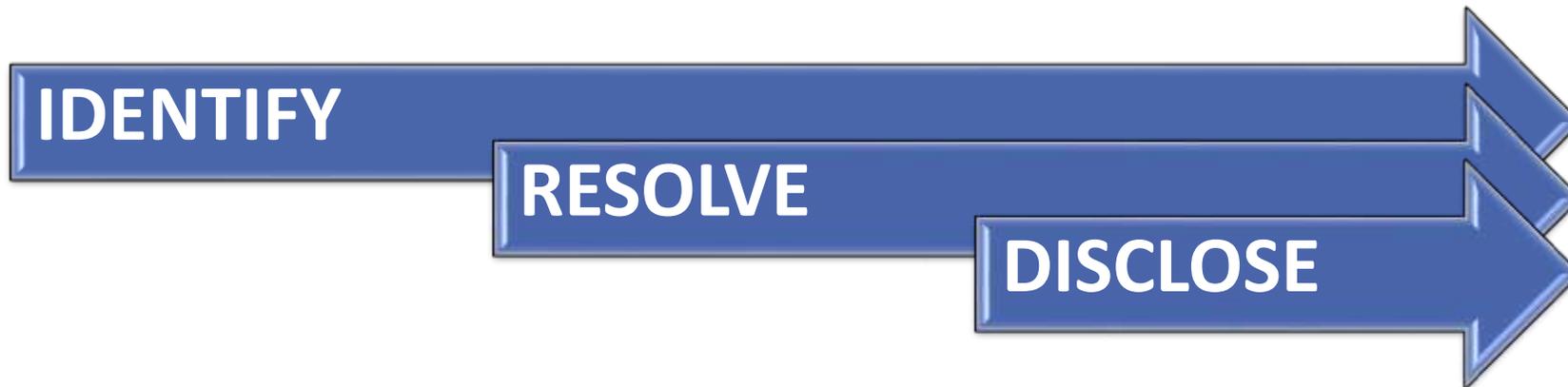
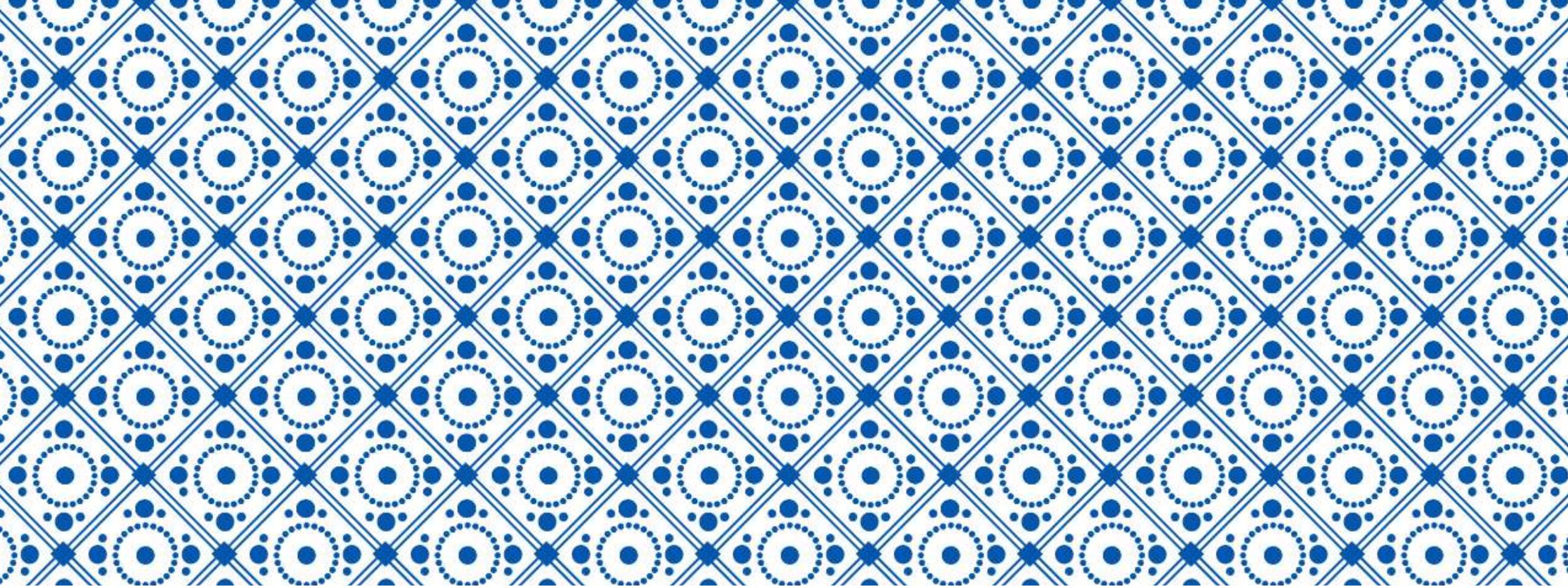


