



# Ethos RSS Module Coordinator Training

# Presentation Overview



Overview of Continuing Medical Education (CME)



Roles and Responsibilities in CME Activity Management



Ethos Process Overview & Demo



FAQ/Resources

# Continuing Medical Education (CME) Overview

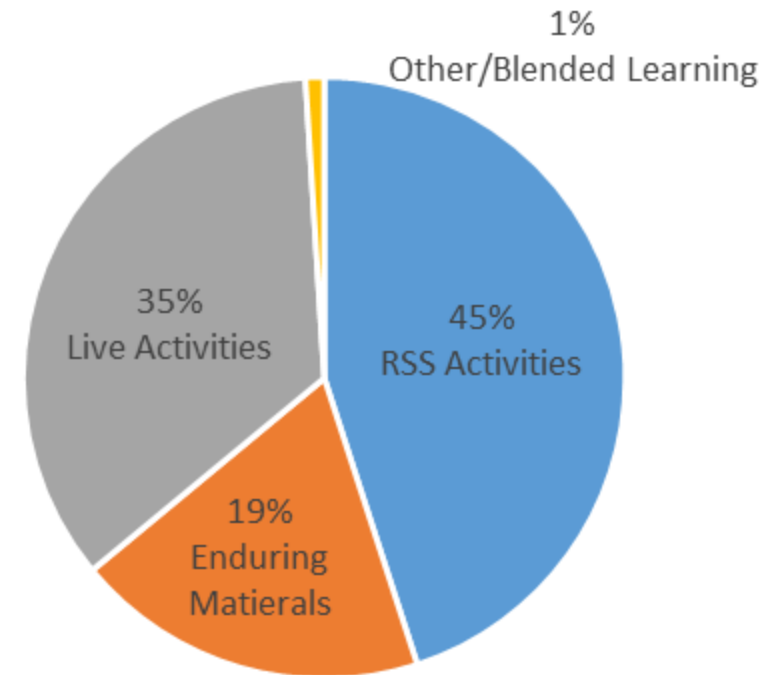
## What is CME?

- CME is an essential component of lifelong learning for healthcare professionals
- It supports the maintenance and improvement of clinical knowledge, skills, and professional performance

## Why is CME Important?

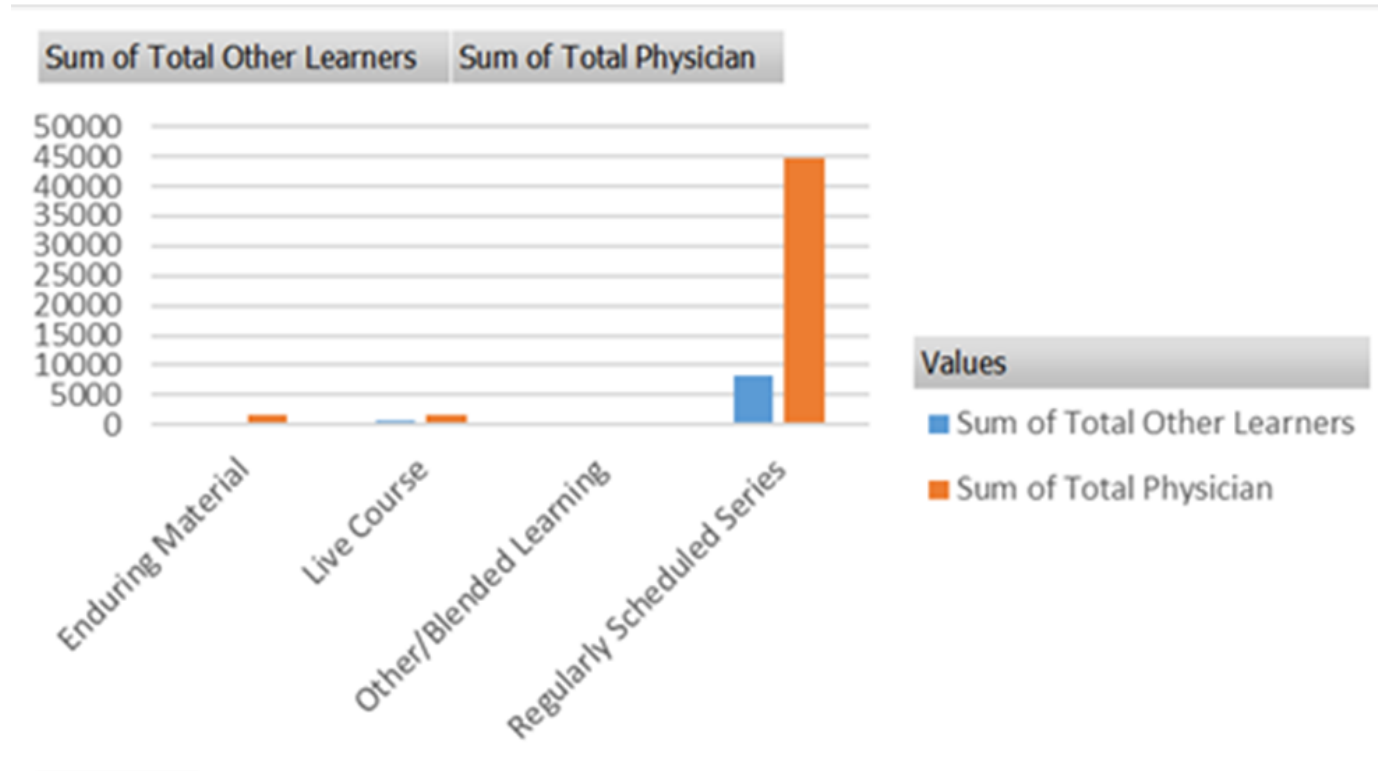
- Ensures high-quality patient care through updated practices.
- Meets licensing and credentialing requirements for healthcare providers.
- Enhances professional development and career growth.

