must** insert a disclosure statement on the title slide. Examples of disclosure statements are below:

*(Dr. Smith) has indicated he/she is a (Insert Disclosure, example Salaried Employee of Company XYZ).*

Or

*(Dr. Smith) has indicated he/she has no relevant financial relationships to disclose in regard to the content of his/her presentation.*

## **H. Commercial Support**

**Commercial Support** is financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CME/CEU activity.

In the interest of balanced and unbiased scientific presentations, ABQAURP requires all educational activities supported in whole or in part by an educational grant be in strict compliance with ACCME Standards for Commercial Support (SCS). All commercial support (not exhibit and/or marketing funds) associated with a CME activity must be given with the full knowledge and approval of ABQAURP. In some cases, a commercial supporter will require ABQAURP to be responsible for the expenditure of commercial support funds. If the commercial supporter requires funds to be managed by ABQAURP, then the funds must be paid directly to ABQAURP and ABQAURP will disperse funds appropriately. A 5% administration fee will be incurred on commercial support funds managed by ABQAURP.

A fee must be charged for securing exhibit space and the fee must be consistent for any exhibitor regardless of the organization's involvement in the provision of an educational grant for the CME/CEU activity. Exhibits are never a condition for the receipt of an educational grant (commercial support). Should an exhibit be requested or any other marketing arrangements, a separate agreement must be entered into with the appropriate party from the commercial interest.

A **commercial interest** is "any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients."

Providers of clinical service directly to patients are not considered to be commercial interests. Within the context of this definition and limitation, the following types of organizations are free to control the content of CME:



- 501(c) Non-profit organizations (*Note: 501(c) organizations are screened for eligibility. A 501(c) organization, as an advocate for 'commercial interests', is not eligible to serve in the role of joint sponsor, but can be a commercial supporter.*)
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes

In-kind contributions are types of resources and/or services with cash value donated or loaned to the Joint Sponsor.

In-kind contribution examples:

- Equipment loan
- Brochure distribution
- Provision of staff time to work in, or for, your program (marketing materials design, etc.)
- Provision of a place to conduct meetings and training
- Provision of tuition credits
- Access to a publicity expert and mechanism, printing department, or other needed resources
- Access to the time of a grant writing or research expert not in the joint sponsor organization

Any educational activity supported by one or more commercial entity must have an appropriate written agreement on file and must disclose the role of the commercial supporter for each activity. ABQAURP is responsible for sending the Written Agreement for Commercial Support forms based on the information provided by the Joint Sponsor. The Joint Sponsor must inform the Commercial Supporter(s) ABQAURP will be forwarding the form for completion.

Written agreement for Commercial Support must:

- Include terms, conditions, and purposes of the commercial support
- Indicate agreement between the commercial supporter, the provider, and educational partner(s)
  - Agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint sponsor.
- Specify the commercial interest that is the source of commercial support
- Be signed by the commercial supporter and the provider

The Commercial Supporter and ABQAURP sign a **Written Agreement for Commercial Support** form as an attestation of abiding by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education.

#### Identifying Commercial Support activity

The source of all support, monetary and in-kind, from commercial interests must be disclosed to learners by acknowledgment on printed announcements and brochures. 'Disclosure' must never include the use of a trade name or a product-group message. Sample disclosure:

#### **Monetary Support Disclosure**

*"<insert name of Joint Sponsor organization> gratefully acknowledges the financial support provided by <insert name of commercial interest(s)>".*

#### **In-kind Support Disclosure**

*"<insert name of Joint Sponsor organization> gratefully acknowledges the financial support <insert specific information about the actual support e.g. equipment loan> provided by <insert name of commercial interest(s)>".*

#### Separation of promotion from education

- Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME/CEU activities.
- Educational materials a part of a CME/CEU activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade name, or product-group message.

