

# RSS CME Coordinator Annual Workshop Fall 2019

Kimberly Jones, MHA, CHCP

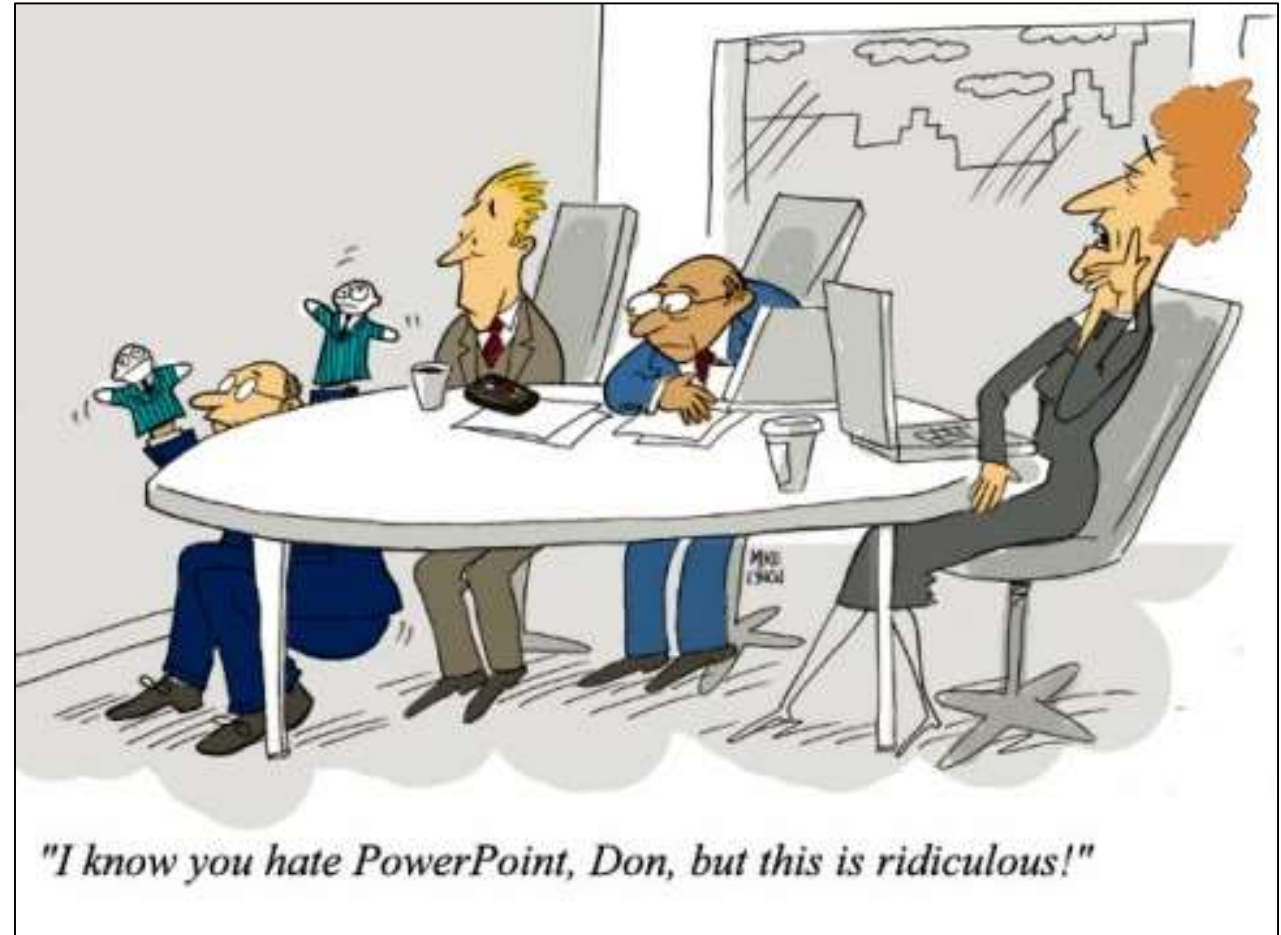
Reema Mustafa, MPH

Mark Vinciguerra, MDiv

Vanessa White, BS

# Obligatory Overview Slide

- ✓ Current State of UTSW CME
- ✓ RSS Process Reminders
- ✓ Updating Disclosures in Ethos
- ✓ General Updates and Other Housekeeping Items



# Ice Breaker

---

Kahoot!