# CME at UT Southwestern



# Total Learners By CME Activity Type

## UT Southwestern Medical Center (2022)



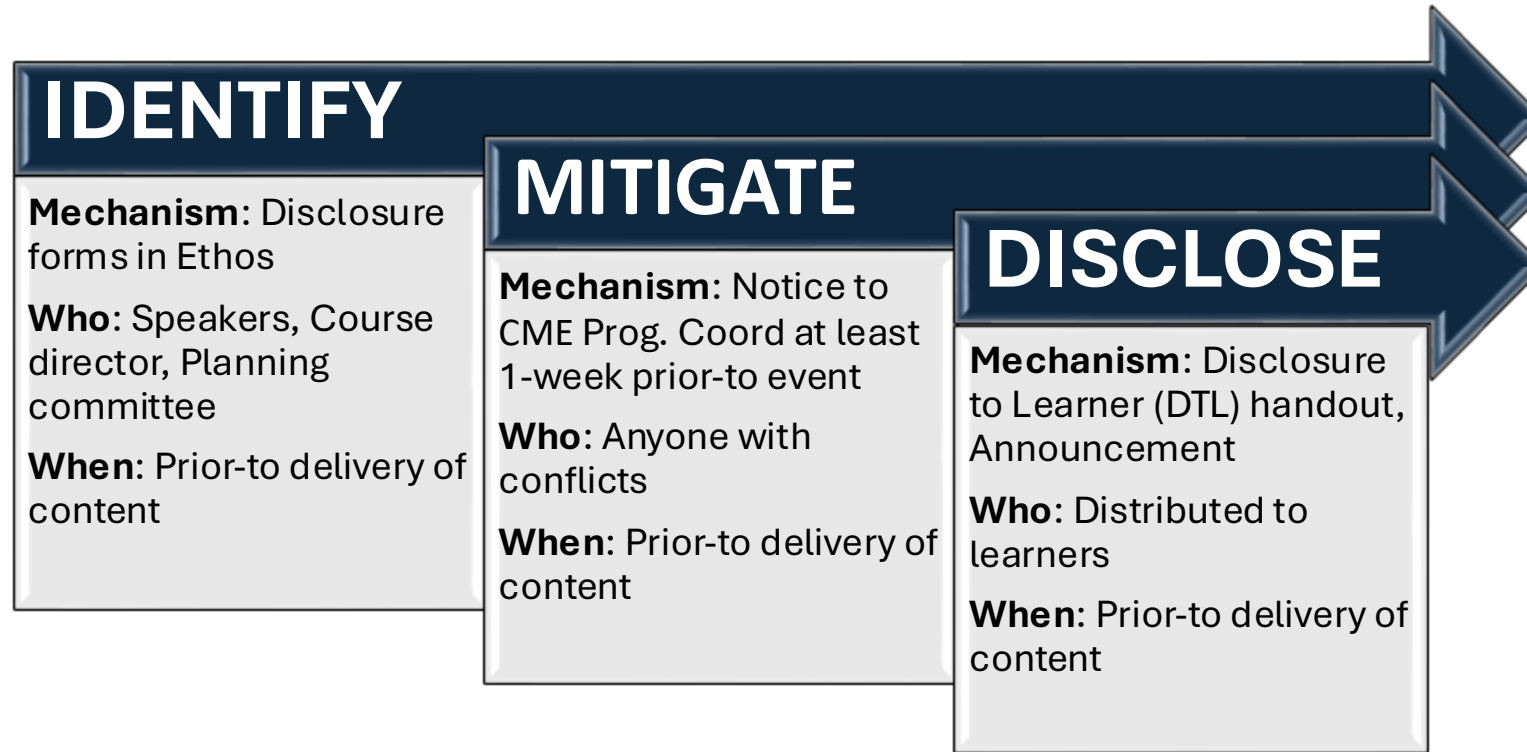
**The largest number of CME learners are those who attend RSS activities!**

\*\*Physician, Other Learners: # Learning Encounters

# CME Accreditation Requirements

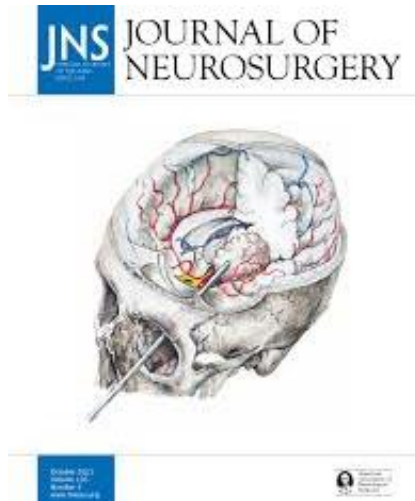
- **Faculty Disclosure Requirements**
  - All speakers/authors must disclose relevant financial relationships with ineligible companies.
  - Disclosures must be submitted and reviewed prior to the activity.
  - Transparency ensures compliance with ACCME Standards for Integrity and Independence.
- **Mitigation of Relevant Financial Relationships**
  - Identifying and addressing conflicts of interest through mitigation strategies.
  - Includes steps like peer review, altered presentation content, or exclusion of biased individuals.

# ACCME Guidelines on the Mitigation of Financial Relationships



All occurs ***PRIOR*** to the delivery of accredited content!

