Pacific Northwest University of Health Sciences

Policy: CME Program – Records Management

Purpose: Accredited CME providers must maintain specific activity records. Maintenance of the documentation associated with attendance and activity records enables PNWU’s CME Program to comply with reporting requirements, reaccreditation review, and PNWU’s Document Retention and Destruction policy.

Policy: PNWU’s CME Program has established a framework to manage CME records. These procedures, outlined below, are intended to best serve the needs of activity participants and others requiring information associated with tracking, reporting, retaining, and destroying CME records.

Definitions: N/A

Procedure:
CME Tracking
1. The CME Director is responsible for tracking CME Program and activity data, which includes, but is not limited to:
   a. Activity Information
      i. Unique ID
      ii. Title
      iii. Date
      iv. Location
      v. Sponsorship Type
      vi. Hours of Instruction
      vii. Faculty Information (credentials, demographic data)
   b. Participant Information
      i. Total number of Participants (Physicians and Non-Physicians)
      ii. Names of Participants
      iii. AOA Numbers of Participants, if applicable
      iv. Number and Type of CME Credits obtained by each Participant
      v. Participation Date(s)
      vi. Participant Demographic Information
   c. Evaluation Information
      i. Activity and Outcome Evaluation Summaries
      ii. Annual Program Evaluation Summaries and Improvement Plans
   d. Financial Information
      i. Income and expense data allocated to the Program and each activity, including amounts associated with commercial support

This policy and procedure are not to be construed as an employment agreement or contract.
Pacific Northwest University of Health Sciences retains the right to amend or change any policy or procedure at any time without prior notice.
CME Reporting
1. The CME Director is responsible for reporting activity data to the CME Committee, PNWU Senior Leadership, and to accrediting agencies, as required.
   a. Completed rosters will be submitted to the AOA by the end of each CME Cycle, at the latest, utilizing the appropriate reporting forms.
   b. ACCME activity data will be reported annually, utilizing the online Program and Activity Reporting System (PARS).
   c. Additional documentation of compliance with AOA and ACCME accreditation requirements will be submitted as required or upon request.

CME Credits Designation and Access
1. During the CME activity planning process, the CME Committee will designate the total number and type of eligible CME Activity credits, including credit for Specialty CME as appropriate, applying the current AOA and ACCME guidelines.
2. PNWU’s CME Committee and authorized staff will be able to access activity rosters for a minimum of 6 years and at least two full 3-year AOA CME cycles in order to serve the needs of participants and others requiring this information.

CME Record Retention and Destruction
1. Active files associated with PNWU’s CME Program will be permanently maintained in both paper and electronic format.
2. Inactive CME Program files and completed CME activity files will be archived, via paper and electronic formats, and retained for a minimum of 6 years and at least two full 3-year AOA CME cycles, or as indicated in PNWU’s Document Retention and Destruction Policy (whichever is longer). These files include, but are not limited to, the following:
   a. CME Planning Documents, Needs Assessment Source Data, Activity Content and Content Validation Worksheets, Promotional Materials
   b. Attendance Records and Rosters
   c. Letters of Agreements, Faculty Communications, Disclosure Forms
   d. Budgets, Contracts
   e. Evaluation Data, Reports, Improvement Plans
3. Non-pertinent documentation and records that are approved for removal will be demolished in compliance with PNWU’s Document Retention and Destruction policy.

Related Documents:
- Policy: Document Retention and Destruction
- Policy: CME Program – Privacy (in development)