
	Policy for Attendance and Recordkeeping	
Continuing Education	Original Date: 5/15/2015 Revision Date: 11/3/2020 Effective Date: 11/3/2020	Approved By:  <hr/> Thomas Nowicki, MD System Director of Medical Education Approval Date: 11/3/2020

Purpose:

The purpose of this policy is to ensure that attendance records for continuing education (CE) are submitted to, and retained by, the CE team in accordance with the standards set forth by Joint Accreditation (JA). Failure to follow this policy will adversely affect the status of Hartford HealthCare as an accredited provider of CE.

Scope:

This policy applies to the HHC Community, credentialed community providers, and external providers seeking approved continuing education credits for an educational activity.

Policy:

All CE attendance records will be submitted to the CE team in a timely manner, and will be maintained by the CE team for a minimum of 6 years. All CE supporting application documentation will be maintained by the CE team for the current accreditation term.

Procedures:

- Attendance
 - All learners will “check in” to all educational activities by texting the activity code shared with them
 - This requires the learner have an active account at hhchealth.cloud-cme.com
 - Activity Directors are responsible for sharing the individual activity code with their learners
 - Learners having difficulties checking in via text must email ContinuingEd@hhchealth.org with the title and code for the activity in order to be checked in by CE staff
 - Dependent on the activity, there may be additional requirements met by the individual learner or planning team before credit is awarded or confirmed for the learner
- Recordkeeping
 - The CE team will maintain records of CE hours earned for a minimum of 6 years
 - The CE team will also maintain all supporting documentation for a minimum of the accreditation term so that those records are available for the next accreditation self-study

Definitions:

- CE team (CE): The Hartford HealthCare CE team
- HHC Community: Providers employed by Hartford HealthCare
- Credentialed Community Providers: Non-employed providers with practicing privileges throughout Hartford HealthCare
- External Providers: Providers with no affiliation nor privileges at a Hartford HealthCare entity
- Sponsoring department: The Department responsible for planning, presenting and evaluating the CE Activity
- Activity Medical Director (AMD): Physicians with overall responsibility for planning the educational activity
- Planning Committee: Any person who assists in planning the event, choosing speakers, or determining topics

References:

- [Joint Accreditation CE Planning & Implementation](#)

Related Policies:

- Case Based Conference Policy
- CME for Journal Club
- CME for Committee Learning
- CME for Education Based RSS

Related Documents:

- None