# Journal Club Requirements



## Goals of Journal Club

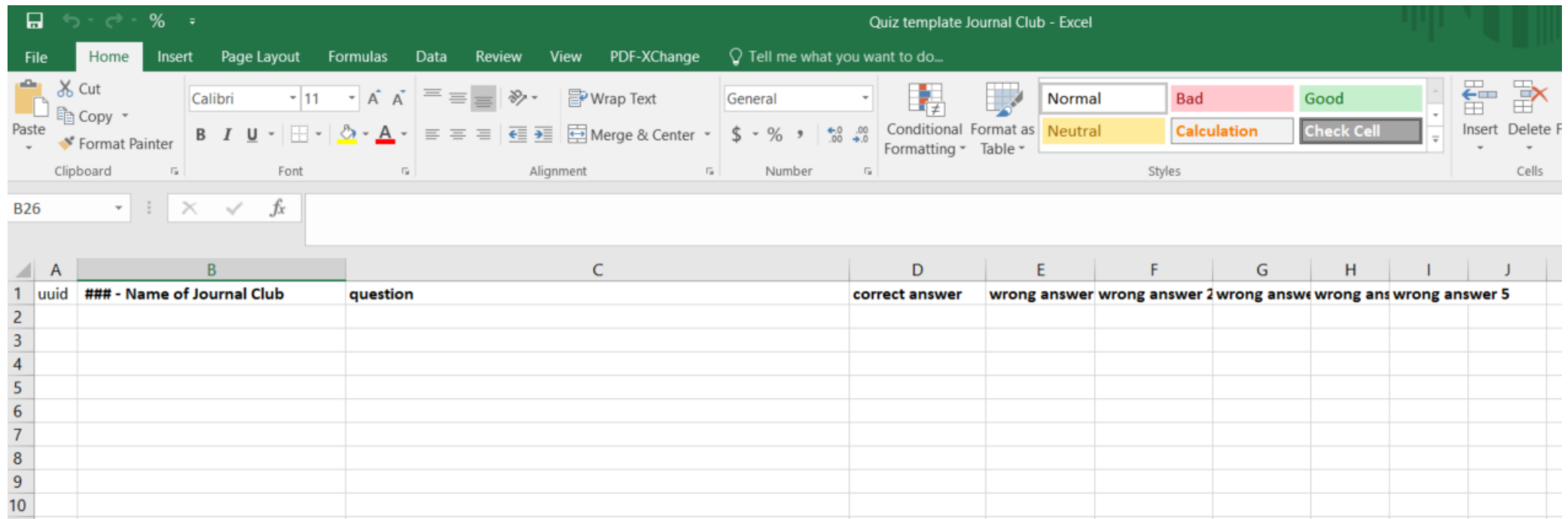
1. Learn about best evidence to inform clinical decisions
2. Learn about important new evidence that should change practice



# Process for Journal Club RSS Activities

DEADLINE	TASK	PERSON
2 weeks prior to session	Create session page in Ethos	RSS Coordinator
	* Follow prescribed RSS process for CME certification	
1 week prior to session	Upload the following to Ethos session page:	RSS Coordinator
	* Copy of journal article(s) being discussed	
	Email to your assigned CME Program Coordinator:	
	* Quiz questions with correct answer provided (Use Quiz Template)	
1 week to 3 business days prior to session	Builds quiz in Ethos session page	CME Coordinator
	Creates reminder email in Ethos session page	
Day of Session	Sign in at Journal Club session using Event ID	Learner/Attendee
	Receives auto-generated email with instructions for completing quiz	
Day of session to 1 week after session	Completes quiz and then CME/Attendance credits awarded	Learner/Attendee

# Journal Club - Quiz Template



# Journal Club – Quiz Sample

## 210 Liver Transplant Journal Club (052324)

### Quiz

[← RETURN TO COURSE HOME](#)

[View](#) [Edit](#) [My results](#) [Quiz](#) [Take](#)

#### Course progress

- ☐ Attendance
- ☒ Quiz REQUIRED [Review](#)
- ☐ Credit
- ☒ Complete

✓ You have already passed this Quiz.

#### Quiz

Page 1 of 4

### Question 1

In the phase-2 randomized double-blind controlled clinical trial by Simon et al which looked at the benefit of aspirin vs placebo, aspirin was found to be superior to placebo in reduction of all the following items except for which of the following:

Choose one

- |                       |  |
|-----------------------|--|
| <input type="radio"/> | a) Absolute change in hepatic fat % by magnetic resonance spectroscopy |
| <input type="radio"/> | b) Liver Stiffness by VCTE   |
| <input type="radio"/> | c) AST/ALT   |
| <input type="radio"/> | d) Weight loss $\geq 3\%$  |

[Leave blank](#)

[Next](#)

# Journal Club – Email Notification to Learners

Dear Colleague,

Thank you for your recent attendance at 210 Liver Transplant Journal Club (052324).

To complete the Journal Club requirements, please sign in and proceed to the following link to complete the Journal Club Quiz:

<https://cme.utsouthwestern.edu/rss-210-2024/node/131396>

The quiz will be available for 7 days following the session.

For reference, here are links to the Liver Transplant Journal Club articles discussed at this session:

[\*A Phase 3 Trial of Seladelpar in Primary Biliary Cholangitis\*](#)

[\*A Phase 3, Randomized, Controlled Trial of Resmetirom in NASH with Liver Fibrosis\*](#)

[\*Aspirin for Metabolic Dysfunction–Associated Steatotic Liver Disease Without Cirrhosis - A Randomized Clinical Trial\*](#)

