



**South Carolina
Medical Association**
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Guide to an Accreditation Interview

Goals of Interview

The goals of the interview are to gather data about the organizational structure, resources and responsibilities; review documents as indicators of compliance with all SCMA's Essential Areas, Elements, and Policies; discuss monitoring data and identify excellence whenever present. The interview data will be combined with other data to provide a final overall accreditation recommendation.

Objectives of Interview

To give the provider the opportunity to:

- Introduce their CME unit to the interview team;
- Clarify the information supplied in the Self Study Report;
- Provide information about the CME Program that goes beyond the scope of the Self Study Report but is in support of compliance with the SCMA's Essential Areas, Elements and Policies; and
- Demonstrate the adequacy of the CME Program's administrative structure and the resources that support the CME unit.

To give the SCMA the opportunity to:

- Observe whether activities have been implemented in compliance with the

SCMA's Essential Areas, Elements and Policies;

- Ensure that any specific documentation required by the SCMA's Essential Areas, Elements and Policies is present;
- Discuss Annual Report and other Monitoring Data; and
- Ensure that the interview team has sufficient information about the provider's organization with which to formulate a report to the SCMA's CME Committee.

Format of the Interview

The format for all interviews involves dialogue between the representatives of the accredited provider and the SCMA interview team. Documentation Review will occur and the opportunity for an Activity Review may occur. Standard components of the interview generally include the following:

- Introductory Session
- Organizational Review – Interviews and discussions with CME Program Principals/Administration/Physician CME Leadership
- Performance in Practice Review
- Exit Interview/Closing Comments

An Activity Review can occur during an on-site survey or at another mutually convenient time. An Activity Review is

necessary for all provisionally accredited providers prior to receiving full accreditation. The SCMA feels that observing the performance in practice of

the CME Program will provide additional data about compliance or exceptional performance.

Accreditation Interview Components

Introductory Session

Objective: To review with CME leadership the goals, schedule and format of the interview.

Format: The interview commences with a group meeting with the CME leadership

Organizational Review

(Meeting(s) and Discussions with CME Administration/ Physician CME leadership)

Objectives:

- To review the organizational structure, responsibilities and mechanisms of control;
- To determine whether finance/management practices are appropriate;
- To determine whether there is significant physician input in the development of the program;
- To discuss Annual Report and other Monitoring Data, and
- To review the adequacy of administrative support and resources for the CME Program.

Format:

The interviewers will meet during the visit with the organization's representatives, which may include but are not limited to, senior management, organizational/unit leadership, advisory/ working committee.

Performance in Practice Review

Objectives:

- To review files from all types of CME activities to assure documented compliance with all SCMA's Essential Areas, Elements and Policies and
- To validate documentation to support the information supplied in the Application.

Format:

The SCMA staff will select a list of activities from those offered by the provider. The provider will be notified to have the activity files available during the visit. The provider may be requested to have other documentation of compliance with SCMA policies available during the visit. The interviewers will review the documents for demonstration of compliance with the SCMA's Essential Areas, Elements and Policies

Exit Interview/Closing Comments

Objectives:

- To provide feedback to the organization concerning findings that will be reported to the SCMA, and
- To allow the provider to clarify and supplement specific points.

Format:

The visit concludes with a meeting between the survey team and the CME leadership.

Activity Review (when necessary)

An activity review will be required for a provisionally accredited provider at their first reaccreditation, if the provider requests

it, or if the SCMA requires it for a provider for special circumstances.

Objectives:

- To document compliance with those criteria of the SCMA's Essential Areas, Elements and Policies that can be measured by the direct observation of an activity;
- To describe what a typical participant might experience in the activity; and
- To clarify questions that might arise as a result of observing the activity.

Format:

Normally the review is conducted at the same time as the on-site visit, but may be scheduled at an independent time, if necessary. The review includes direct observation of an activity and components, interviews with the staff of the provider, discussion with the participants and completion of the Activity Review form by the surveyor. Enduring materials will be reviewed by the SCMA in the same way as an actual learner participant would.