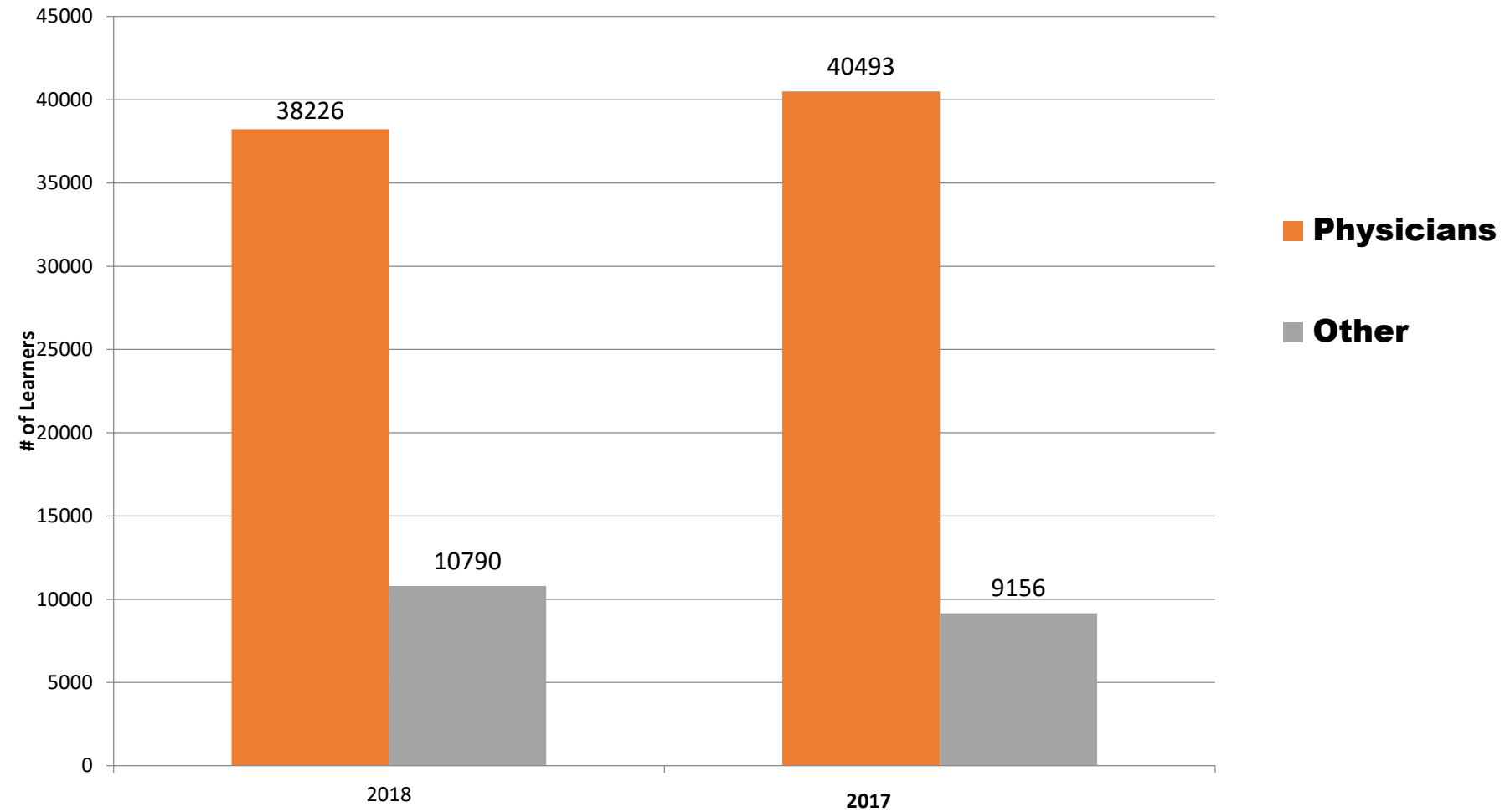
# Accreditation Council for Continuing Medical Education (ACCME)