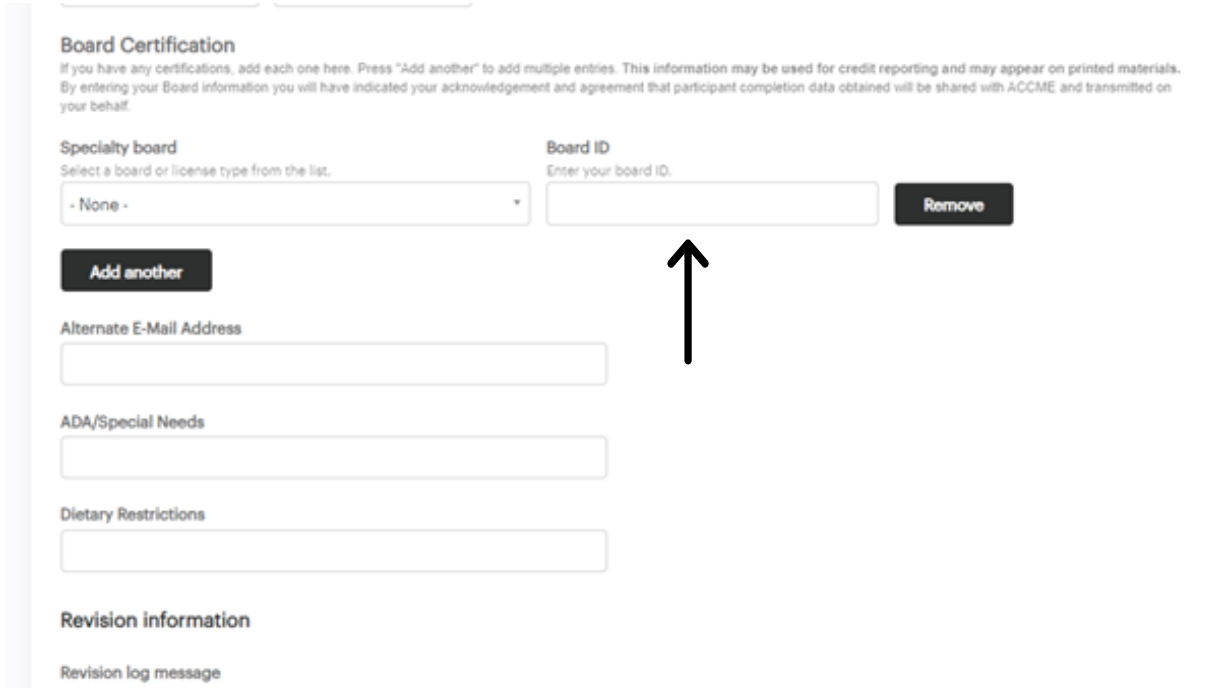
Thank you for your participation,

University of Texas Southwestern Medical Center

Office of Continuing Education

# MOC/CC Reporting Process Update

# Board ID in Ethos Profile (MOC/CC)



**Board Certification**

If you have any certifications, add each one here. Press "Add another" to add multiple entries. This information may be used for credit reporting and may appear on printed materials. By entering your Board information you will have indicated your acknowledgement and agreement that participant completion data obtained will be shared with ACCME and transmitted on your behalf.

**Specialty board**  
Select a board or license type from the list.

- None -

**Board ID**  
Enter your board ID.

Remove

Add another

**Alternate E-Mail Address**

**ADA/Special Needs**

**Dietary Restrictions**

**Revision information**

Revision log message

- + CE Office Reporting to Boards on behalf of the learner
- + Learners can expect 60-75-day delay between the activity date & reflection in learner's board profile.
- + Post-Test/Evaluation sent to learner (when applicable)
- + **NEW!** Board ID and DOB to be added to ethos profile for reporting (prev. MOC form)

# Email your CE Coordinator



Ethics, other specialty credit requests



MOC Quiz/Credit



Financial relationship notification!

# Roles and Responsibilities in CME Activity Management

Task/ Responsibility	CME Coordinator	RSS Coordinator
Compliance Management	Ensure information provided in ethos RSS module adheres to accreditation standards.	Inputs/provides activity information into ethos RSS module
Mitigation of Financial Relationships	Initiates peer review when financial relationships are disclosed.	Adds faculty to each session, tracks faculty disclosures, notifies CME coordinator of any financial relationships
Document Sharing	Provides templates (RSS Coordinator Resource Page)	Shares approved documents with learners prior to the session.
SMS Code Distribution	Generates SMS code after approving session in ethos	Collects code and shares with learners during activity.
Credit Reporting	Verifies attendances and reports credit on behalf of learner	Ensures that learners sign in during session timeframe to receive credit



# Process Overview



2 Weeks Prior to Session

Add Faculty, Track Disclosure Form Completion



1 Week Prior to Session

Review Disclosures, Notify CE Coordinator of any listed financial relationships



3 Business Days Prior

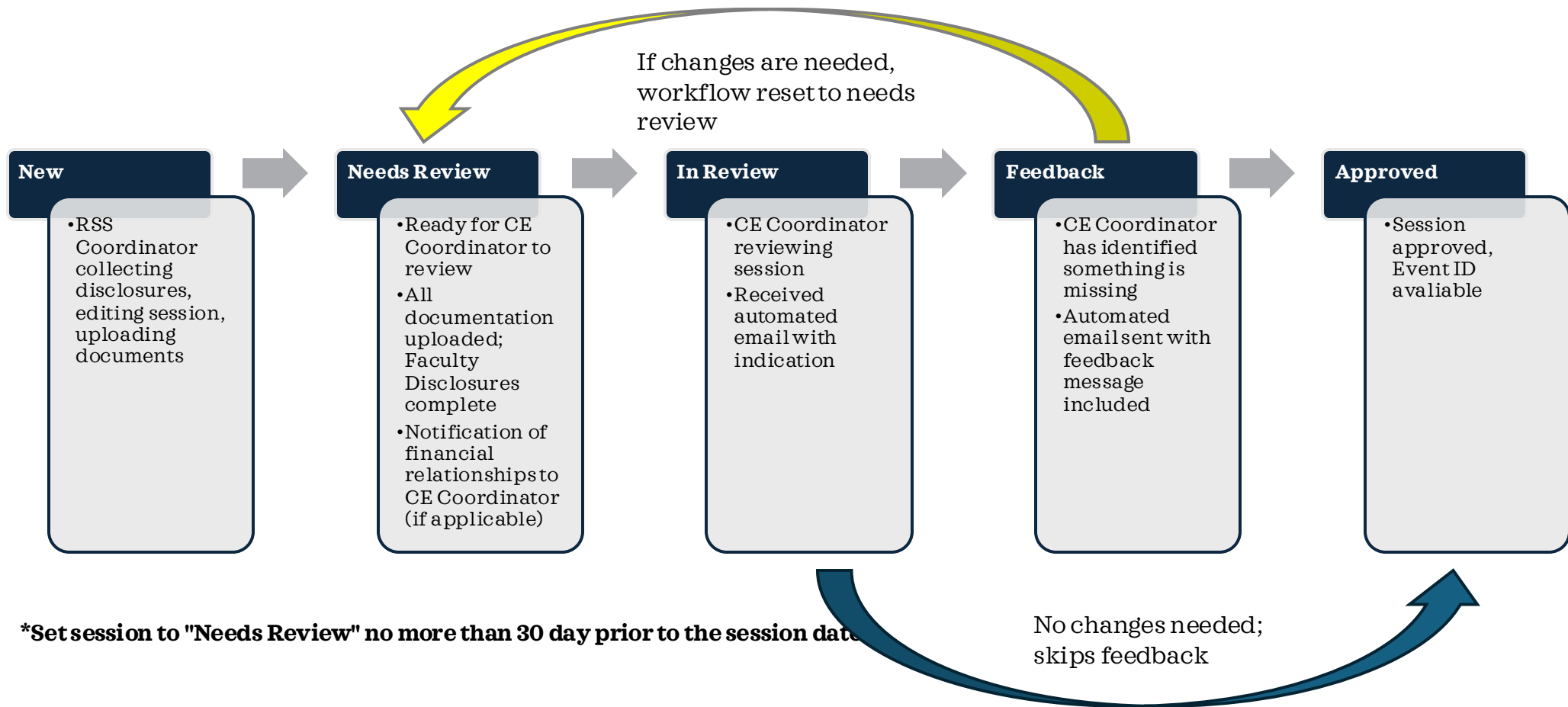
Upload documents to edit/attachments tab in ethos.  
Complete all other steps for ethos  
*Set Session to "Needs Review"*



