Appendix B

INSTITUTIONAL SPONSOR RECOGNITION PROGRAM
Sponsors and Responsibilities

Potential sponsors include hospitals, health systems, academic medical centers or other institutions, and leading departments within institutions. A sponsor is an entity with primary ownership of the design and execution of its QI projects and experience designing and implementing QI efforts that include diplomate participation. Sponsors must have the necessary infrastructure and a track record of successful QI activity. Additional responsibilities and attributes of program sponsors include:

Structure and Commitment

- A formal governance committee/entity to oversee this program, policies, procedures, and annual report
- *A review committee responsible for reviewing and approving QI projects, conducting educational interventions to support QI projects and learners, and ensuring meaningful participation by project team members
- Demonstrated commitment to QI through senior leadership’s meaningful engagement in and attention to QI issues in the organization. The program sponsor must use QI to address organization-wide priorities and strategies.
- Demonstrated past success in improving quality of care through structured, systematic efforts based upon accepted QI methodologies.
- Documentation of the sponsor’s commitment to continuous professional development
- Written policy on expectations that all providers are enrolled in their certifying board’s MOC program in order to participate in this MOC Part IV program
- Provision for diplomates’ ready access to appropriate training, education and reference materials on QI through printed materials, electronic tools, seminars, coaching by a QI consultant, or other approaches
- Established ABR-sponsor agreement, renewable every four years pending successful audit and review (annual and periodic).
- Designated quality improvement official (DQIO) to oversee all project reviews
- *DQIO and governance committee invested with the authority and responsibility to oversee and administer this program and to ensure compliance with program standards.

*These requirements can be fulfilled either by mechanism 1) or 2) under Appendix A: Program Standards, 4th bullet point.
**Designated Quality Improvement Official (DQIO) Responsibilities:**

- Must have administrative time to effectively carry out his or her educational leadership responsibilities to the sponsoring institution.

- Must establish and implement procedures to ensure diplomate participation in QI activities.

- Must have sufficient resources to ensure the effective implementation and support of this program in compliance with the letter of agreement and program standards.

- Must document policies and procedures for management and administration of QI projects that may qualify for Part IV MOC credit in this program, including participation criteria, completion criteria, project assessment criteria, etc.

- Must require and ensure meaningful diplomate participation in all QI projects submitted for MOC Part IV credit as part of this program.

- Must have a documented process for conflict resolution regarding diplomate participation and must adjudicate such conflicts internally.

- Must present an annual report to the governing body of the sponsor that demonstrates the impact of this PQI program to the organizational strategy and patient care.

- Must notify the ABR in the event of loss of accreditation or recognition by the ACGME, ACCME, The Joint Commission, or any other applicable accrediting body that certifies compliance with the conditions of participation in Medicare set forth in federal requirements.

**Accreditation Requirements for Sponsoring Institutions: Sponsoring Institutions Must Maintain Accreditation Status.**

- Accredited by ACGME (must be in substantial compliance with institutional requirements)

- Accredited by ACCME or have established joint-sponsored capability with an ACCME-accredited provider (must be in compliance)

- Accredited by The Joint Commission (if hospital) OR other applicable accreditation to certify compliance with the conditions of participation in Medicare set forth in federal requirements

- If the sponsoring institution loses its accreditation or recognition in any one of the above, the DQIO must notify the ABR and provide a plan of response.

**Criteria for Project Approval**

- See section III.a. above. In addition, sponsor must:

- Adhere to the Accreditation Council for Continuing Medical Education’s Standards for Commercial Support to identify and resolve any potential conflicts of interest.
Projects must not utilize funding from pharmaceutical or medical device manufacturers and must not include third-party advertising on materials directly related to this MOC Part IV Institutional Sponsor Approval Program.

**MOC Part IV Credit**

- Following review and co-signing by the DQIO, the sponsor must retain the complete attestation forms. These files must be kept for the duration of the MOC Part IV Institutional Sponsor Approval Program term, or six years plus current, whichever is longer.

- ABR grants equivalent MOC Part IV credit for QI projects approved by the sponsor. A qualified project will be credited as fulfilling one of the three required projects in a 10-year cycle.

- For projects that clearly exceed the above requirements for meaningful participation, the sponsor may appeal to the ABR for an increase in credit for the specific project.

- Once completion data is validated by the ABR (see reports #1 and #2 in Reports and Data Transfer below), MOC Part IV credit is granted to the eligible diplomates. Credit will not be awarded to eligible diplomates until the project and individual diplomate reflection are completed.

**Reports and Data Transfer**

The sponsor is required to submit three types of reports to the ABR:

1. **Approved Quality Improvement Project Report**: Once the sponsor has reviewed a QI project internally or through the external mechanism described under Program Standards to determine if it meets the standards of this program, a notification of the new QI project is submitted to the ABR.

2. **Diplomate Completion Report**: Once a diplomate has successfully met the participation criteria for a project, the sponsor will submit applicable diplomate information to the ABR on behalf of the diplomate for MOC Part IV credit.

**Annual Report**. The sponsor must submit a detailed annual report of all approved projects, complete with participation history of the diplomates and analysis of data for process improvement and outcomes.