



CME Activity and Attendance Records Retention Policy

Marshall University School of Medicine (MUSOM)

Purpose

Marshall University Joan C. Edwards School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

This policy outlines the procedures for retaining CME activity and attendance records related to Continuing Medical Education (CME) activities at Marshall University School of Medicine (MUSOM) in compliance with the Accreditation Council for Continuing Medical Education (ACCME) requirements. The purpose is to ensure that all necessary documentation is maintained for ten years following each CME activity to support compliance with accreditation standards.

This policy applies to all CME activities conducted by MUSOM, including live activities, enduring materials, and any other formats. It includes all records related to the planning, implementation, presentation, and evaluation of CME activities, as well as participant attendance records.

Retention

All CME activity files/records related to CME activities, including planning, implementation, presentation, and attendance, must be retained for at least ten (10) years following the date of the activity. This retention period ensures compliance with ACCME guidelines and also allows MUSOM to demonstrate adherence to accreditation requirements throughout the accreditation cycle and in response to any other inquiries or audits.



The Office of CME at MUSOM is responsible for ensuring compliance with this policy.

For any questions or clarifications regarding this policy, please contact:

Office of Continuing Medical Education

cmeoffice@marshall.edu

Dr. Mohammed Ranavaya, MD, JD, Associate Dean, CME

Marshall University School of Medicine

Updated 2022 by Dr. Mohammed Ranavaya, MD, JD, Associate Dean CME