2 Business Days Prior

CE Coordinator Reviews/Approves Session

# Ethos Workflow Summary



# Demo Overview

- 1** Series link provided (Bookmark!)
  - Annually
  - Upon training completion
- 2** Create link for individual session
  - As soon as sessions are confirmed
  - Minimum: 2 weeks prior-to session
- 3** Edit session information
  - Refer to instructions
- 4** Add faculty, track disclosure form completion
  - As soon as session information is confirmed
  - Minimum: 2 weeks prior-to session
- 5** Review disclosure forms and notify CE office of listed financial relationships
  - Continuously until completed
  - Notify CE office of financial relationships minimum 1 week prior-to session
- 6** Upload documentation to Attachments tab
  - All session information is ready
  - Minimum 3 days prior-to session
- 7** Set workflow to Needs Review
  - All session information is ready
  - Minimum 3 days prior-to session
- 8** Session feedback or approval
  - CE office
  - System notifications
- 9** Collect Event ID
  - CE office upon approval
  - 2 days prior-to session
- 10** Provide session documentation, Event ID to learners
  - Day of activity

1

Series link provided (Bookmark!)

- Annually
- Upon training completion

000 RSS Coordinator CME Compliance Training 2024 - 2025

View Edit Features Financials Group Group report Revisions Clone

**Features**  
Group home  
Home  
Sessions

**Add content**  
Session

**Admin**  
Edit Series  
Features  
Members  
Group menu  
Group dashboard  
Workflow dashboard

**Series date:**  
01/01/2024 - 12:00am CST to 12/31/2024 - 11:00pm CST

**Series location:**  
UT Southwestern Medical Center Virtual - Teams  
Dallas, TX  
United States  
See map: [Google Maps](#)

**Sessions**

Session	Date
000 RSS Coordinator CME Compliance Training (011824)	01/18/2024 - 1:30pm to 2:30pm CST
000 RSS Coordinator CME Compliance Training (021524)	02/15/2024 - 1:30pm to 2:30pm CST

## Series Homepage

- Homepage for all sessions within RSS Series
- This is where you will add your individual sessions

1

Series link provided (Bookmark!)

- Annually
- Upon training completion

## Session Homepage Overview

### 000 RSS Coordinator CME Compliance Training (011824)

[View](#)[Edit](#)[Enrollments](#)[Workflow](#)[Reminders](#)[Faculty](#)[Course outline](#)[Agenda](#)[Course reports](#)[Revisions](#)

[Repeat this session](#)[Clone](#)

#### Features

- Group home
- Home
- Sessions

#### Add content

- Session





#### Admin

- Edit Series
- Features
- Members
- Group menu
- Group dashboard
- Workflow dashboard

**SMS Code**  
SOTSOG


**Session date:**  
01/18/2024 - 1:30pm to 2:30pm CST

Add to calendar:



**1.00 AMA**

Enrollments are closed.

**File attachments:**  
 [Ethos\\_RSS\\_Module\\_Coordinator\\_Training-CURRENT.pdf](#)

2

## Create link for individual session

- As soon as sessions are confirmed
- Minimum: 2 weeks prior-to session

Click "Session" to add new session on Series home page



000 RSS Coordinator CME Compliance Training 2024 - 2025

View Edit Features Financials Group Group report Revisions Clone

**Features**  
Group home  
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000 RSS Coordinator CME Compliance Training (021524)	02/15/2024 - 1:30pm to 2:30pm CST

Sessions will appear here once created

# 3a

## Edit session information

• Refer to instructions

The screenshot shows a web interface for editing session information. At the top, there is a navigation bar with tabs: View, Edit, Enrollments, Workflow, Reminders, Faculty, Course outline, Agenda, Course reports, Revisions, and Repeat this session. The 'Edit' tab is selected. On the left side, there is a sidebar with a list of sections: Title & description \*, Time & place \*, Course settings, Credit settings, Workflow, Publishing, and Attachments. The 'Title & description \*' section is expanded. In the main content area, there is a 'Title \*' field with the text '000 RSS Coordinator CME Compliance Training "TITLE" (MMDDYY)'. An arrow labeled 'Step 2' points to this field. Below the title field is a 'Body (Edit summary)' section with a rich text editor toolbar containing various formatting options like bold, italic, underline, bulleted list, numbered list, link, unlink, source, and size.

**Step 1:** Select "Edit" Tab

**Step 2:** Insert Session Title

### RSS Series Title "SESSION TITLE" (MMDDYY)

**Example:** 123 Internal Medicine Grand Rounds "Equity Teaching Rounds" (041423)

# 3b

## Edit session information

•Refer to instructions

**Step 1:** "Time & Place"

**Step 2:** Check Date & Time

**Step 3:** Insert info about location

The screenshot shows a web interface for editing session information. The top navigation bar includes tabs: View, Edit, Enrollments, Workflow, Reminders, Faculty, Course outline, Agenda, Course reports, Revisions, and Repeat this session. The left sidebar contains a list of settings: Title & description, Time & place (highlighted with a red asterisk), Course settings, Credit settings, Workflow, Publishing, and Attachments. An arrow labeled 'Step 1' points to the 'Time & place' tab. The main content area is titled 'Live' and contains two sections. The 'Session date' section includes a note about the site time (9:04am CST) and a time zone (-06:00 America/Chicago). It features four input fields for Date and Time, with examples like '11/14/2024' and '09:04am'. An arrow labeled 'Step 2' points to the Time input fields. The 'Location' section includes a 'Location name' field with a hint 'e.g. a place of business, venue, meeting point', followed by fields for Street, Additional, City, Country (a dropdown menu showing 'United States'), State/Province (a dropdown menu showing 'Select'), and Postal code. An arrow labeled 'Step 3' points to the 'Location name' field.



