

Sign-in and Evaluations for Credit

Effective date: April 2, 2018

Functional area: Continuing Medical Education (CME)

Department: Spectrum Health Office of Medical Education (OME)

- 1. Purpose:** To establish a protocol for sign-in sheets, evaluation process and the relation of awarding credits
- 2. Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Continuing Medical Education (CME) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME.
- 3. Regulations:**
 - CME sign-in sheets must be utilized at the CME activity
 - 3.1 The activity organizer will receive a sign-in sheet from the CME office after approval of the event
 - 3.2 Attendees must sign in and be present for the entire event. It is the responsibility of the activity organizer to monitor attendance. Once the activity has started, but not longer than 10 – 15 minutes, the activity organizer is responsible for removing the sign in sheet
 - 3.3 Upon completion of the activity, the organizer must email the sign-in sheet to the CME office at cmeoffice@spectrumhealth.org within 48 hours
 - 3.4 The organizer must include documentation of what was covered, such as presentation copies, speaker information, or case conference form
 - 3.5 At the end of the evaluation period, the CME staff will cross reference the sign in sheet with the online credits for this activity. Anyone who has not signed into the activity will have the CME credit(s) removed from his/her transcripts. The sign-in sheet **MUST BE LEGIBLE FOR CREDIT TO BE RECORDED.**
 - 3.6 Failure to consistently submit required session documentation will result in probation of the activity, or termination of CME accreditation. The CME Office or Committee members may attend your CME activity to monitor the activity for compliance.
 - 3.7 The evaluation period for each session is 30 days following the event date. Evaluations will not be available and CME credit will not be awarded after this time period.