Grand Rounds New Coordinator Orientation

ACCME Guidelines on the Resolution of Personal Conflicts of Interest



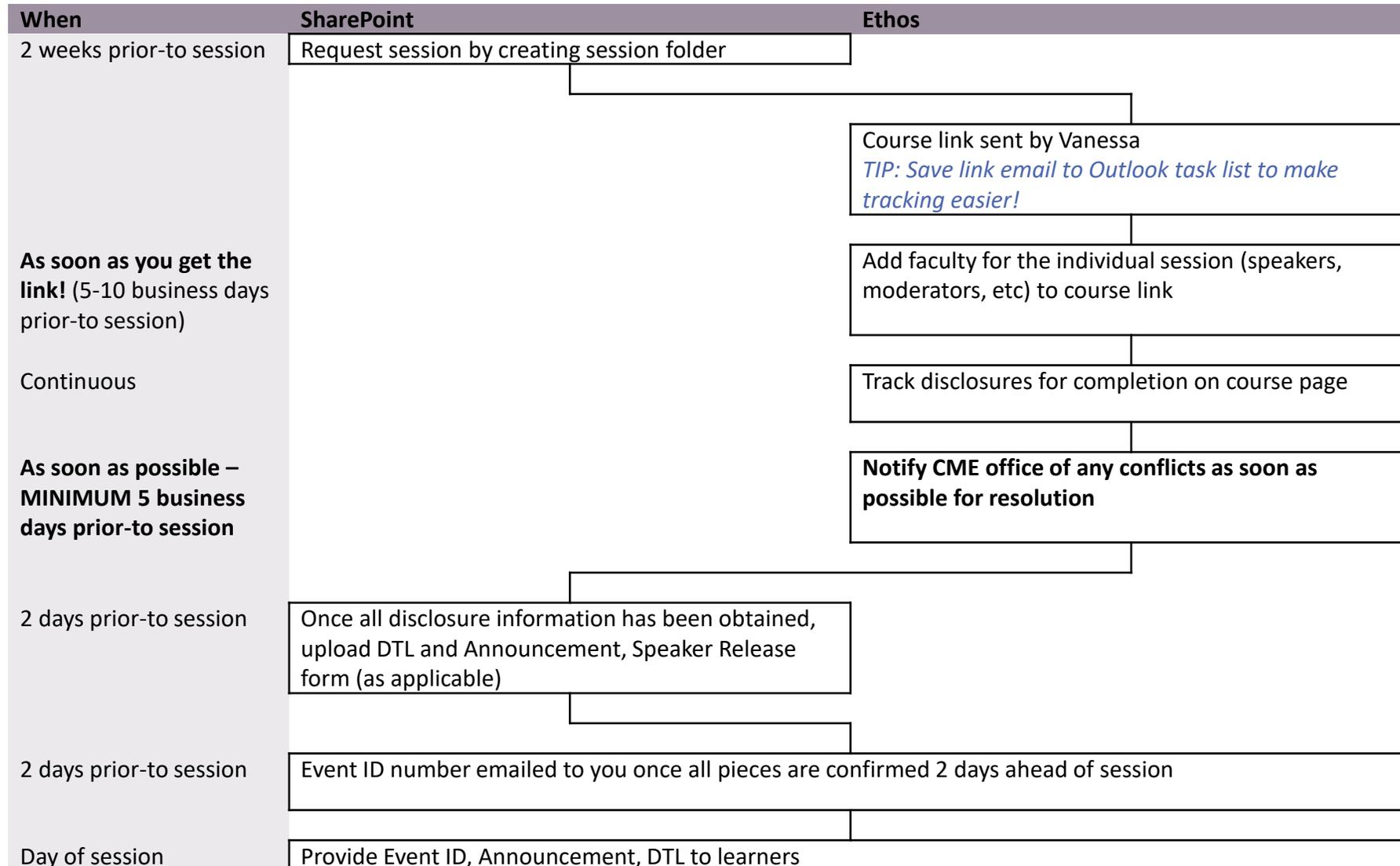
All occurs ***PRIOR*** to the
delivery of accredited content!



