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

Purpose:

The purpose of this policy is to define the monitoring of Continuing Education (CE) activities to ensure compliance with Joint Accreditation Criteria and provide a quality assurance mechanism. Failure to follow this policy will adversely affect the status of Hartford HealthCare (HHC) as an accredited provider of CE.

Scope:

This policy applies to all approved educational activities directly or jointly provided by the HHC CE team.

Policy:

- Each CE team representative will audit a minimum of one CE activity each quarter to ensure compliance.
- This audit may be completed via either review or observation

Procedures:

- Activities will be randomly selected from a variety of locations, departments, and methods of delivery.
- The CE team representative will complete the CE Audit Form for each event attended.
- Feedback will be shared with the event planner.
 - If a program is audited and found to be non-compliant with HHC CE policies and Joint Accreditation criteria, the CE team will provide education and guidance to the planning and administrative staff to improve compliance.
 - Should the CE representative identify a gross error or violation of Joint Accreditation criteria, they shall notify the Activity Medical Director and Director of Medical Education as soon as possible.
- The CE Monitoring Form and all supporting documentation will be uploaded into the activity file for that activity.

Definitions:

- Review – Look at the documentation for a CE activity to ensure compliance with Joint Accreditation criteria
- Observe – Participate in a CE activity to ensure the activity is consistent with the activity that was planned and approved by the CE team

References:

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Related Policies:

- Resolution of Conflict of Interest Policy
- Financial Disclosure Policy
- Commercial Support Policy

Related Documents:

- HHC CE Audit Form