---

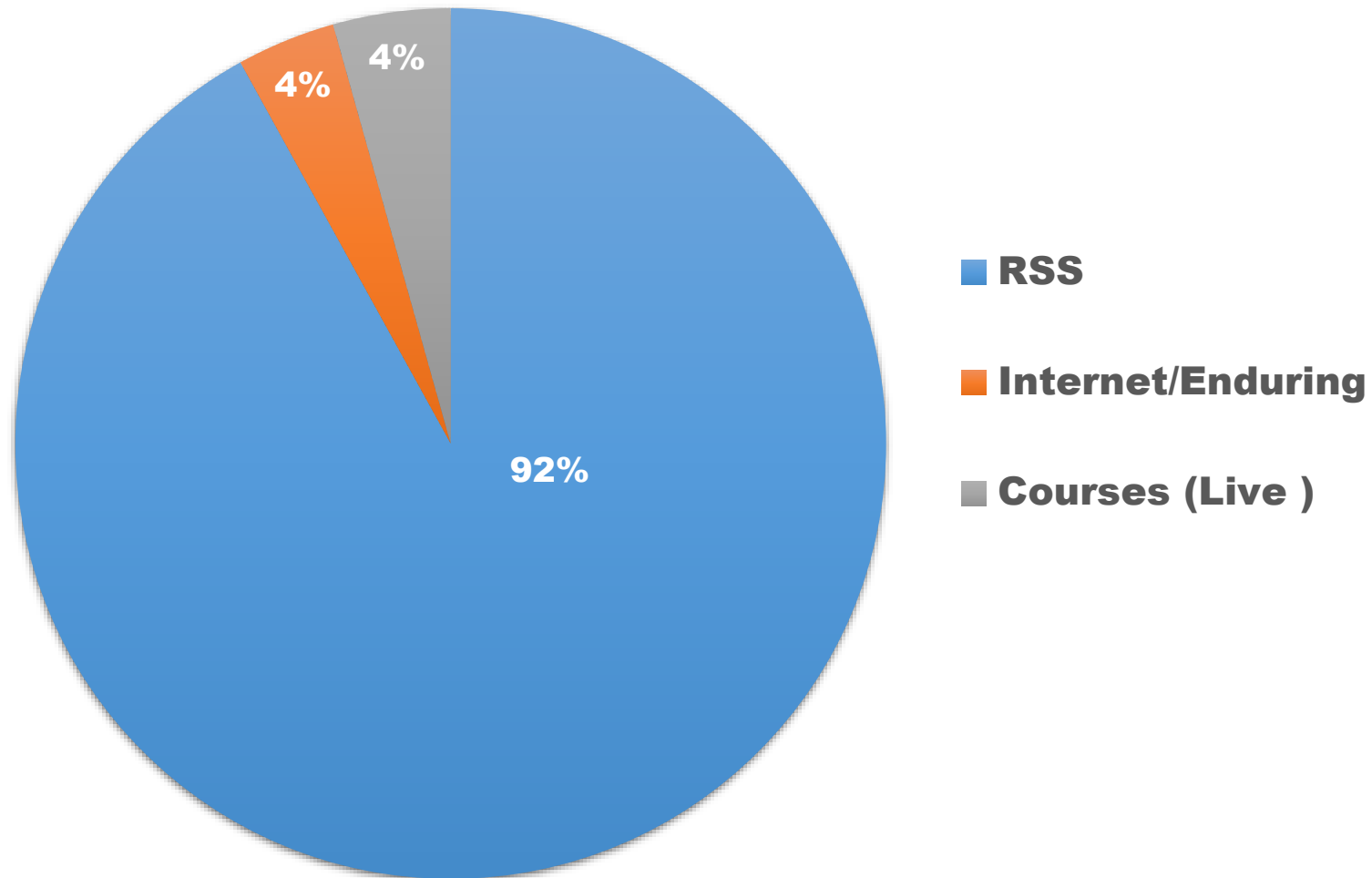
- Advancing CME Together- Building an educational home that nurtures passion and professional development.
- “The fields of medicine and science never stop moving forward—and neither should physicians.”
- Clinicians are expected to deliver safe, effective, compassionate care, based on best practice and evidence. ***Accredited CME helps make that happen!***