So you want to have an RSS
session...

RSS = Regularly Scheduled
Series such as Grand Rounds

Process Overview



1) Request RSS Session

- Create session folder in SharePoint
- This is our cue to create a session
- **Complete 2 weeks prior-to session**
- Helpful to have announcement at this point (variable hour activities)
- CME Office Admin will send course page link via email

2) Add faculty to course page, assign forms and confirm completion

- Add faculty to course page link **for that session**
- Assign Faculty Forms
 - **Disclosure Attestation Form**
 - Queue for faculty to go in and complete their disclosures
 - Monitor disclosure form completion
- An automatically-generated email is sent out when someone is added as a CME course faculty member from cmeregistrations@utsouthwestern.edu. In follow-up emails, you can include this link to take them to their pending forms: <https://cme.utsouthwestern.edu/my/faculty-relationships>

Disclosures are linked to Ethos user profiles

Once you receive the course page link, add your faculty for that session and assign the Disclosure Attestation form.

VIEW EDIT **FACULTY** COURSE OUTLINE ENROLLMENTS COURSE REPORTS

Add faculty Faculty list All forms

To assign a form to a faculty member, search for faculty by name in the "User" field below. If the faculty does not yet have an account, you can invite them to create an account and assign the form by entering an email address in the "Email" field below

USER
Enter the user's name and select it when it appears in a drop-down list.

EMAIL
Enter an email for users who do not yet exist.

FACULTY ROLE

- Committee member
- Course Director
- Medical director
- Moderator
- Peer reviewer
- Planner
- Speaker

FORM TYPE *

- Disclosure Attestation

PUBLISHED

SEND FORM

- Tip! Save that email as a task in Outlook so it's easily accessible to go back to in order to track the progress of your faculty completing their disclosure form.

Track progress on the course page by looking to see if there is a date in the “Disclosure date” column on the Faculty list tab. No date means they haven’t completed their forms.

VIEW EDIT **FACULTY** COURSE OUTLINE ENROLLMENTS COURSE REPORTS

Add faculty **Faculty list** All forms

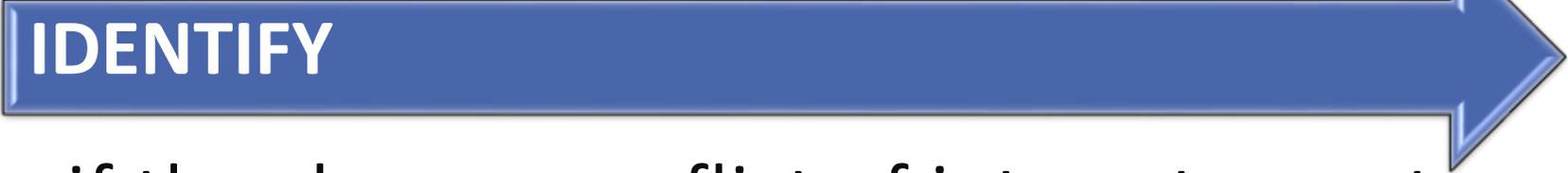
NAME ROLE **APPLY**

OPERATIONS

ENROLL FACULTY **MODIFY PUBLISHED STATE** **SEND E-MAIL** **UNENROLL FACULTY** 0 rows selected

	First name	Last name	Role	Email	Disclosure date	Published	Enrolled	Relation	Delete	Forms
<input type="checkbox"/>	Pietro	Bajona	Speaker	Pietro.Bajona@UTSouthwestern.edu	10/01/2018	No	No	Edit	Delete	List
<input type="checkbox"/>	Robert	Jaquiss	Speaker	robert.jaquiss@utsouthwestern.edu	10/01/2018	No	No	Edit	Delete	List
<input type="checkbox"/>	Scott	Reznik	Course Director, Speaker	Scott.Reznik@UTSouthwestern.edu	10/02/2018	No	No	Edit	Delete	List

IDENTIFY



To view if they have a conflict of interest or not, you will need to click on their name in the table and view their disclosure forms in their profile.

With Disclosure

PROFILE DISCLOSURE

DISCLOSURE

DISCLOSURE

Yes, I have had a relevant financial relationship within the past 12 months.

FINANCIAL RELATIONSHIPS:

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
NeoChord Inc.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
Renerva LLC.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

Without Disclosure

PROFILE BIO DISCLOSURE

DISCLOSURE

DISCLOSURE

No, I have not had a relevant financial relationship within the past 12 months.

