

FA026 Activity and Attendance Records Retention

Policy Type: Administrative/Operations
Responsible Administrator: David Sakala,
Director, Continuing Medical Education, Office of
Faculty Affairs
Responsible Office: Faculty Affairs

Originally Issued: June 17, 2024
Revision Date: N/A
Training Required: No
LCME Required: No

Approved by:



Marc J. Kahn, MD, Dean

Date: June 17, 2024

Definitions

N/A

Statement of Purpose

The purpose of this policy is to ensure the Kirk Kerkorian School of Medicine at UNLV ("SOM") meets the requirements of the Accreditation Council for Continuing Medical Education ("ACCME"), American Medical Association ("AMA"), and University of Nevada, Las Vegas ("UNLV") for managing and retaining accredited continuing medical education activity and attendance files and records.

Entities Affected by This Policy

All SOM individuals affected are required to understand and comply with this policy. A record of this policy will be kept accessible to all individuals affected and made available upon request.

Required Acknowledgement

All entities affected are required to acknowledge they have read and understand this policy.

Policy

The SOM, as an accredited provider of accredited continuing education, shall have mechanisms in place to record and, when authorized by the participating physician, verify participation for six years from the start date of an accredited continuing medical education activity. All pertinent data and information (e.g., physician name, educational activity title, credits, etc.) related to physician participation in an accredited education activity shall be recorded and maintained in a secure, electronic system for a minimum of six years.

The SOM shall retain activity files/records of accredited continuing education activity planning and presentation during the current accreditation term or for the last twelve months, whichever is longer.

The SOM shall notify UNLV Records Retention Officer once the minimum required retention period for activity files/records and attendance records has been reached before any file/records are destroyed.

All other files and records related to accredited continuing education shall be retained per the Nevada System of Higher Education Records Management Program and Records Retention Schedule.

Related Documents

CME Activity and Attendance Records Retention | ACCME

Nevada System of Higher Education Records Management Program and Records Retention Schedule

Contacts

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