**Attachment 13: Attendance Audit Report –**

**INSTRUCTIONS**

The Department of Healthcare Professions (DHP) and Joint Accreditation require CPD administrators to keep accurate, detailed and timely records of accredited activities in regard to **CPD** **attendance and funding**.   
Update activity documentation **weekly**. Additional sessions are notifiable giving 2 weeks’ notice.

*All CPD activity data is to be kept strictly confidential.*

Weekly updates are sent to [cpd@sidra.org](mailto:cpd@sidra.org)

Report participants **only once** for the date range that the activity is accredited for, e.g. conference, series of workshops. Conference attendees that attended 3 days should only be reported once.

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity CODE: HSGI-01-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **ACTIVITY TITLE:** | | | |
| **Activity Dates**  **DD/Month/YEAR** | **# Physician** | **# Nurse** | **# Pharmacist** | **# Allied Health** | **# non-Sidra/**  **external** | **Total Number Sidra & Non Sidra** |
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Indicate any source of financial/in-kind support from each sponsor.   
Joint Accreditation does not allow in-kind support. A financial value has to be attributed to all services.\*

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| --- | --- | --- |
| **Name of Commercial Support**\*\* | **Type of support e.g.  venue, catering, flights, financial grant** | **QAR or N/A** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **Total Non-Commercial Support\*\*\*** | **Notes** | **QAR or N/A** |
| **1. Total Advertising and Exhibit Income** |  |  |
| **2. Total Registration Fees** |  |  |
| **3. Total Government Monetary Grants** |  |  |
| **4. Total Private Monetary Donations** |  |  |

* \*Financial support includes grants, funding for venues, catering and flights – this is **not** in-kind support.
* **\*\*Commercial Sponsors**: e.g. pharmaceutical companies that sell products (drugs) and services.
* **\*\*\*Non-Commercial Sponsors**: Those include Non-profit organizations (e.g. professional societies and charity organizations), governmental, semi-governmental or private healthcare facilities or academic institutions and non-health care related companies that provide independent (unconditional) financial support to the CPD of healthcare practitioners.
* Total **advertising and exhibit income** received in support of your Program. Advertising and exhibits are promotional activities and not continuing medical education. Therefore, monies paid by commercial interests to providers for these promotional activities are **not** considered to be commercial support
* Total **registration fees** received (includes registration, subscription or publication fees received from activity learners)
* Total **government monetary grants** received (monetary grants received from federal, state, or local governmental agencies in support of your Program)
* Total **private monetary donations** received (monetary donations received from the private sector, including foundations, in support of your Program)

*All activity data is to be kept strictly private & confidential.*