FINANCIAL RELATIONSHIPS:



RESOLVE

3) Notify OCME Admin of any conflicts

- What is a conflict of interest?
 - The ACCME defines a “commercial interest” as any entity producing, marketing, re-selling, or distributing health care goods or services, used on, or consumed by, patients.
 - Occurring within the past 12 months
- Office of CME Program Coordinators manage resolutions
- **Notify OCME admin/ assigned CME Program Coordinator of conflicts at least 1 week prior-to session**
- Peer reviewer assigned to resolve conflicts

4) Upload RSS documentation to SharePoint

- Upload Announcement, DTL
 - Follow naming convention: RSS#_Date_Announcement
- Speaker Release form
 - Speakers in activities with streaming
 - Speakers in activities that get posted/uploaded
 - Mediasite, library repository, Enduring materials
 - All external speakers
- Other items as applicable: MOC, Journal Club post-test, Ethics approval
- **CME Office Admin reviews 2-days prior-to event**

DISCLOSE

Mechanism: Disclosure To Learner (DTL) handout/signage
Who: Distributed to *Learners*
When: *Prior* to Content Delivery



DISCLOSURE OF FINANCIAL RELATIONSHIPS WITH COMMERCIAL INTERESTS

Activity Title
Day, Date
Presentation Title

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 sponsored educational activities. In accordance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support, all persons in the position to control the content of an education activity are required to disclose all relevant financial relationships in any amount occurring within the past 12 months with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients. A primary mechanism to resolve identified conflicts of interest is a content review that is prior to the activity.

NAME	ROLE	RELATIONSHIP	COMPANY
John Doe, MD	Course Director	None	N/A
Kimberly Jones, MD	Speaker	Speaker's Bureau Employment	Pushy Drug Rep Pharmaceuticals Medtronics
	Speaker		
	Planner		
	CME Staff		

Department Name

RSS Title

Day, Date

Time

Location

Presentation Title

Speaker Name

Title/Affiliation

This activity is supported in part by an educational grant from
Commercial Supporter(s) (if applicable)

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 # AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Conflict of Interest: All persons in the position to control the content of an education activity are required to disclose all relevant financial relationships in any amount occurring within the past 12 months with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients. A primary mechanism to resolve identified conflicts of interest is a content review that is prior to the activity.

Off-Label Uses: Because this course is meant to educate physicians with what is currently in use and what may be available in the future, there may be "off-label" use discussed in the presentation. Speakers have been requested to inform the audience when off-label use is discussed.