#### Scientific Integrity and Commercial Support



The following represents a summary of the ACCME SCS. It is the ultimate responsibility of ABQAURP to ensure compliance with the following ACCME SCS. The Joint Sponsor must comply with each in accordance with ABQAURP's accreditation of the activity.

The Joint Sponsor agrees the content and presentation of educational material for the activity will:

- Be for scientific and educational purposes only and will not promote a company's products directly or indirectly
- Be free of commercial influence in the planning, as well as, in the design and production of the educational activity
- Not enhance the specific proprietary interests of any commercial entity through the use of slides, reference materials and/or handouts in print, electronic, or other media
- Give a balanced view of therapeutic options, use generic drug names and/or trade names of the products of several companies and be objective in reporting research
- Reflect total control by presenters, which includes no "scripting", emphasis, or influence by a company or its agents
- Adhere strictly to principles of the highest quality, scientific integrity, and selection

The Joint Sponsor agrees to (in regard to the commercial support provided for the activity):

- Ensure the arrangements for commercial exhibits will not influence activity planning or interfere with CME / CEU presentations, nor are a condition of commercial support
- Ensure no commercial materials will be displayed, nor will sales activity be allowed, in the same room as the CME / CEU activity
- Ensure funds from a commercial source are in the form of an educational grant for support of programming, catering, production of syllabus, or other support of the course, the terms, conditions, and purposes of such grants must be documented in a signed agreement
- Ensure exhibits and marketing opportunities are never a condition for the receipt of an educational grant
- Ensure no other funds from a commercial source are paid to the director, faculty, or others involved with the CME / CEU activity
- Ensure funds provided by a commercial source will not be used to pay expenses for non-course faculty
- Acknowledge commercial support in printed activity materials; however, no reference will be made to specific products or services unless the support is "In-Kind" support and then the nature of the support must be disclosed to learners
- Report to each commercial supporter, upon their request, information concerning the expenditure of funds following the CME activity
- Comply with AMA guidelines on "Gifts to Physicians" and must not compete with nor take precedence over educational events in any commercially supported ancillary event

## **I. Honoraria and Reimbursement Policy**

ACCME requires written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors. Additionally, the provider, the joint sponsor, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures. Upon conclusion of the activity, the Joint Sponsor must submit a completed honoraria and reimbursement reconciliation form with post-activity documentation. The Joint Sponsor has the option of using the ABQAURP policy (outlined below) or own policy. If using your own policy, a copy of your policy must be provided with the application.

### **ABQAURP Honoraria & Reimbursement Policy**

As a member supported, non-profit organization, ABQAURP requests a speaker's expenses be covered by their own organization. If expenses are not covered by the speaker's organization, prior approval must be received by ABQAURP. ABQAURP reserves the right to find a replacement speaker. If an activity receives commercial support, ABQAURP enforces the ACCME procedure to verify commercial support funds designated for honoraria and expenses, as outlined in the "Written Agreement for Commercial Support." ABQAURP must maintain/receive a detailed reconciliation of the commercial support funds at the conclusion of the activity. Honoraria and expenses are paid from the net revenue of the activity. If a JS organization does not have its own Policy, it is encouraged to use ABQAURP's policy.

The Chairman of the Board must approve any changes to the following for ABQAURP Board of Directors. The Managing Director must approve any changes to the following for ABQAURP staff.