## Type of Learners 2018 vs. 2017

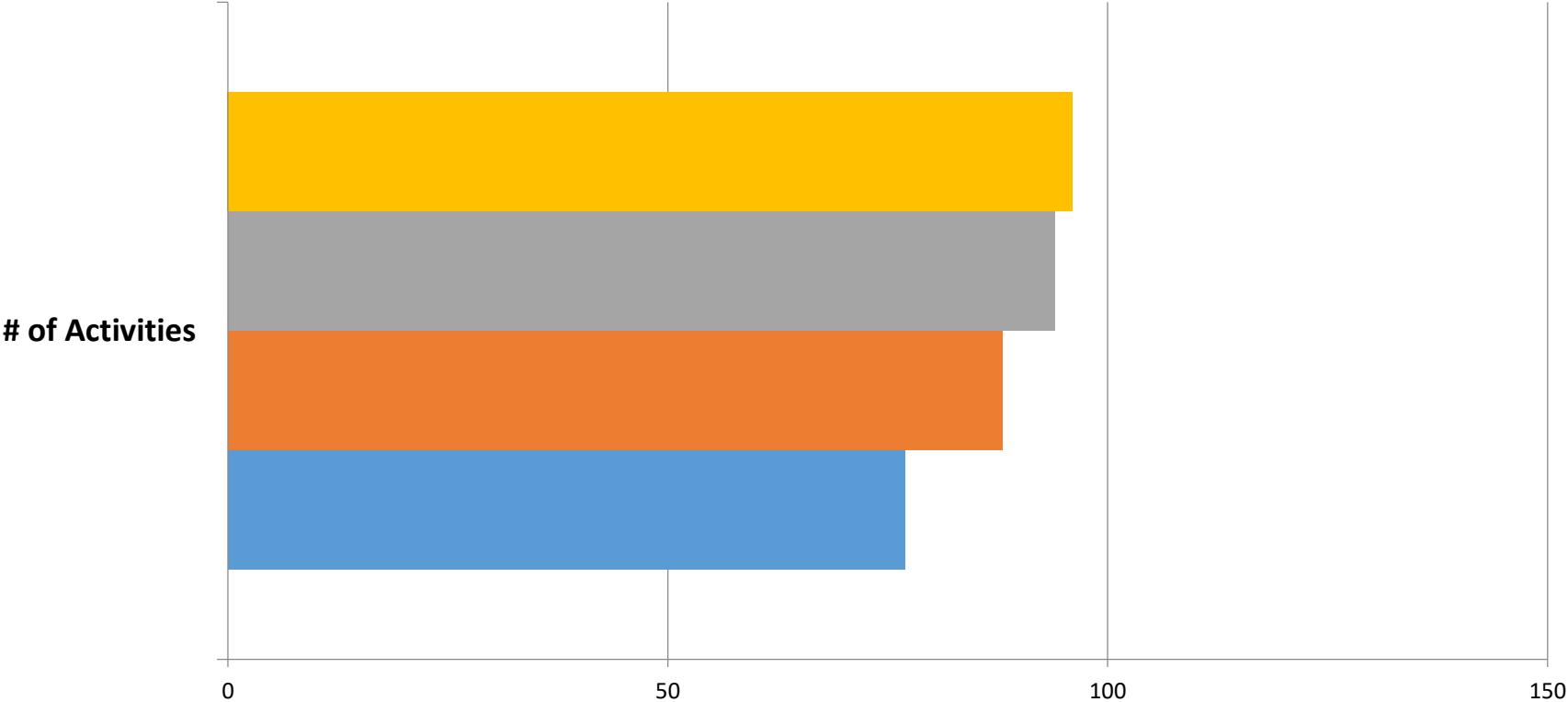


## 2018 Participants by Activity Type



2015-2018 RSS Growth (Directly Provided)