# 3c

## Edit session information

•Refer to instructions

The screenshot shows the 'Edit session information' interface. The sidebar on the left contains the following navigation options: 'Title & description', 'Time & place', 'Course settings', 'Credit settings' (highlighted with an arrow labeled 'Step 1'), 'Workflow', 'Publishing', and 'Attachments'. The main content area is titled 'Course credit settings' and includes the instruction 'Set the credit settings for this course.' Below this are several expandable sections: 'AMA (Inactive)', 'Self-Assessment (MOC) (Inactive)', 'Attendance (Inactive)', and 'Ethics (Inactive)'. Each section contains checkboxes for 'Active' and 'Variable credit', input fields for 'Increments', 'Min', and 'Max', a 'Code' field, and an 'Expiration type' dropdown. Arrows indicate the steps: 'Step 2' points to the 'Active' checkbox in the 'AMA' section, and 'Step 3' points to the 'Max' input field in the 'Attendance' section.

Step 1: Click Credit Settings

Step 2: Expand AMA & Attendance Sections, ensure BOTH are marked "ACTIVE"

Step 3: Input the # of Credits for the Session in the Max Section

Step 4: Select "SAVE"

# 3d

## Edit session information

•Refer to instructions

The screenshot shows a web interface with a top navigation bar containing tabs: View, Edit, Enrollments, Workflow, Reminders, Faculty, Course outline, Agenda, and Course reports. The 'Enrollments' tab is selected. Below the navigation bar is a sub-menu with buttons: Administer, Search and enroll, Waitlist, Settings, Import, Imported records, Signup broadcast, and Sign-in sheet. The 'Settings' button is highlighted. Below the sub-menu, there are sections for 'Enrollments are' (with a dropdown set to 'Open'), 'Send signups to' (with an email address input field), and 'SMS' settings. The 'SMS' section has two rows: 'Open attendance' and 'Close attendance'. Each row has input fields for hours and minutes, a dropdown for time relative to the start date, and a 'start date' label. Arrows indicate the steps: one points to the 'Enrollments' tab, another points to the 'Settings' button, and a third points to the 'before' dropdown in the 'Open attendance' row.

Step 1: Select "Enrollments" Tab and then select 'Settings'

Step 2: Ensure settings reflect 1 hour before and 24 hours after

STEP 3: Scroll down and click SAVE.

This section shows the 'Signup limit' settings. It includes a text label 'Signup limit', a sub-label 'Maximum number of users who can sign up before signups are automatically closed. If set to 0, there is no limit.', and a numeric input field containing '0'. Below the input field are two buttons: 'Save configuration' (highlighted in green) and 'Reset to defaults'. An arrow points up to the 'Save configuration' button.

# 4

## Add faculty, track disclosure form completion

- As soon as session information is confirmed
- Minimum: 2 weeks prior-to session

Step 1: Select "Faculty" Tab

Step 2: Select Add Faculty

Step 3: Type Faculty Name/Email address in the user/email box, Select Faculty Role & Form Type (see next slide for form type)

Step 4: Select Send Email Notification (to have automated email sent to faculty to inform them to complete their disclosure)

Step 5: Select Add Faculty  
(Repeat for All Faculty)

The screenshot shows a web application interface for managing faculty. At the top, there are tabs: View, Edit, Enrollments, Workflow, Reminders, Faculty, and Course outline. An arrow labeled 'Step 1' points to the 'Faculty' tab. Below the tabs, there are sub-tabs: Add faculty, Faculty list, All forms, and Financial relationships. An arrow labeled 'Step 2' points to the 'Add faculty' sub-tab. The main content area has a heading 'To assign a form to a faculty member, search for faculty by name in the "User" field below.' followed by a 'User' label and a text input field. An arrow labeled 'Step 3' points to this input field. Below the 'User' field is an 'Email' label and another text input field. Further down, there is a section titled 'Faculty details' with two sub-sections: 'Faculty role' and 'Form type'. Each sub-section contains a list of roles/form types with checkboxes. An arrow labeled 'Step 4' points to the 'Send email notification' checkbox at the bottom of the form. Finally, an arrow labeled 'Step 5' points to the green 'Add faculty' button at the bottom right of the form.

# Which form should I use?

Form	Course director, Planning committee member	Speaker (UTSW)	Speaker (External)
Disclosure Attestation	Yes, if you want Ethos to send a system-generated email to complete their disclosure form (No form = no email)	Yes, if you want Ethos to send a system-generated email to complete their disclosure form (No form = no email)	Yes, if you want Ethos to send a system-generated email to complete their disclosure form (No form = no email)
CME Educational Materials Permission Form	No	Yes, if the session is being recorded, livestreamed to public, or posted online	No
UTSW Speaker Authorization Form	No	No	Yes, if the session is being recorded, livestreamed to public, or posted online

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## Review disclosure forms and notify CE office of listed financial relationships

- Continuously until completed
- Notify CE office of financial relationships minimum 1 week prior-to session

Step 1

Faculty list

View Edit Enrollments Workflow Reminders **Faculty** Course outline Agenda Course reports Revisions Repeat this session

Add faculty Faculty list All forms Financial relationships

Name  Role

Operations

Enroll Faculty Fetch relationships Modify Published State Send e-mail Unenroll Faculty 0 rows selected

Step 2

<input type="checkbox"/>	First name	Last name	Role	Email	Disclosure date	Published	Enrolled	Relation	Delete	Forms
<input type="checkbox"/>	Briauna	Ryans	Planner	briauna.ryans@utsouthwestern.edu	10/28/2024	No	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">List</a>

Step 3

If Disclosure date is blank = no disclosure on file

If First/Last Name is Blank = no ethos account

Step 1: Select "Faculty" Tab

Step 2: Ensure all faculty listed have disclosure date that is within 1 year of the session date.