#### 1. Airfare



- a. Reimbursable expenses
    - i. 21-day advance purchase
    - ii. Coach airfare
  - b. Non-reimbursable expenses
    - i. Less than 21-day advance purchase
    - ii. First class airfare
    - iii. Additional\* &/or overweight baggage fees  
*\*Additional applies to more than two standard luggage pieces.*
2. Lodging
- a. Reimbursable expenses
    - i. Standard room at host hotel
    - ii. Length of speaking engagement stay (usually 1 night)
  - b. Non-reimbursable expenses
    - i. Phone charges
    - ii. Internet charges
    - iii. Movies
    - iv. Alcohol
    - v. Mini-bar items
    - vi. Business center expenses
3. Transportation to/from airport
- a. Reimbursable expenses
    - i. Personal vehicle – mileage to/from airport (current standard IRS rate)
    - ii. Airport shuttle
    - iii. Hotel shuttle
    - iv. Standard taxi service
    - v. Rental vehicle – economy class only (only applicable for Board & Staff members)
  - b. Non-reimbursable expenses
    - i. Limo service
    - ii. Rental vehicle – any other class above economy
4. Meals & Entertainment
- a. Reimbursable expenses
    - i. Business related (following items must be detailed on the expense report)
      1. Where
      2. With whom
      3. Business purpose
    - ii. \$60/day maximum
  - b. Non-reimbursable expenses
    - i. Alcohol
5. Honoraria
- a. ABQAURP requests speakers to waive all fees
  - b. Not to exceed \$2,000
  - c. Prior approval required
6. Miscellaneous Expenses
- a. Tips (not to exceed 20% of documented expense)
    - i. Airport
    - ii. Transportation
    - iii. Hotel

ABQAURP requires all expense reports to be submitted within 10 business days following the activity.

## J. Estimate and Final Budget

JS organizations are responsible for submitting an estimate budget with application. A final budget identifying significant sources of income is required to be submitted 60 days post-activity. Significant sources of income include: income from commercial support, advertising and exhibit fees, tuition and registration fees, internal budget allocations, and any other source that represents > 20% of total income.

## III. Activity Evaluation



Joint Sponsor must use ABQAURP's online Activity Evaluation and Attendance Verification program. Additionally, the Joint Sponsor must provide ABQAURP with the full attendee list, including email addresses.

ABQAURP will provide at least one week prior to activity a one-page flyer (see Addendum C) providing instructions to obtain continuing education credits. Joint Sponsor must reproduce the flyer and provide it to attendees.

ABQAURP will send a follow-up email (see Addendum D) to all attendees post-activity as a reminder to complete the online Activity Evaluation and Attendance Verification to earn continuing education credits. Attendees requesting CME/CEU credit will be required to use ABQAURP's online verification and evaluation tool. Attendees will have 30 days post-activity to request credits; final date will be included within the flyer. Attendees will be charged a \$25.00 non-refundable processing fee for requesting credit after deadline date.

A compilation of evaluation comments will be provided 45 days post-activity to the Joint Sponsor and speaker(s).

#### IV. Accreditation Statements

ABQAURP must approve all activity announcements **PRIOR TO BEING RELEASED and/or PRINTED**. All activity changes, additions, substitutions, etc., must be discussed with, and agreed upon, by ABQAURP. Once promotional materials have been approved, ABQAURP must receive a final copy. ABQAURP must review and approve all materials associated with the activity prior to their release or designation of *AMA PRA Category 1 Credit(s)™* will be withdrawn. ABQAURP must be clearly recognized as a joint sponsor.

##### CME Statement

"This activity has been planned and implemented in accordance with the Essential Areas and Elements of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the American Board of Quality Assurance and Utilization Review Physicians, Inc. (ABQAURP) and (the name of your organization).

The American Board of Quality Assurance and Utilization Review Physicians, Inc. designates this educational activity for a maximum of \_\_\_\_\_ *AMA PRA Category 1 Credit(s)™*. Physicians should only claim credit commensurate with the extent of their participation in the activity."

##### CEU Accreditation Announcement

Should the activity also be awarded nursing CEUs, a separate designation statement should be included in all CME activity announcements.

"The American Board of Quality Assurance and Utilization Review Physicians, Inc. (ABQAURP) is an approved provider with the Florida Board of Nursing to provide continuing education for nurses. ABQAURP designates this activity for \_\_\_\_\_ contact hours through the Florida Board of Nursing, Provider # 50-94."