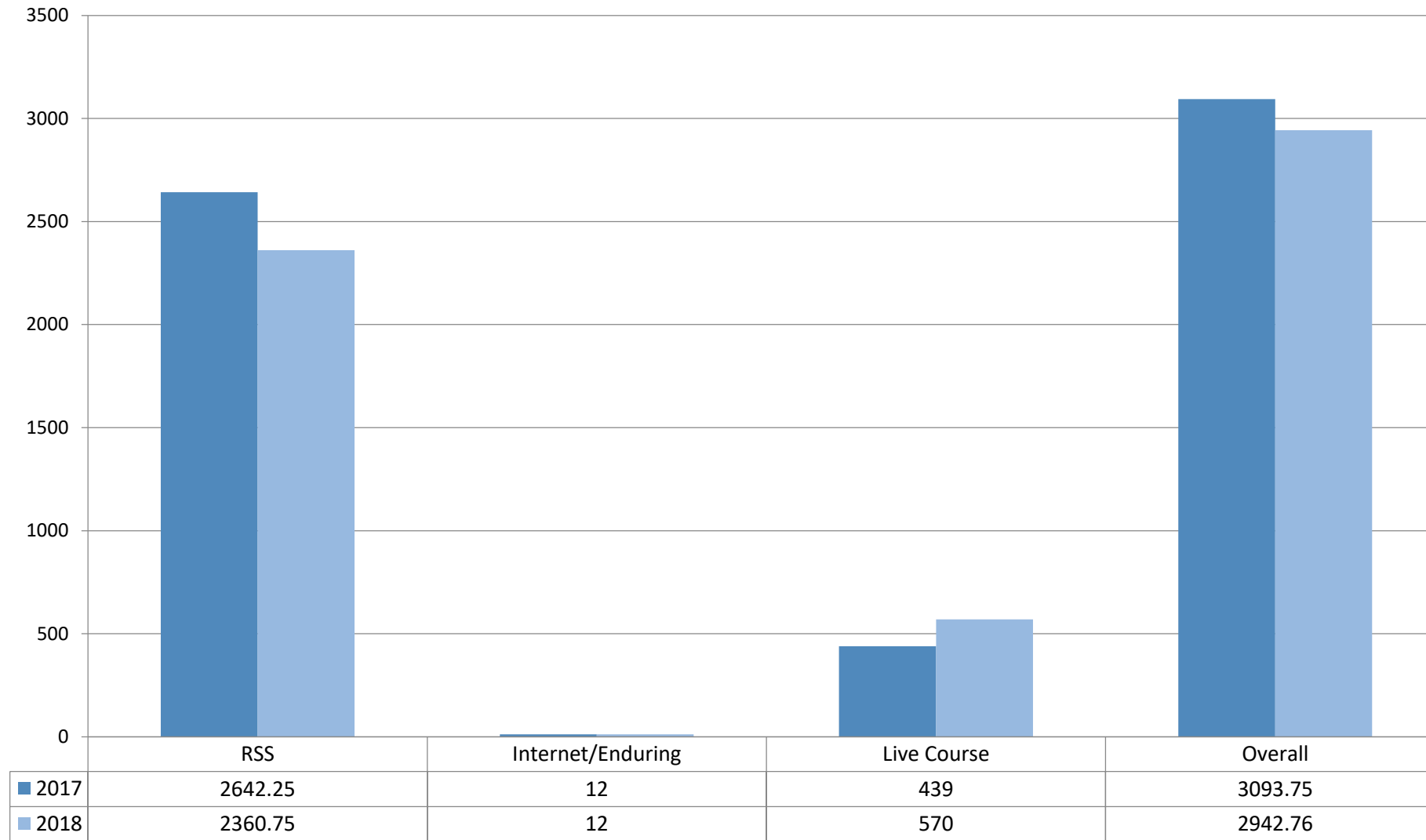
2018 2017 2016 2015



	# of Activities
2018	96
2017	94
2016	88
2015	77

## Hours of Instruction by Activity Type

■ 2017 ■ 2018





# Expected Results

---

UTSW CME program will fulfill its mission by providing high quality activities that:

- Enhance physicians' ability to improve their medical competence and performance in practice.
- Address identified priorities in quality and patient safety.
- Improve the outcomes of patients' health.

