

# ABMS PORTFOLIO PROGRAM PA TOOLKIT

Tools for physician assistant (PA) engagement

Distributed by  
ABMS Portfolio Program and  
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Dear ABMS Portfolio Program Sponsor,

To help you introduce the American Board of Medical Specialties Portfolio Program™ (ABMS Portfolio Program) to your organization and specifically to physician assistants (PAs), we have developed this toolkit of materials according to National Commission of Certification of Physicians Assistants (NCCPA) program guidelines that includes the following:

**COMMUNICATION MATERIALS**

**Frequently Asked Questions (FAQs)** about the agreement between the ABMS Portfolio Program and NCCPA .....3

**ABMS Portfolio Program Introduction** for describing the pathway to the ABMS Portfolio Program Sponsor organization and PAs .....5

**Organization Announcement Sample** for sharing with PAs to announce program participation .....6

**PROGRAM MATERIALS (Requirements for Sponsors/PAs)**

**PA Approval Statement** noting the approval of a quality improvement (QI) activity for PA participation .....7

**PA Attestation and Reflection Form** for PAs to document activity participation and submit for credit .....8

**Sponsor Confirmation Letter to PA** acknowledging meaningful participation in an activity and pending credit posting to the PAs CME record .....9

If you have any questions about the materials provided or how they are to be used, please send an email to [portfolioprogram@abms.org](mailto:portfolioprogram@abms.org).

Thank you,

ABMS Portfolio Program Team

## FREQUENTLY ASKED QUESTIONS (FAQs)

1. **What is the nature of the agreement?**

The [ABMS Portfolio Program](#) has an “interprofessional collaborative agreement” with the [National Commission on Certification of Physicians Assistants \(NCCPA\)](#). Under this agreement, physician assistants (PAs) working in [ABMS Portfolio Program Sponsor organizations](#) and participating with physicians on team-based inter-professional improvement activities will be able to receive NCCPA Performance Improvement CME (PI-CME) credit through the ABMS Portfolio Program.

2. **Are all PAs in my organization eligible to receive NCCPA PI-CME credit through this pathway?**

This pathway is open to PAs participating with physicians in ABMS Portfolio Program approved improvement activities.

3. **Are “PA only” improvement efforts eligible to receive NCCPA Certification Maintenance credit through this pathway?**

Not at this time.

4. **What are the standards for meaningful PA participation in these improvement activities?**

The threshold for meaningful PA participation must be equivalent to the standard for physicians participating in the same activity.

5. **How will PAs receive credit through this pathway?**

Documentation of meaningful participation by PAs in an activity should occur using the same mechanism used by the physicians participating in the same activity. ABMS Portfolio Program Sponsors will attest to PA participation in approved activities to the ABMS Portfolio Program. The ABMS Portfolio Program will provide an online form for sponsors to use to report PA participation. The ABMS Portfolio Program will report PA completion to the NCCPA. NCCPA offers [more details on this process](#) on its website.

6. **How will PAs know when their PI-CME credit has been awarded?**

The NCCPA will email PAs when their credits have been logged in their record.

7. **How many PI-CME Credits will PAs receive for efforts submitted to the NCCPA through the Portfolio Program?**

Most ABMS Portfolio Program activities are equivalent to 30 CME credits. NCCPA then doubles the first 20 PI-CME credits earned for each PA per CME logging cycle.

8. **How will PA participation affect my organization’s sponsor fees?**

An organization’s PA attestations will be included along with physician attestations when calculating an organization’s annual participation fee.

9. **Are ABMS Portfolio Program Sponsor organizations required to participate?**

We encourage organizations including PAs in inter-professional improvement activities to participate. However, participation is not required.

**10. Do ABMS Portfolio Program Sponsors have to use the PA forms provided by the NCCPA/ABMS Portfolio Program?**

Yes. The NCCPA will award PA credit when the Sponsor has used the 'Part IV Sponsor Approval Statement', the 'PA Attestation' and the 'Confirmation Letter' as part of the PA participation and submission process.

**11. What information is required in order to submit PA completions?**

Sponsors must include the following in a PA completion submission:

- a. Unique NCCPA ID Number (sometimes referred to as the NCCPA Certification Number)
- b. Last Name
- c. First Name
- d. Middle Initial
- e. Date of Birth
- f. Email Address
- g. QI Effort Title
- h. Start Date
- i. End Date



## ABMS PORTFOLIO PROGRAM INTRODUCTION

We are pleased to share that the American Board of Medical Specialties Portfolio Program™ (ABMS Portfolio Program) has a pathway for Physician Assistant (PA) QI activity completion submission through the National Commission of Certification of Physicians Assistants (NCCPA). Successful completion of a QI activity in an ABMS Portfolio Program Sponsor organization will allow PAs to receive Performance Improvement CME (PI-CME) credit through the NCCPA. To submit PA activity completions to the ABMS Portfolio Program, Sponsor must take note of the following:

1. PAs must participate in a QI activity by an ABMS Portfolio Program Sponsor organization.
2. PAs must participate meaningfully in the QI activity at an equivalent standard as the physicians involved in the same activity.
3. Sponsors must complete and submit the PA Approval Statement with the CME accreditation statement.
4. PAs must complete the PA Attestation and Reflection form provided by the ABMS Portfolio Program.
5. Sponsors will provide PAs a confirmation letter upon submission of their attestation form.
6. Sponsors will submit PA completions on the form titled "PA Completion Notification"
7. Sponsors will include the following information for PA's
  - a. Unique NCCPA ID Number (*sometimes referred to as the NCCPA Certification Number*)
  - b. Last Name
  - c. First Name
  - d. Middle Initial (not required)
  - e. Date of Birth
  - f. Email Address
  - g. QI Effort Title
  - h. Start Date
  - i. End Date
8. Most ABMS Portfolio Program activities are equivalent to 30 CME credits. NCCPA then doubles the first 20 PI-CME credits earned for each PA per CME logging cycle.
9. The NCCPA will notify PAs by email when the PI-CME credits have been logged in their record.

## ORGANIZATION ANNOUNCEMENT SAMPLE

*More examples of communication language is available in the ABMS Portfolio Program Sponsor Toolkit. This information can be incorporated into presentations, emails, events, flyers, etc.*

### **Opportunity for (Institution Name) PAs Participating in QI**

Certified PAs can earn free Category 1 PI-CME credit with NCCPA for participating in quality improvement (QI) initiatives within (institution name).

Thanks to a collaborative agreement between the NCCPA and the ABMS Portfolio Program™ – a program (institution name) participates in – Certified PAs can receive this high-value CME credit for participating in activities that improve the quality of patient care.

**For more information about qualifying QI initiatives, (insert contact information or web link to internal source of details about institution's QI programs).**

After the QI effort is completed, participating PAs will complete an attestation form, submit that to (name/office), and then within a few weeks' time, that information will be transmitted from us to the Portfolio Program and then to NCCPA where the credits will be logged in the CME records of those PAs on their behalf. *(This is the only way this particular type of PI-CME can be logged; these activities cannot be logged online directly by the PA.)* NCCPA will notify PAs by email when these PI-CME credits have been logged in their record.

These QI activities are equivalent to 30 PI-CME credits. **NCCPA makes this effort even more valuable by doubling the first 20 PI-CME credits earned during a PA's two-year CME cycle.**

For more details on earning credit through this program, visit the [NCCPA website](#).



## PA APPROVAL STATEMENT

This QI activity meets the requirements of the ABMS Portfolio Program and is eligible for continuing certification through participating ABMS Member Boards and for Category 1 PI-CME credits through the National Commission on Certification of Physician Assistants (NCCPA).

As an approved ABMS Portfolio Program Sponsor, <<your organization name>> has been approved by the ABMS Portfolio Program to approve QI Efforts for continuing certification (for physicians) and for Category 1 PI-CME credit for PAs.



## PA ATTESTATION

This attestation is for use by PAs seeing certification credit for quality improvement and/or patient safety work. It must be cosigned by the program administrator or project leader. The completed and signed attestation will be retained by the ABMS Portfolio Program Sponsor, who will notify the ABMS Portfolio Program of the PA's completion of this work.

### Section 1: Participant Information

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Provide the following details:

1. First and Last Name
2. NCCPA ID Number
3. Date of Birth
4. Email Address
5. QI Effort Title
6. Sponsor Organization

### Section 2: Attestation of Meaningful Participation

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Confirm the following requirements by providing your initials after each:

1. I engaged in the following QI/PI/PS work from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ . Initials \_\_\_\_\_
2. I worked **EITHER** with my care team/colleagues **OR** with leadership committees **OR** served in a QI leader/coach/advisor role, to plan and implement/oversee related patient care as appropriate and applicable to my role in my organization. Initials \_\_\_\_\_
3. I reviewed appropriate measurement data at least once before and after each change was made in practice. Initials \_\_\_\_\_

### Section 3: Targeted Reflection – Impact

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What change(s) were made in practice and how did they impact patients?

### Section 4: Signatures

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1. **PA Signature:** I attest I participated in this QI activity as described above

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. **Project Leader Signature:** I confirm that the above physician meaningfully engaged in the QI work described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_





**SPONSOR CONFIRMATION LETTER TO PA**

<INSERT DATE>

RE:

< FIRST NAME LAST NAME, DEGREE>

<INSERT ADDRESS>

Dear <INSERT FIRST NAME LAST NAME, DEGREE>,

<INSERT SPONSOR ORGANIZATION NAME>, an approved ABMS Portfolio Program™ Sponsor, has attested that you met meaningful participation requirements for the quality improvement (QI) activity entitled “<INSERT QI EFFORT TITLE>”. The ABMS Portfolio Program acknowledges receipt and processing of this information and has notified the National Commission on Certification of Physician Assistants (NCCPA) about your participation in this QI activity.

**Within five business days, NCCPA staff members will log this activity in your CME record and notify you by email when completed.** The beginning and end dates of your activity participation are recorded as the ones you submitted on the form. You can check your online record at [www.nccpa.net](http://www.nccpa.net) to see the activity completion.

Sincerely yours,

<YOUR LEADERS' SIGNATURE>

<YOUR LEADERS' NAME AND TITLE>

ABMS Portfolio Program Sponsor