#### V. Accreditation Fee

ABQAURP will charge a fee for its services. The Joint Sponsor must provide a **\$400 deposit** upon submission of the application. Once the activity is reviewed and approved for continuing education, ABQAURP will advise of the final accreditation fee, less the \$400 deposit. After the accreditation fee is established, ABQAURP will only proceed with the accreditation process upon receipt of the remaining balance. If the activity is denied accreditation, the **\$400 deposit** is non-refundable and non-transferable.

The accreditation fee represents the oversight and involvement in the planning process by the ABQAURP Education Department and members of the CME Committee, as well as maintenance of expertise in the rules and responsibilities of sponsors of CME/CEU activities as derived from the ACCME and the American Medical Association (AMA), and the fees required to maintain accreditation.

In conjunction with the accreditation fee, ABQAURP will feature the CME/CEU activity on the ABQAURP website and will provide a one-time use, membership mailing list as an additional resource for the Joint Sponsor to attract attendees.

ABQAURP reserves the right to send a designated ABQAURP representative to each activity to ensure compliance with the ACCME's Essential Areas and Elements and to assist with the general administration of the activity, as needed. If an ABQAURP representative is sent to your activity, a 6' table near registration will be required for use by the representative. The Joint Sponsor is responsible for reasonable travel expenses and accommodations for one (1) ABQAURP representative, which is a separate cost from the accreditation fee.



**VI. Signature\*\***

This Policy is not intended to imply any exclusion of the requirements for the ACCME's Essential Areas and Elements and Standards for Commercial Support, but is intended as an amplification of some of those requirements.

My signature attests I have the authority to enter into this agreement. I will adhere to all elements of activity planning and implementation of requirements. I accept authority and responsibility for all aspects of planning and implementation according to ABQAURP requirements and ACCME Essentials. Further, I attest the planning and implementation of jointly-sponsored activities are in strict compliance with ACCME Standards for Commercial Support. Further, I agree to abide by all ABQAURP policies and requirements pertaining to providing credit for jointly-sponsored activities.

I have read the ABQAURP Joint Sponsorship Policy and I agree to abide by the stated guidelines. I understand ABQAURP reserves the right to withdraw accreditation of any activity at any time if any of the requirements are not fulfilled.

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Signature of Organization Representative

Date

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Printed Name of Representative / Title

\*\* Joint Sponsor will be required to review and acknowledge the Joint Sponsorship Policy each time it is updated/modified.



Addendum A

# Verb Worksheet for Preparing Learning Objectives

## Behavioral Verbs for Writing Objectives in the Cognitive, Affective and Psychomotor Domains

### Some Verbs for Use in Stating **Cognitive** Outcomes

<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define	discuss	compute	distinguish	diagnose	evaluate
list	describe	demonstrate	analyze	propose	compare
recall	explain	illustrate	differentiate	design	assess
name	identify	operate	compare	manage	justify
recognize	translate	perform	contrast	hypothesize	judge
state	restate	interpret	categorize	summarize	appraise
repeat	express	apply	appraise	plan	rate
record	convert	use	classify	formulate	choose
label	estimate	practice	outline	arrange	decide
		predict		organize	

### Some Verbs for Use in Stating **Affective** Outcomes

<u>Receiving</u>	<u>Responding</u>	<u>Valuing</u>	<u>Organization</u>	<u>Value Complex</u>
sit erect	answer	join	adhere	act
reply	greet	share	integrate	practice
accept	read	complete	organize	discriminate
show	report	follow		influence

### Some Verbs for Use in Stating **Psychomotor** Outcomes

<u>Perception</u>	<u>Set</u>	<u>Guided Response</u>	<u>Mechanism</u>	<u>Complex</u>	<u>Adaptation</u>	<u>Origination</u>
identify	react	display	display	display	adapt	create
detect	respond	manipulate	manipulate	manipulate	revise	compose
differentiate	start	work	work	work	change	arrange
		perform	write	operate		

### **Bad words** that should not be used as cognitive objectives!

know	really know	understand	appreciate	become
learn	thinks critically	approach	improve	grow
increase	expand			
	horizons	grasp the significance of		



