

Oversight for Projects submitted through the AAP Portfolio Program

Definition of Oversight

The AAP group providing oversight for the project should have meaningful involvement in the project during all stages of planning and implementation.

Oversight Group Responsibilities

- Ensure the project follows ABP standards and AAP Portfolio requirements as specified in the MOC Part 4 application
- Ensure the project aligns and does not contradict with AAP policies and views on the topic
- Work with Project Leader(s) to develop sound QI protocols
- Review application to ensure strength of quality improvement methods and project structure, including:
 - Does the project identify what it is trying to improve?
 - Do the measures provide information to participants about whether they are seeing an improvement?
 - Do the measures relate back to the stated QI aim?
- Serves as appeal process for unresolved disputes with attestations
- Attest to Project Leader participation and signs project leader attestation forms

Approved Oversight Groups

AAP Chapters

Committees, Councils, and Sections

AAP-sponsored Grants

QIDA

Regardless of the oversight body, a main point of contact in addition to the Project Leader must be identified. Typically, this is an internal AAP employee. AAP Chapters will use the Chapter Executive Director as a main contact. Individuals cannot serve as oversight only approved AAP Groups.

Project Leader Responsibilities - Pre-Project Implementation

- Identify a physician QI expert to be involved in the project
- Develop a well-defined project that addresses the requirements for MOC Part 4 and meets the ABP standards
- Work with oversight group to establish process for oversight and communicate regularly with the oversight group on project progress
- Establish completion criteria for participants
- Identify a project manager (managing the day operations of the project), if not the Project Leader
- Complete MOC Part 4 application
- Collect, retain, and submit Local Leader Acknowledgement Forms, if applicable

Project Leader Responsibilities - Project Implementation

- Submit annual (yearly from start of project) report that documents project progress
- Track participant participation with support of project manager and/or local leaders, if applicable
- Communicate regularly with the oversight group on project progress
- Provide feedback to participants If changes are made to protocol, or project experiences issues or challenges, the MOC Review Panel (via Portfolio staff) should be informed

Project Leader Responsibilities - Post-Project Implementation

- Sign Local Leader or participant attestation forms
- Maintain all project documentation for 7 years (including methods, results, participation tracking, completion data tracking grid, attestations, and leadership)
- Collect, retain, and submit all attestation forms
- Complete and submit completion data tracking grid
- Complete and submit yearly and final reports to the Portfolio, or as requested by the Portfolio

Portfolio Staff role

- Portfolio staff will send email reminders of the annual and final report deadlines to project leader and/or project manager (if applicable)
- Portfolio staff will identify a system with the Project Leader and/or project manager (if applicable) to collect participants signed attestation forms and the completion data tracking spreadsheet
- Portfolio staff will report credit to the American Board of Pediatrics