Guidance for IME Activities:
Status Reports & Interim/Final Outcomes Reports

✧ ✧ Pre-Activity Status Reports: Upon approval, a Status Report should be submitted every 30 days with updated available information for each activity.

Links to any enduring activities and/or materials are required to be emailed before or day of launch.

Change of Scope (CoS): Should be completed and submitted 60 days (recommended, but not less than 30 days) prior to the start of the activity.

✧ ✧ Types of Post-Activity Reports
1. Immediate Post-Live: Due no later than 3 business days after the completion of live activities (inclusive of live webinars). Speaker slide deck must also be attached.
2. Final Outcomes Live: Due no later than 30 days after completion of each live activity.

3. Interim Outcomes Enduring: Due every 90 days after the launch of each enduring activity.
4. Final Outcomes Enduring: Due no later than 30 days after completion of each enduring activity. For multi-component activities, the last Final Outcomes Report must include all components.

All Reports must be emailed to the appropriate specialist & 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)

○ Post-Activity Reports (elements may include):
  ○ Title Slide
  ○ Faculty
  ○ Outcomes Infographic
  ○ Educational Impact Summary:
    • Key Take-Home Messages
  ○ Activity Highlights:
    • Gaps & Learning Objectives
    • Educational Activity Details
    • Demographics
    • Additional Metrics (Unique visits, slide deck/practice aid downloads)
  ○ Pre/Post-Test Question Results:
    • Data aligned with the appropriate learning objective and Moore’s Level.
    • Changes measured expressed in absolute %
  ○ Remaining Gaps
    • Continuing educational needs and/or practice gaps that continue to exist after the completion of the activity(ies).
    • Data supporting the identified needs and/or gaps.
    • Changes measured expressed in absolute %
**Moore’s Outcomes Levels**

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

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


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.