# Process Reminders

When	SharePoint	Ethos
2 weeks* prior-to session	Request session by creating session folder <i>*Requests for earlier course page generation comm via email</i>	
2 weeks prior-to session		Course link sent by Vanessa <i>TIP: Save link email to Outlook task list to make tracking easier!</i>
As soon as you get the link! (5-10 business days prior-to session)		Add faculty for the individual session (speakers, moderators, etc) to course link
Continuous		Track disclosures for completion on course page
As soon as possible – MINIMUM 5 business days prior-to session		Notify CME office of any conflicts as soon as possible for resolution
3 business days prior-to session	Once all disclosure information has been obtained, upload DTL and Announcement, Speaker Release form (as applicable)	
2 business days prior-to session	Event ID number emailed to you once all pieces are confirmed 2 days ahead of session <i>ALL items expected to be completed by this time</i>	
Day of session	Provide Event ID, Announcement, DTL to learners	

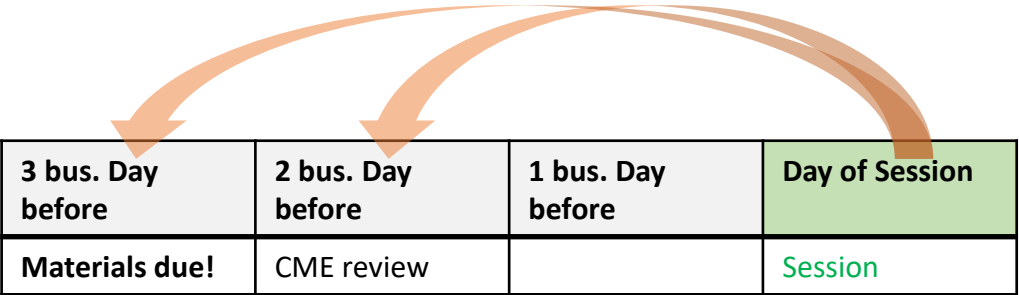
# Process Reminders

---

- What goes into a complete RSS session?
  - ✓ Completed disclosures
  - ✓ All Conflicts of Interests resolved
  - ✓ RSS Documentation (Announcement, DTL)
- All items expected to be **completed** at time of CME review
  - 2 business days prior-to session
- Provide all items by close-of-business on 3rd business day prior to session
- Take note of University Holidays and upcoming vacation days!

# Process Reminders: When is it due?

Materials due!	CME Review	Session
Wednesday before	Thursday before	Monday
Thursday before	Friday before	Tuesday
Friday before	Monday	Wednesday
Monday	Tuesday	Thursday
Tuesday	Wednesday	Friday, Sat/Sun



# Process Reminders

Task	Due
Session page requested	2 weeks prior-to session (i.e. Wednesday session 2 Wednesdays before!)
Who tracks disclosure completion? Where? When?	RSS Coordinators (you) Ethos course page link Continuous
Notification of conflicts of interest	1 week prior-to session (i.e. Wednesday session 1 Wednesday before!)
Upload RSS documentation	3 business days prior-to session (see chart) (i.e. Wednesday session uploads Friday before!)
All items confirmed by CME office, Event ID sent	2 business days prior-to session (see chart) (i.e. Wednesday session ready on Monday!)

# Disclosures in Ethos

## Faculty List Troubleshooting

- Check email is correct (no typos)
- Check for profile in 'Manage Users' to ensure emails match
- 'utsw' vs. 'utsouthwestern'
- Consider asking Faculty to create profile first on homepage (cme.utsouthwestern.edu)

## FACULTY LIST

VIEW

EDIT

ENROLLMENTS

FACULTY

COURSE OUTLINE

COURSE REPORTS

Add faculty

Faculty list

All forms

NAME

ROLE

- Any -

APPLY

### OPERATIONS

ENROLL FACULTY

MODIFY PUBLISHED STATE

SEND E-MAIL

UNENROLL FACULTY

0 rows selected

	First name	Last name	Role	Email	Disclosure date	Published
<input type="checkbox"/>	Kimberly	Jones	Planner	kim.jones@utsouthwestern.edu		No

# Disclosures in Ethos

---

Disclosure expiration check and how often are updates needed?

