

AHME RFP

For Members of the Association of Hospital Medical Education (AHME) Only Multi-State Collaborative Grants for Performance Improvement CME Activities

Introduction/Announcement

The Association for Hospital Medical Education (AHME) has received a grant from Pfizer to support Performance Improvement-CME (PI-CME) activities for AHME member institutions. The overall project is not limited to any particular disease or condition, but it is expected that each grant to member institutions will be targeted to improving a documented clinical performance gap at that institution. Based on your demonstrated capabilities as a CME provider, you are invited to submit a proposal to support a PI-CME initiative in inpatient and/or outpatient settings. The grants will be administered through the Physicians Institute for Excellence in Medicine (www.physiciansinstitute.org) and training and other guidance will be provided as part of the AHME grants. If you are thinking about submitting a proposal, please send a short, one or two paragraph email to dpieper@med.wayne.edu (David Pieper, Ph.D., Chair, AHME Council of Continuing Medical Education).

What is the focus of this grant opportunity?

Proposals should concentrate on introducing tools for hospitals, clinics or physician practices to improve the ability of physicians to diagnose, communicate and/or treat patients in a specified clinical area of concern. This initiative requires your organization to go a step further in determining the impact of your educational activity by conducting a performance improvement activity.

Does your organization qualify to apply for this educational grant?

If your organization is an accredited CME provider and a member of AHME, you are eligible to apply for a grant. Accredited providers may engage in partnerships, co-sponsorship or joint sponsorship with non-accredited providers. If your organization is not a member of AHME, you may apply for membership prior to applying for a grant.

What is supported by this grant?

Grant monies can only support focused CME educational activities, educational resources to support those activities, and follow-up evaluation. None of the educational grant monies can be used to pay for equipment, patient care, medications or to benefit individual physician offices. Physicians cannot be compensated or provided incentives for attending a CME activity. Grant monies cannot be used to pay physicians to provide patient care. Examples of appropriate expenditures of grant funds include:

- Associated costs of data collection (chart abstraction, materials, consultants)
- CME activity as a part of the intervention
- Process improvements (including non-educational strategies such as colored files, flags, reminders, educational aids)
- Food items for team meetings

Grants will be considered at a maximum of \$10,000. You are encouraged to seek additional support, including in-kind support, from other sources. Projects that demonstrate the most potential for improving physician practices will receive priority. Grant recipients will be selected by an AHME Review Committee whose members will be selected from the AHME Council on Continuing Medical Education (CCME).

What resources are offered?

PI-CME Outcomes Training will be provided through an online webcast and online resources available online. The Webcast will cover data relating to the performance measures, the basics of PI-CME, how to select and structure a project, how to manage a physician-oriented PI-CME team, and basic tools of PI. Training staff will include CME and PI consultants, Physicians' Institute staff, and AHME Review Committee members.

Three additional resources are provided to each grantee in support of your PI-CME initiative:

- Two webinars are scheduled in January on how to apply for the grants.
- The Physician's Institute Project Manager will communicate with you on a regular basis and will be your contact for issues relating to your grant
- A consultant is available to assist in answering questions regarding methodological issues

What is required from grantees?

Application: Submit an application online that includes your organization-specific gap analysis, plan for conducting activity, evaluation strategy and budget.

Evaluation: Grantees will be expected to develop and utilize their own data collection system and method for tracking physician involvement in PI-CME (See Project Components for more detail)

Continuous Follow-up: Brief monthly progress reports will be required. This process will largely be automated.

Final Report: Submit a Final Report, an Abstract, and a budget reconciliation.

What is the time frame for this grant?

LOA & Timeline: Grant applications must be submitted by **February 19, 2010**. Grant awards will be announced by mid March 2010 and 75% of the award amount will be sent to grant recipients immediately. Funded activities can begin as soon as the Letter of Agreement (LOA) is signed. Projects should be completed within nine months. Final reports must be submitted no later than **April 28, 2011**. The remaining 25% of the award will be sent to grant recipients within 30 days of submission and acceptance of the final report.

Project Components

Project Management: Each project must appoint a staff person as project director and specify a medical leader. In addition, it may be useful to identify an advisory group to include additional physicians, PI staff and other persons with needed expertise. Grantees must notify the Physicians' Institute's Project Manager immediately concerning changes in the grantee project manager during the project.

Project Design: PI-CME: This grant requires that you offer and manage a Performance Improvement CME activity in your setting. The activity must comply with the three-stage PI -CME model described by the American Medical Association in the PRA Handbook (<http://www.ama-assn.org/ama/pub/category/15889.html>) including:

- Stage A: Performance assessment (Baseline)
- Stage B: Performance Intervention
- Stage C: Evaluation and Reflection on Practice Changes

The CME provider will support participants through the three stage process. Physicians completing all three stages of the project may be awarded 20 hours of AMA PRA Category 1 CME Credit® by the grant recipient. Grant recipients will award all credit.

Outcomes Evaluation: Grantees will be expected to develop and utilize their own data collection system and method for tracking physician involvement in PI-CME.

The final report should include the following evaluation components: 1) numbers of Participants (Physicians and Non-physicians); 2) Performance Improvement outcomes (before and after intervention measures); 3) an evaluation of the process by the participants; 4) evaluation of any CME activities that may be included as part of the project.

Data Analysis: Grantees will conduct their own data analysis and report PI-CME outcomes to the Physicians Institute. The Physicians' Institute will prepare a final aggregate report which will be available to grantees in addition to posting project abstracts (submitted by grantees) on the Physicians' Institute website.

Support and Technical Assistance: A web-based educational session will be conducted for CME providers focusing on PI-CME methodology. The project is also making a consultant available to assist that staff person in the design of the educational session and to assist that person in answering questions concerning local CME activities that will be funded as part of the project.

Final Report: All grantees must submit a final report at the end of the project and a budget reconciliation form. Grantees should download these templates, available on this site. Following completion of the reports, grantees should upload these reports as instructed. These reports should be submitted no later than **April 28, 2011** unless the Project Manager has provided an extension. Additional attachments may also be provided.

Abstract: Grantees must also submit an abstract of their Final Report, which will be posted on the Physicians' Institute's website. The abstract should be in the range of 200 to 500 words, to include a brief summary of the project methodology, results and conclusions. A downloadable template is provided.