

BMS Medical Education

Guidance for IME Activity Reporting

❖❖ Pre-Activity Reports:

1. **Status Report:** Upon approval of your grant, we will e-mail you a *Status Report* template for you to fill out and submit **every 30 days** (or upon request).
 - a. **Launch notification and links** to any online/enduring activities and/or resource tools are required to be emailed to us **on day of launch**.
2. **Change of Scope (CoS) Form:** **To be completed and submitted anytime a change is contemplated or has been made to the activity that was not proposed in the original grant proposal. This form can be found on our IME BMS website.**

❖❖ Post-Activity Outcomes Reports:

1. **Immediate Post-Live Outcomes Report:** Due no later than **5 business days** after the completion of a live activity (inclusive of live webinars). **Slide deck from the activity** must also be attached.
2. **Final Outcomes Report for Live Activities:** Due no later than **30 days** after completion of each live activity.
 - a. Post-live level 5 outcomes: Due no later than **60 days** post survey.
3. **Interim Outcomes Report for Enduring Activities:** Due **every 90 days after the launch of each enduring activity**.
4. **Final Outcomes Report for Enduring Activities:** Due no later than **30 days** after completion of each enduring activity. For multi-component activities, the last Final Outcomes Report must include all activities.

All Reports should be emailed to the appropriate IME contact & to IMEOutcomes@BMS.com.

❖❖ Format and Content of the Post-Activity Reports (in PowerPoint)

Resources providing an outline for the suggested elements:
Immediate Post-Live Activity Report Template (PPT)
Interim & Final Outcomes Report Template (PPT)

❖❖ Moore's Outcomes Levels

BMS supports activities which will achieve objective *Moore's Level 3 (Learning)* and higher.

Expanded CME Framework	Description	Source of Data
Participation LEVEL 1	The number of physicians and others who participated in the CME activity	Attendance records
Satisfaction LEVEL 2	The degree to which the expectations of the participants about the setting and delivery of the CME activity were met	Questionnaires completed by attendees after a CME activity
Learning: Declarative knowledge LEVEL 3A	The degree to which participants state <i>what</i> the CME activity intended them to know	<i>Objective:</i> Pre- and posttests of knowledge. <i>Subjective:</i> Self-report of knowledge gain
Learning: Procedural knowledge LEVEL 3B	The degree to which participants state <i>how</i> to do what the CME activity intended them to know how to do	<i>Objective:</i> Pre- and posttests of knowledge <i>Subjective:</i> Self-report of knowledge gain
Competence LEVEL 4	The degree to which participants <i>show</i> in an educational setting <i>how</i> to do what the CME activity intended them to be able to do	<i>Objective:</i> Observation in educational setting <i>Subjective:</i> Self-report of competence; intention to change
Performance LEVEL 5	The degree to which participants <i>do</i> what the CME activity intended them to be able to do in their practices	<i>Objective:</i> Observation of performance in patient care setting; patient charts; administrative databases <i>Subjective:</i> self-report of performance
Patient health LEVEL 6	The degree to which the health status of patients improves due to changes in the practice behavior of participants	<i>Objective:</i> Health status measures recorded in patient charts or administrative databases <i>Subjective:</i> Patient self-report of health status
Community health LEVEL 7	The degree to which the health status of a community of patients changes due to changes in the practice behavior of participants	<i>Objective:</i> Epidemiological data and reports <i>Subjective:</i> Community self-report

Moore, D.E., Green, J.S., & Gallis, H.A. (2009). Achieving desired results and improved outcomes: integrating planning and assessment throughout learning activities. *The Journal of continuing education in the health professions*, 29 1, 1-15

Please contact the Department Director and/or any IME Specialist with any questions or comments.

Thank you for your continued interest in providing high quality continuing medical education with the mutual goal of improving patient outcomes.