



## Organizational Readiness Checklist for Program Sponsorship

*From the Portfolio Program Standards and Guidelines February 2015*

To determine participation eligibility in the Portfolio Program, organizations must review and complete the Organizational Readiness Checklist. It is recommended that the Portfolio Program Standards and Guidelines be reviewed prior to completing this checklist to understand specific expectations regarding participation in the Portfolio Program. *Organizations that cannot confidently answer “yes” to all of the items below are unlikely to be approved for participation.*

1. My organization is committed to quality/performance/practice improvement QI/PI at the senior level (CEO, senior management team, Board of Directors).
2. My organization has a senior leader for quality and safety.
3. My organization has demonstrated competence in sponsoring QI/PI initiatives that utilize rigorous quality improvement methodologies.
4. My organization will not use pharmaceutical or device manufacturer funding for the development of content of QI/PI initiatives eligible for *Improving Performance in Practice* (Part IV) in the ABMS Program for Maintenance of Certification (ABMS MOC®).
5. My organization is committed to supporting meaningful physician participation in strategically aligned QI/PI initiatives; including a willingness to commit necessary resources and consider ABMS MOC a requirement for medical staff privileges for eligible physicians.
6. My organization is willing to adjudicate any disputes relative to meaningful physician participation in a QI/PI activity eligible for Part IV MOC.
7. My organization provides QI/PI education and training to physicians.
8. My organization is willing to form an internal review committee (or adapt an existing committee) to approve QI/PI activities for Part IV MOC using the standards and guidelines of the Portfolio Program.
9. My organization is willing to share lessons learned and best practices in QI/PI and organizational support of quality improvement with other Program Sponsors.
10. My organization is willing to submit ongoing physician completion data and periodic progress reports required as a participant in the Portfolio Program.
11. My organization will allocate personnel and resources to oversee, administer, and document meeting the standards and guidelines of the Portfolio Program.

### Application Process

#### *Organizational Profile*

The application process begins with the submission of the Organizational Profile which captures information about the infrastructure supporting program sponsorship. It also captures the organization's implementation plan and the plan for monitoring meaningful physician participation. To access this document, interested organizations must first set up a profile in the [MOC Activity Manager](#) (MOCAM). The document is available from the MOCAM home page.

#### *QI/PI Examples*

Organizations also must submit three QI/PI activities that exemplify the planning, implementation, and monitoring process described in the Organizational Profile. These examples may cross specialties or be specialty-specific. They do not need to cover all participating ABMS Member Boards.

### Review Process

All applications are reviewed by a multi-specialty committee (Program Reviewers). Program Reviewers may ask for more information, clarification, or general questions about either section of the application. The timeframe for review and approval is approximately eight weeks. Once a decision has been made regarding the approval status of an application, the submitter will be notified electronically via MOCAM. If the decision is an approval, a new Program Sponsor invoice will be sent electronically through MOCAM. *A Program Sponsor will not be able to submit QI/PI activities or physician completions until the new sponsor fee has been received.*

### ABMS Member Board Participation and MOC Part IV Recognition

ABMS Member Boards participating in the Portfolio Program offer an established option for recognizing valid QI/PI activities which their board certified physicians are engaged in. The table below shows what each Member Board awards to a physician who completes an approved activity through a sponsor organization. *Updated May 2016.*

Allergy and Immunology	1 practice assessment module
Anesthesiology	Traditional MOCA: 1 Part IV Case Evaluation MOCA 2.0: Up to 20 Part II Points for Participants MOCA 2.0: Up to 25 Part II Points for Leaders
Dermatology	1 Part IV practice assessment QI module
Emergency Medicine	1 patient care practice improvement activity
Family Medicine	1 module or 20 points depending on certification year
Internal Medicine	20 Practice Assessment points
Medical Genetics and Genomics	1 clinical practice module
Obstetrics and Gynecology	1 Part IV assignment (max allowed per calendar year)
Ophthalmology	1 practice performance module
Orthopaedic Surgery	1 Performance in Practice (PIP) Clinical Module (10 SAE credits). 1 PIP feedback module for QI activities involving a patient or peer survey (10 SAE credits)
Otolaryngology	1 performance improvement module
Pathology	1 Part IV activity
Pediatrics	1 Part IV activity or 25 points depending on certification year
Physical Medicine and Rehabilitation	1 practice improvement project
Plastic Surgery	1 Practice Assessment in Plastic Surgery (PA-PS) Tracer Procedure module
Preventive Medicine	1 practice performance assessment
Psychiatry and Neurology	1 Improvement in Medical Practice (PIP) Clinical Module
Radiology	1 Practice Quality Improvement (PQI) project
Surgery	1 quality assessment program or participation in a national, regional, or local outcomes database
Thoracic Surgery	1 activity or quality assessment program
Urology	1 MOC-PS activity