



## CONTINUING MEDICAL EDUCATION POLICIES: Attendance Records Retention

### Attendance Records Retention

#### Background

The Accreditation Council for Continuing Medical Education (ACCME) requires the following regarding retention of attendance records:

“An Accredited provider must have mechanisms in place to record and, when authorized by the participating physician, verify participation for six years from the date of the CME activity. The accredited provider is free to choose whatever registration method works best for their organization and learners. The ACCME does not require sign-in sheets”.

#### Procedure

TJFF COM Graduate Medical Education/Faculty Affairs/CME records, stores and verifies activity participation (when authorized by the physician) from ten years of the activity (ACCME requirement is six years). TJFF COM currently records attendance from each educational event (non-accredited and jointly provided) on spreadsheets and stores them in a secure file on the departmental shared drive. This includes those participants attending educational activities (Grand Rounds) virtually and in person. All participant attendance data will eventually be housed in a Learning Management System once one is obtained and implemented. Data collected may include but is not limited to:

- Name of Learner
- Activity Title
- Date of Activity
- Activity Format
- Educational Delivery Method
- Location
- Credit
- Registration Required
- Registration Fee

**EFFECTIVE DATE:** January 1, 2023

**APPROVAL DATE:** January 1, 2023

**REVIEW DATE:** December 1, 2028