## Addendum B

### EXAMPLES OF DESIRABLE PHYSICIAN ATTRIBUTES

#### Institute of Medicine Core Competencies

##### **Provide patient-centered care**

- identify, respect, and care about patients' differences, values, preferences, and expressed needs; relieve pain and suffering; coordinate continuous care; listen to, clearly inform, communicate with, and educate patients; share decision making and management; and continuously advocate disease prevention, wellness, and promotion of healthy lifestyles, including a focus on population health

**Work in interdisciplinary teams**—cooperate, collaborate, communicate, and integrate care in teams to ensure that care is continuous and reliable

Employ evidence-based practice—integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible

##### **Apply quality improvement-**

identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; and design and test interventions to change processes and systems of care, with the objective of improving quality

##### **Utilize informatics-**

communicate, manage, knowledge, mitigate error, and support decision making using information technology

#### ACGME/ABMS Competencies

**Patient care** that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

**Medical knowledge** about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social behavioral) sciences and the application of this knowledge to patient care

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

##### **Interpersonal and**

**Communication skills** that result in effective information exchange and teaming with patients, their families, and other health 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 and system for health care and the ability to effectively call on system resources to provide care that is of optimal value

#### ABMS Maintenance of Certification

Evidence of **professional standing**, such as an unrestricted license, a license that has no limitations on the practice of medicine and surgery in that jurisdiction.

Evidence of a **commitment to lifelong learning** and involvement in a periodic self-assessment process to guide continuing learning

Evidence of **cognitive expertise** based on performance on an examination. That exam should be secure, reliable and valid. It must contain questions on fundamental knowledge, up-to date practice-related knowledge, and other issues such as ethics and professionalism

Evidence of evaluation of **performance in practice**, including the medical care provided for common/major health problems (e.g., asthma, diabetes, heart disease, hernia, hip surgery) and physicians behaviors, such as communication and professionalism, as they relate to patient care.



## Addendum C

### IMPORTANT...

#### Attendance Verification and Activity Evaluation

Thank you for attending <insert activity name and date or activity>.

To receive continuing medical education (CME) credit or continuing education units (CEU), each attendee must verify session attendance through ABQAURP's (CME/CEU Provider for this activity) online system.

With the online system, attendees no longer have to wait 6-8 weeks for CME/CEU certificates. Once your information has been entered into the system, your certificate is immediately available for printing. Should you not print, you will receive an email with the link to your certificate for printing at your convenience.

<Insert JS Org name> looks forward to your feedback!

**The deadline** to complete your CME/CEU verification and receive your certificate is **<insert date>**. A \$25.00 non-refundable processing fee will be charged to attendees requesting credit after **<insert date>**.

Once you return home, copy and paste this link into your internet browser (not search engine search box) to be instantaneously connected to the Attendance Verification and Activity Evaluation for this activity.

<insert link>

**Please report any issues &/or problems with the online system to Greg Zeaman at [Gzeaman@abqaurp.org](mailto:Gzeaman@abqaurp.org) or (800) 998-6030 extension 118.**

## Addendum D

Important reminder:

Each attendee must verify session attendance through ABQAURP's online system to receive continuing education credit (CME/CEU) for **ACTIVITY TITLE**.

Attendees enter their specific information into the system and the continuing education credit certificate is immediately available for printing. Attendees also receive an email with the link to their certificate for printing. **JS ORGANIZATION** looks forward to attendee feedback.

Attendees have 30 days post-activity to complete attendance verification. A \$25.00 non-refundable processing fee will be charged to attendees requesting credit after **INSERT DATE**.

Verify attendance now!

**INSERT LINK**

**Please report any issues &/or problems with the online system to Greg Zeaman at [Gzeaman@abqaurp.org](mailto:Gzeaman@abqaurp.org) or (800) 998-6030 extension 118.**