

<i>Policy #:</i>	7.0	<i>Origination Date:</i>	2003
<i>Subject:</i>	Compliance Monitoring	<i>Date of Last Revision:</i>	June 2013

RSS

- An Inova OCME staff member or duly recognized Inova OCME representative (i.e. admin, Chief Resident) must be on-site to attend Inova-accredited courses for observation purposes and will randomly attend RSS sessions. The purpose of the visit is to ensure compliance with ACCME accreditation criteria and policies.
- Through ICMES, Inova OCME staff members will monitor compliance as well, as track disclosures and flyers.

Live Activities

- An Inova OCME staff member will always be present at OCME-planned live activities. In the case of jointly provided or accreditation-needed only activities, the same process to monitor compliance as outlined above will be followed.
- Through ICMES, an Inova OCME staff member, assigned to program by the CME Programs Manager, will monitor event compliance and track all required paperwork

Enduring Materials

- All enduring material paperwork must be submitted by the Admin Coordinator to the OCME through ICMES.

- Required paperwork:
 - Compliant flier
 - Faculty Disclosure
 - Presenters agreement
 - Faculty Expectation
 - Media Authorization
 - Five question quiz with answers
 - Faculty Reviewer Agreement
- Only when the necessary paperwork is uploaded and confirmed by OCME staff will the class be posted on ICMES. If the class is found to be non-compliant, the OCME will immediately withdraw credit.