DISCLOSE

Mechanism: Announcement

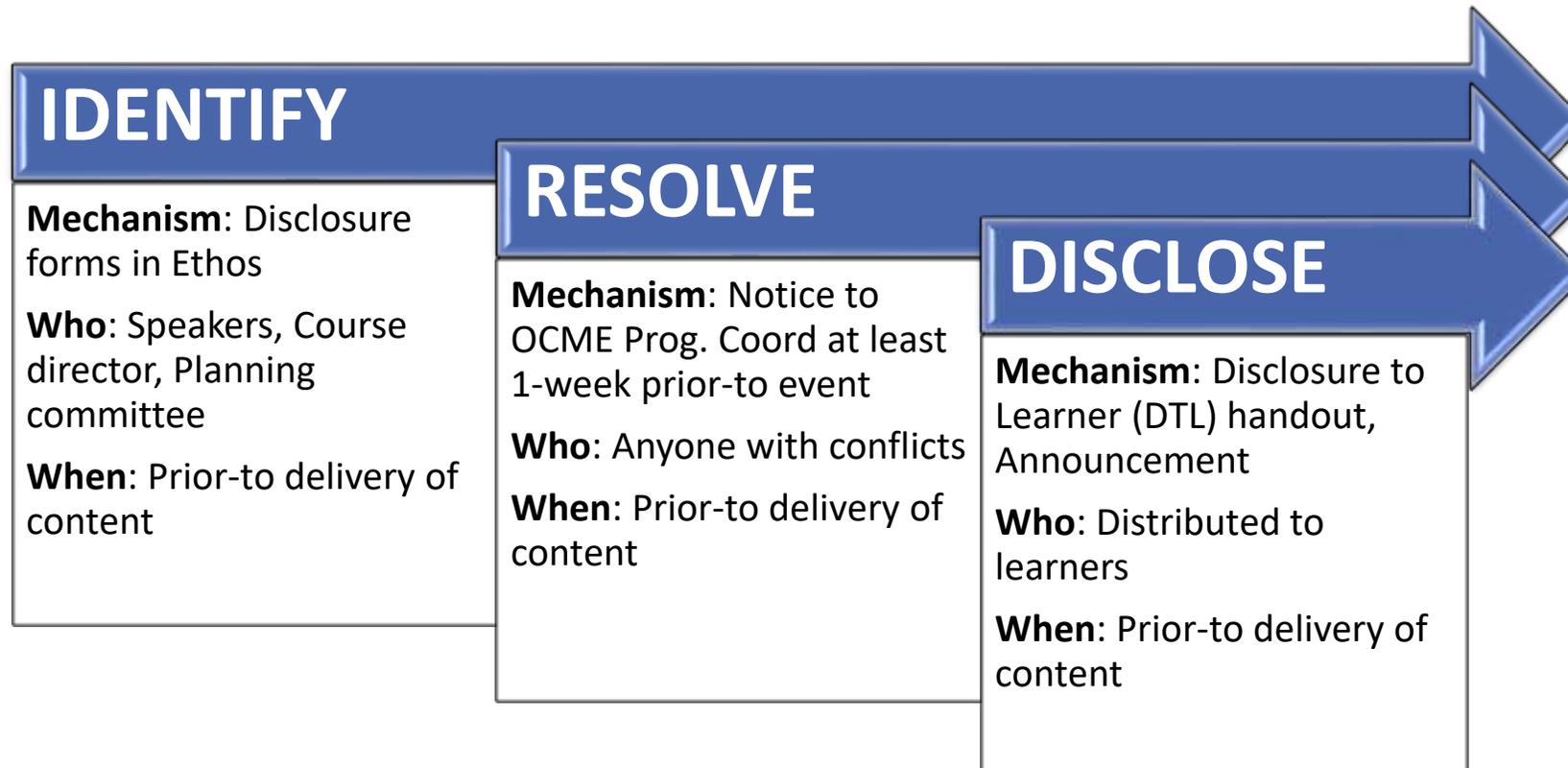
Who: Distributed to *Learners*

When: Prior to Content Delivery

5) Provide Event ID, RSS documentation to learners

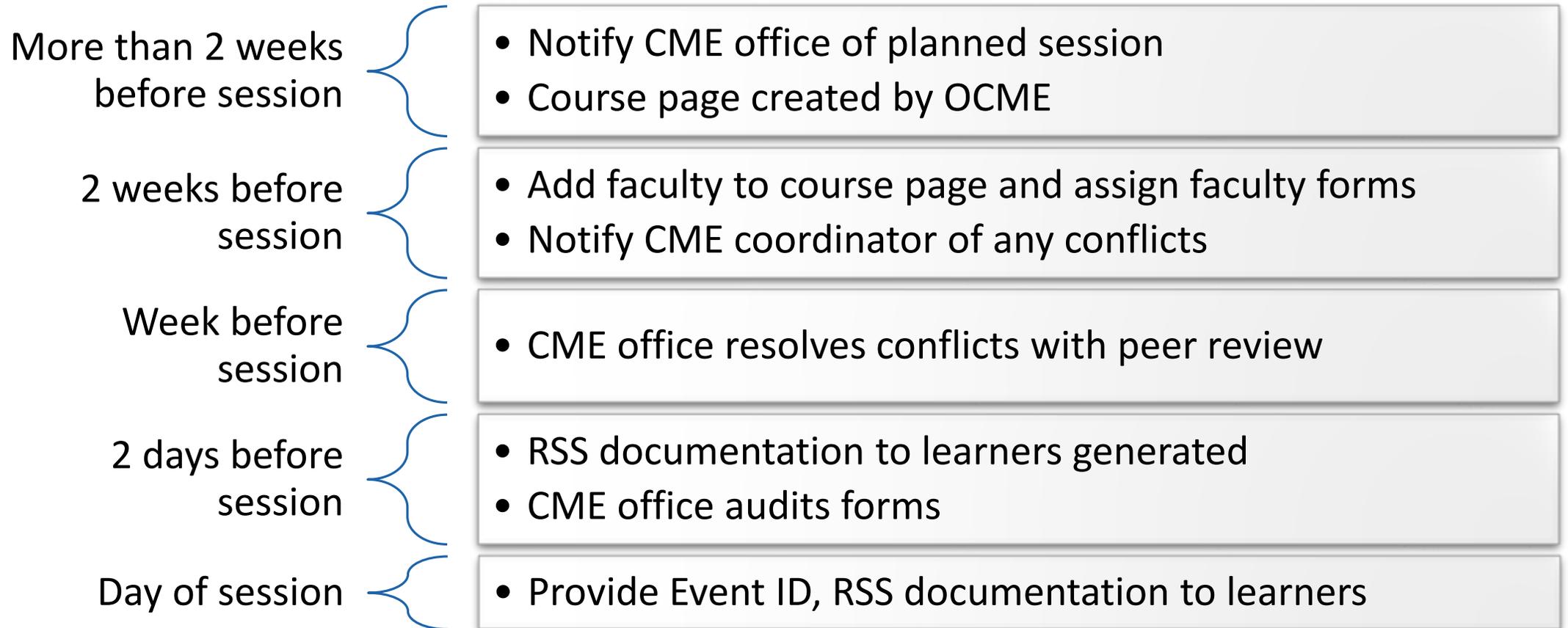
- Confirmed faculty forms, disclosures completed
- Announcement, DTL uploaded
- Receipt of Event ID number from OCME Admin
- Provide Event ID, Announcement, DTL to learners