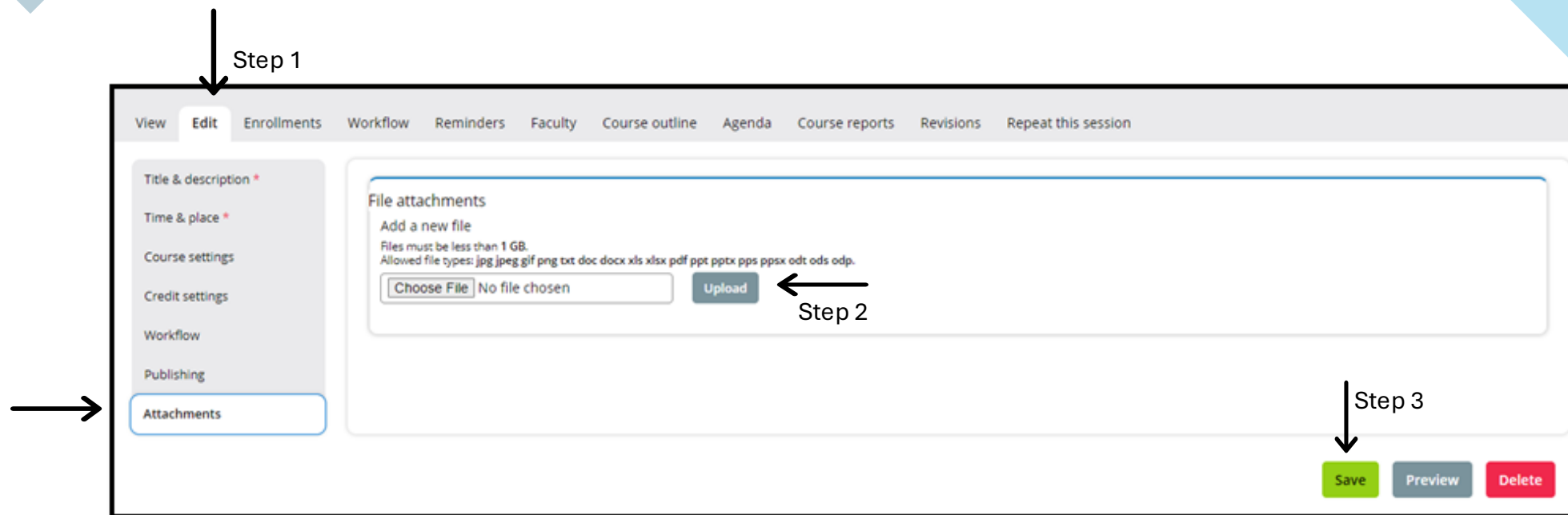
Step 3: Click the Last name of faculty and select "Disclosure" to view their disclosure. (repeat for all faculty)

**\*If financial relationship is reported, notify your CE Coordinator Immediately!**

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## Upload documentation to Attachments tab

- All session information is ready
- Minimum 3 days prior-to session



**Step 1:** Select "edit" tab and then select "attachments sub tab

**Step 2:** Select Choose file and upload both Announcement and Disclosure to Learner (DTL) documents

- naming convention for documents ###\_MMDDYY\_DTL / ###\_MMDDYY\_Announcement

**Example:** 123\_041223\_Announcement

**Step 3:** Select SAVE

# Templated Documents

- Share Announcement & DTL with learners **prior** to the session

**UTSouthwestern**  
Medical Center

Department Name  
RSS Title  
Day, Date  
Time  
Location  
Presentation Title  
Speaker Name  
Title/Affiliation

Course Director (Course Director Name)

Purpose and Content  
Background and need for activity

Target Audience  
Those for whom activity planned

Educational Objectives  
At the conclusion of this activity, the participant should be able to:

1. Overall teaching objective(s) for activity
2. List the specific learning objectives for participants

Educational Method  
Format and teaching methods

Accreditation: The University of Texas Southwestern Medical Center is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Credit Designation: The University of Texas Southwestern Medical Center designates this live activity for a maximum of 1 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Relevant Financial Relationships: In accordance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, all persons in the position to control the content of an education activity are required to disclose all financial relationships in any amount occurring within the past 24 months with any ineligible company (any entity whose primary business is producing, marketing, selling, re-selling, or distributing health care goods or services consumed by, or used on patients). UT Southwestern also considers ineligible those companies producing, marketing, selling, re-selling, or distributing healthcare products in development for future use on patients, such as healthcare product research companies. All reported financial relationships with ineligible companies are reviewed for relevancy and then mitigated through a content review process prior to the activity (where applicable).

Templates available on Ethos RSS Coordinator Resource Page

**UTSouthwestern**  
Medical Center

DISCLOSURE OF FINANCIAL RELATIONSHIPS WITH INELIGIBLE COMPANIES

RSS Title  
Day, Date

It is the policy of the CME Office at The University of Texas Southwestern Medical Center to ensure balance, independence, objectivity, and scientific rigor in all directly sponsored or jointly provided educational activities. In accordance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, all persons in the position to control the content of an education activity are required to disclose all financial relationships in any amount occurring within the past 24 months with any ineligible company (any entity whose primary business is producing, marketing, selling, re-selling, or distributing health care goods or services consumed by, or used on patients). UT Southwestern also considers ineligible those companies producing, marketing, selling, re-selling, or distributing healthcare products in development for future use on patients, such as healthcare product research companies. All reported financial relationships with ineligible companies are reviewed for relevancy and then mitigated through a content review process prior to the activity (where applicable).

The following is a listing of all individuals that contributed to the educational content of this activity and any reported financial relationships within the last 24 months:

NAME	ROLE	RELATIONSHIP	COMPANY

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## Set workflow to Needs Review

- All session information is ready
- Minimum 3 days prior-to session

Step 1: Select "Edit" Tab and then "Workflow" subtab

Step 2: Change Target State to "Needs Review"  
\*Change Target State at least 3 business days prior to session date.

