



PEDIATRICS GRAND ROUNDS

ATTENDANCE TAKING

Attendance at Pediatrics Grand Rounds (PGR) is taken either **Electronically** or by **Handwritten Signature** on a paper attendance sheet. The electronic route is strongly encouraged.

I.

You will find the [Attendance Form](#) at each Grand Rounds session at the entrance to the classroom, both at the UTHSCSA location (409-410L MED) and at the Robert B. Green (videoconference in C2-401). If you use this form for sign-in, be sure to enter not just your name and status, but also the email address, which will become your username for access to the CME database. Please enter the same email address every time you sign-in on the paper form. Also, please indicate if you wish to be included in the distribution of the monthly flyer.

II.

Electronic Sign-in can be accomplished by accessing the attendance form online in one of two ways:

- (a) via your computer: The following link can be found in the weekly reminder to attendees. Just click on it to bring up the attendance form.

<https://docs.google.com/spreadsheet/viewform?formkey=dHE2cXB3aIVhbF9rT TVWaUJvSGVwMUE6MQ#gid=0>

or

- (b) by use of a smart phone or other smart device (during Grand Rounds): Scan and upload the **QR code**, which can be found in hard copy at each Grand Rounds session. The QR Code is linked to the attendance form. The attendance form can then be completed promptly on the smart phone while at Grand Rounds.

QR Code



**(Not the actual code used
at Pediatric Grand Rounds.)**

BEFORE UPLOADING THE QR CODE, A QR READER MUST BE DOWNLOADED TO THE SMART PHONE OR DEVICE, AS FOLLOWS:

1. Go to the App Store
2. Search for QR
3. Select QR READER (free)

DIRECTIONS FOR SIGNING-IN BY USE OF A SMART DEVICE

1. Once the QR Reader is downloaded, the QR Code can be scanned, the link accessed, and the attendance form opened.
2. Complete the form, answering all questions.
3. Submit. A message should appear confirming that your record has been received.

III.

The SIGN-IN PERIOD for each Friday's Pediatrics Grand Rounds is: FRIDAY, 7 A.M., THROUGH MONDAY, 5 P.M. (2 business days). Thereafter, the link becomes unusable until it is updated for the next session.

IT IS NOT POSSIBLE TO SIGN-IN ELECTRONICALLY FOR PAST GRAND ROUNDS SESSIONS. If the 2-day sign-in period for a particular attended session is missed, please e-mail a request for credit to the CME Office at cme@uthscsa.edu, with copy to buecker@uthscsa.edu, noting the date of the session, the presentation title, and the location at which attended, signing with your full name, highest degrees, and Pediatrics Department status (faculty, fellow, or resident). *Medical Students may be subject to a different missed sign-in policy and should consult the Pediatrics Medical Student Education Office at 567-5190 for instructions.*

Please call (210) 567-4298 for further assistance.