



# CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

<b>OFFICE OF CONTINUING MEDICAL EDUCATION</b>	
<b>NUMBER:</b>	<b>20</b>
<b>SUBJECT:</b>	<b>STANDARDS FOR MANUSCRIPT REVIEW</b>
<b>ORIGINATION DATE:</b>	<b>12/03</b>
<b>CURRENT REVISION DATE:</b>	
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**SUBJECT: Standards for Manuscript Review**

## **Standards for Designating Manuscript Review for AMA PRA Category 1 Credit**

The manuscript review activity must meet the guidelines for AMA PRA category 1 credit as detailed in the AMA Physician's Recognition Award: Requirements for Accredited Providers booklet (version 3.2).

Additionally:

1. Manuscript review activities must be sponsored by an accredited provider working collaboratively with a medical journal indexed by the *Index Medicus*.
2. The texts to be reviewed must be original contributions to the medical literature that require multiple reviewers, e.g., not book reviews.
3. The journal editor, working with the accredited provider, will need to educate reviewers about the CME process-establish objectives and criteria for content review, and provide all needed instructions.
4. Manuscript review assignments must be at a depth and scope that require a review of the literature and a knowledge of the evidence base for the manuscripts reviewed. To the extent possible, this review of the evidence base should be documented.
5. Providers may designate each accepted manuscript review, as documented by the journal editor, for a maximum of three credits. Physicians may claim credit for a maximum of five reviews per year.
6. The accredited provider, working with the journal editor, should have an oversight mechanism to evaluate the quality of reviews submitted. This process should assure that physicians who submit substandard reviews do not continue to participate or receive credit for subsequent activities.
7. Organizations that are not accredited providers, but that publish journals indexed by the *Index Medicus*, may arrange joint sponsorship agreements with an accredited provider so that their manuscript reviewers can obtain AMA PRA category 1 credit.

Reference: American Medical Association 2003, Division of CPPD