Step 3: Select "SAVE"

The screenshot displays a web interface for managing a course. At the top, a horizontal menu bar contains several tabs: View, Edit, Enrollments, Workflow, Reminders, Faculty, Course outline, Agenda, Course reports, Revisions, and Repeat this session. The 'Edit' tab is currently selected. Below this menu, a sidebar on the left lists various settings categories: Title & description, Time & place, Course settings, Credit settings, Workflow (which is highlighted with a white background), Publishing, and Attachments. The main content area on the right is titled 'Target state' and contains two radio button options: 'New' (which is selected) and 'Needs review'. An arrow points from the text 'Step 2' to the 'Needs review' option. Below the radio buttons is a text input field labeled 'Workflow comment' with a placeholder text 'A comment to put in the workflow log.'. At the bottom right of the interface, there are three buttons: 'Save' (green), 'Preview' (grey), and 'Delete' (red). An arrow points from the text 'Step 3' to the 'Save' button. Additionally, an arrow points from the text 'Step 1' to the 'Edit' tab in the top menu bar.



# 8

## Session feedback or approval

- CE office
- System notifications

View
Edit
Enrollments
Workflow
Reminders

Target state  
☐ Needs review  
☒ Feedback ←

If additional information is needed, CE Coordinator will change the target state to "Feedback"

This will initiate a system automated email to the RSS Coordinator with the session link for review.

Comments from your CE Coordinator can be found in the "Workflow" tab

↓

Old State	New State	By	Comment
In review	Feedback	Briauna Ryans	Feedback will appear here
Needs review	In review	Briauna Ryans	
New	Needs review	Briauna Ryans	
(creation)	New	Briauna Ryans	

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## Collect Event ID

- CE office upon approval
- 2 days prior-to session

Step 1: Click link in system email after "approval received"

Step 2: Collect Event ID/SMS Code

Step 3: Share Code with learners on day of session

000 RSS Coordinator CME Compliance Training (011824)

View Edit Enrollments Workflow Reminders Faculty Course outline Agenda Course reports Revisions

Repeat this session Clone

**Features**  
Group home  
Home  
Sessions

**Add content**  
Session

**Admin**  
Edit Series  
Features  
Members  
Group menu  
Group dashboard  
Workflow dashboard

**SMS Code**  
SOTSOG ←

**Session date:**  
01/18/2024 - 1:30pm to 2:30pm CST

**Add to calendar:**  
Google+ Yahoo! 9 Outlook

**1.00 AMA**

**Enrollments are closed.**

**File attachments:**  
[Ethos RSS Module Coordinator Training-CURRENT.pdf](#)

- Retrieve Event ID (after session is approved) from session homepage
- Template slide (shown below) available on RSS Coordinator Resource Page

## Sign-in to receive CME credit

**TEXT <Event ID> to 972-573-8343**

or log in and enter at [cme.utsouthwestern.edu/code](https://cme.utsouthwestern.edu/code)  
to receive CME or attendance credit for this session.

The Event ID is available **today only**.  
You will receive a message confirming your attendance

ALL Materials DUE	Day of Session
Wednesday Before	Monday
Thursday Before	Tuesday
Friday Before	Wednesday
Monday	Thursday
Tuesday	Friday

# RSS Process Reminder

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- Be sure to mark activity as 'Needs Review' at least 3 business days in advance
- CME Review 2 Business days prior to session date
- Please send your coordinator an email if you do not have session approval 1 day prior to session.

# FAQ

Issue	Solution
What happens if a session gets canceled?	<ul style="list-style-type: none"><li>• Update title to include "canceled" at the end</li><li>• If session is "In Review" or "Approved"</li><li>• Notify CE Prog Coord</li></ul>
I didn't do any of the steps and the session is tomorrow. Can I still get an Event ID?	<ul style="list-style-type: none"><li>• Please follow timeline outlined!</li><li>• All steps need to be completed before an Event ID can be issued</li></ul>
Can a secondary coordinator be trained?	<ul style="list-style-type: none"><li>• Only if working in faculty list consistently</li><li>• Backup/alternate coordinators must complete the training before we can grant them Administrative rights in Ethos to work in the 'workflow'</li><li>• System notifications get sent to the originator of the session</li></ul>
I will be out-of-office	<ul style="list-style-type: none"><li>• Work with CE Prog Coord ahead of leave</li></ul>
Attendees are receiving "error" message when using SMS Code	<ul style="list-style-type: none"><li>• Sign in with the event ID on your phone</li><li>• Check "enrollments" tab on session page in ethos, select settings and ensure it reflects 1 hour before and 24 hours after.</li></ul>

# Can I get a copy of the slides?

The screenshot shows the 'RSS Coordinator Resource Page' with a navigation bar at the top containing links: View, Edit, Features, Group, Group report, Revisions, and Clone. The left sidebar has three sections: 'Features' (Group home, Home, News), 'Add content' (Course, Discussion topic, News item, Basic page, Slide, Webform template), and 'Admin' (Edit Learning group, Features, Members, Group menu, Group dashboard). The main content area includes a welcome message, a list of links to slides, and an 'RSS Activity Process Overview' section. This overview is a vertical flowchart with eight steps, each in a green box with a corresponding timeline of events to the right.

**RSS Coordinator Resource Page**

View Edit Features Group Group report Revisions Clone

**Features**  
Group home  
Home  
News

**Add content**  
Course  
Discussion topic  
News item  
Basic page  
Slide  
Webform template

**Admin**  
Edit Learning group  
Features  
Members  
Group menu  
Group dashboard

Welcome, RSS Coordinators!  
Welcome to the new RSS Coordinator Resource Page! This is your guide to working in the RSS Module in Ethos!

- [2024 RSS Coordinator Fall Workshop Slides](#)
- [New RSS Coordinator Ethos RSS Module and CME Compliance Training Slides](#)

**RSS Activity Process Overview**

Series link provided (Bookmark!)	• Annually • Upon training completion
Create link for individual session	• As soon as sessions are confirmed • Minimum: 2 weeks prior to session
Edit session information	• Refer to instructions
Add faculty, track disclosure form completion	• As soon as session information is confirmed • Minimum: 2 weeks prior to session
Review disclosure forms and notify CE office of listed financial relationships	• Continuously until completed • Notify CE office of financial relationships minimum 1 week prior to session
Upload documentation to Attachments tab	• All session information is ready • Minimum 3 days prior to session
Set workflow to Needs Review	• All session information is ready • Minimum 3 days prior to session

<https://cme.utsouthwestern.edu/rss-coordinator>



# Thank you!

Thank you for all your hard work!  
Please feel free to reach out to  
your CE Coordinator for any  
questions or concerns

