

UPMC Center for Continuing Education in the Health Science (CCEHS)
Guidance on Recorded Content for Enduring Materials

Please review the following information in its entirety PRIOR TO recording content.

Recorded content for the purpose of accredited continuing education is referred to as an internet-activity enduring material. In other words, it is educational content that endures over a specified time and the participant determines when to complete the activity.

CCEHS Accreditation Requirements for Recorded Content

1. Some meetings that may be appropriate for a live audience should **never** be recorded. Meetings in this category are those likely to include privileged, confidential, proprietary, or sensitive information. The CCEHS will not approve CE credit for these types of **recorded content**. Said differently, approval of a live activity does not carry over to recorded content. For example, the CCEHS may accredit a live version of Morbidity/Mortality Conferences, which is not allowed to be recorded.

The following should NEVER be recorded.

- Hospital Patient Safety/Risk meetings
 - Root Cause Analysis/Adverse Event meetings
 - Morbidity/Mortality Conferences
 - Formal Peer Review meetings
 - Peer evaluation discussions for ensuring the standard of care
 - Patient Safety Incident reviews
 - Any discussion of patient Protected Health Information (PHI) means that recording the meeting is prohibited, whether the PHI has been de-identified or not.
2. **Do not** record question-and-answer sessions or any spontaneous interactions. It is acceptable to record answers to questions that have been vetted by the presenter prior to being revealed to the audience (e.g., submitted in a chat directly to the speaker).
 3. As a best practice, all participant microphones (e.g., Teams, Zoom) should be muted to eliminate the opportunity for spontaneous interactions.
 4. A [Consent to Record Form](#) must be signed by any person appearing on the screen, and provided to CCEHS. This applies to virtual participants appearing on the digital platform (i.e., Teams, Zoom). As a best practice, only the presenter and/or the slides should appear on the recorded screen.
 5. It is the responsibility of the faculty (i.e., author, presenter) to understand and abide by all [copyright and privacy provisions](#).
 6. The CCEHS must be provided with access to the final content.
 7. The CCEHS must approve all content to ensure compliance with regulatory and accreditation requirements **PRIOR** to being posted as approved for continuing education credit.
 8. The CCEHS must have access to review the hosting website or platform. The content may not be posted on any website owned or controlled by a pharmaceutical company, device manufacturer, or other ineligible company (previously referred to as a commercial interest). The CCEHS has the authority to determine if the platform is appropriate.
 9. At least one copy of the approved content must be provided to the CCEHS for compliance purposes. If the content is Internet-based, an electronic copy of the activity must be provided in an approved format.

10. UPMC Staff Members ONLY

All UPMC staff members MUST comply with the **UPMC Electronic Meeting Recording Policy**, [Electronic Meeting Recording Compliance \(Infonet\)](#).

How does the policy apply to continuing education?

It is important to understand that the Electronic Meeting Recording Policy is not specific to continuing education content. Said differently, continuing education content is only applicable if it is consistent with the definition of an Electronic Meeting as defined below.

An Electronic Meeting is defined as a real-time conversation or collaboration that includes electronic communication between two or more of the participants. In general, continuing education involving prepared educational content (i.e., a lecture) presented to an audience WITHOUT communication between two or more of the participants (i.e., a traditional lecture) is not applicable to the UPMC Electronic Meeting Recording Policy.

IMPORTANT:

If the prepared educational content includes the opportunity for spontaneous communication between two or more of the participants (e.g., question and answer session, open mic), the UPMC Electronic Meeting Recording Policy is applicable, and you must comply with the provisions. For this reason, do not record question-and-answer sessions, and, as a best practice, mute all microphones to eliminate the opportunity for spontaneous interactions.

The CCEHS does not have oversight of this policy. If you have any questions about compliance with the Electronic Meeting Recording Policy, please contact your manager or the UPMC Legal Department.