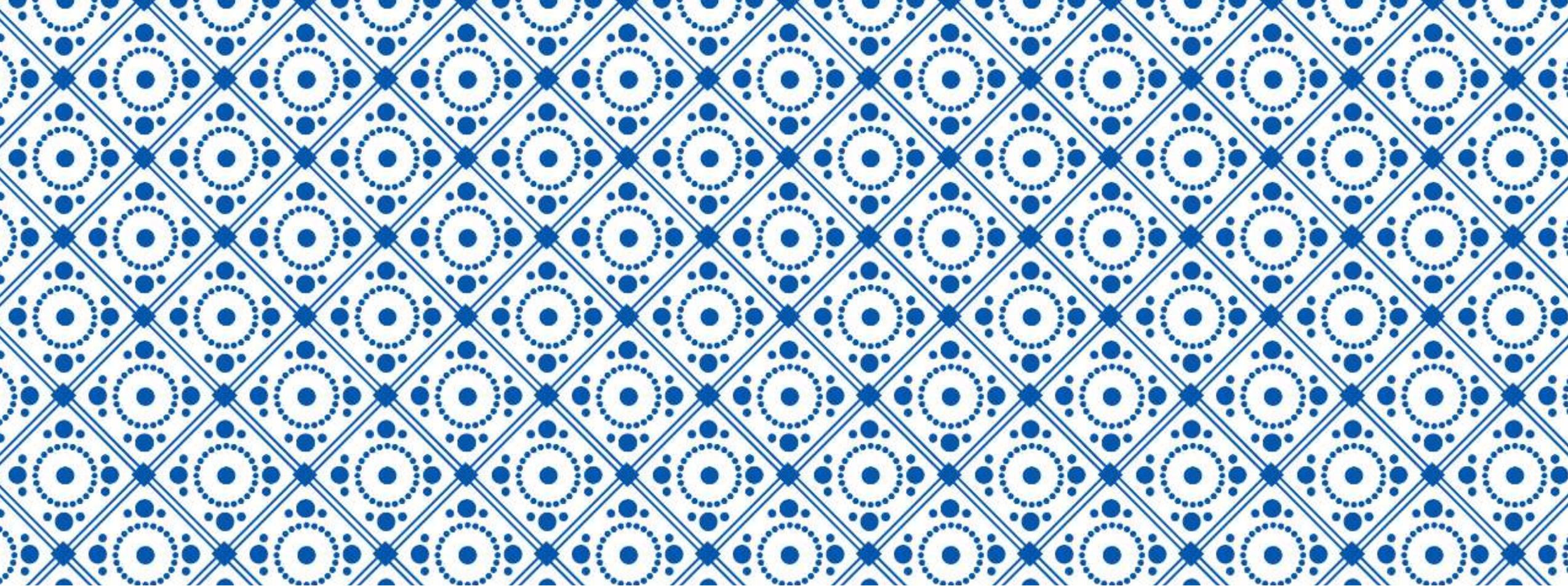
ACCME Guidelines on the Resolution of Personal Conflicts of Interest



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

Process Summary





Demo

Links

SharePoint	Look for “welcome” email from site and save the link! https://swap.swmed.org/sites/cme/Shared%20Documents/Forms/AllItems.aspx
Ethos	cme.utsouthwestern.edu
Resource page	https://cme.utsouthwestern.edu/rss-coordinator
Link to use in follow up with faculty	https://cme.utsouthwestern.edu/my/faculty-relationships