- Date should not be more than 12 months prior to the activity/session date
- Updates should be made every time there is a change to their faculty relationships

➤ For RSS sessions, it is best that faculty disclose ANY financial relationships with ACCME-defined commercial interests



# Disclosures in Ethos

## Updating Ethos disclosures

**Option 1:** Add to Faculty list and remind individual that their disclosure is about to expire

- Send automated message from 'CME Registrations'
- 'Complete Form'

The screenshot shows the UT Southwestern Medical Center Ethos portal. The header includes the logo, a search bar, and navigation links: HOME, COURSE CATALOG, CME TRANSCRIPT, and CONTACT US. The main section is titled 'ASSIGNED FACULTY FORMS'. Below this title is a row of tabs: VIEW, EDIT, ASSIGN CREDITS, BOOKMARKS, COURSE CREDIT LOG, DELETED CREDIT, FACULTY (which is selected), MY ACTIVITIES, and ORDERS. Below the tabs is a 'STATUS' dropdown menu set to 'Unsubmitted' and an 'APPLY' button. At the bottom, there is a table with the following data:

	Course name	Form name	Assigned date	Submitted date
<a href="#">Complete form</a>	[REDACTED] (091919)	Disclosure Attestation	09/12/2019 - 8:40am	No



# Disclosures in Ethos

## Updating Ethos disclosures

**Option 1 (Cont.):** Screen that appears after 'Complete form'

- Faculty **must** click on the link to review current information in disclosure for date to change

### Verify and Attest

UT Southwestern requires that course content, faculty presentations, discussions and educational materials be reviewed and approved by the faculty. This review is part of your EthosCE profile and must be completed by all individuals who have influence over the content.

To complete, review or update your Disclosure Form proceed to the following link:

<https://cme.utsouthwestern.edu/my/edit/disclosure>

☐ I attest that the information provided in my EthosCE Disclosure is true, correct and up to date. \*

Save

# Disclosures in Ethos

---

## Updating Ethos disclosures

**Option 2:** Send direct link to update disclosure



<https://cme.utsouthwestern.edu/my/edit/disclosure>

Check Yes or No, then 'SAVE'

UT Southwestern requires that conference content, faculty presentations, discussions and educational materials comply with the appropriate standards and must ensure balance, independence, objectivity, and scientific rigor in all its individually sponsored education activities. This document must be completed by all individuals who have influence over the content of the educational activity. Persons who fail to complete this form are not eligible to be involved as a presenter/planner.

**DISCLOSURE \***

Do you or your partner have any relevant financial relationships to disclose within the past 12 months?  
Disclosure should include relationships in any amount.

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

# Disclosures in Ethos

---

## UTSW's Annual Employee Disclosure Versus ACCME's Financial Relationship Disclosure

- Not for the same purpose and therefore still needs to be completed separately
- Faculty should disclose any financial relationships that could potentially be relevant to their faculty presentations (i.e. healthcare related)
- We (the CME Office) will utilize our review process to determine whether conflicts exist
- It's easy! It can be done from their smartphone!



***Reminder:*** *It is ultimately the Provider's responsibility to update their disclosure when changes occur - not just annually to avoid expiration*

# Disclosures in Ethos – Parent Course Faculty List

---

## Tumor Boards and M&Ms

- Check your Parent Course Faculty List at least once a month!
- It is the RSS Coordinator's responsibility to make changes to the faculty list as they occur (adding/removing course faculty)
  - Track expiration dates and contact faculty to update
  - Contact your CME coordinator right away if new faculty have reported a COI
- Starting **Jan 2020**: Parent Course links included on all Session Creation emails

# Disclosures in Ethos – Parent Course Faculty List

## Tumor Boards and M&Ms

**Quick Tip:** Here's how NOT to bug your Course Director on a weekly basis

- Add Course Director to weekly session faculty listing – Leave 'Disclosure Attestation' Blank, Click 'Send Form'
- Their name(s) will appear on Faculty list, but they will not receive the auto-generated email

**FACULTY ROLE**  
☐ Committee member  
☒ Course Director  
☐ Medical director  
☐ Moderator  
☐ Peer reviewer  
☐ Planner  
☐ Speaker

**FORM TYPE**  
☐ Disclosure Attestation  
☐ \*\*do not use

☒ **PUBLISHED**

**SEND FORM**

# General Updates

---

- Special Requests due to holidays/vacations/absence - If needing event ID sooner than 2 business days prior due to absence, send email request to Vanessa
  - Cannot be created prior to the last session date!
- C&L forms for RSS activities no longer need to be signed off by the CME office
- Late requests no more! Communicate with Vanessa...Early!

# Other Housekeeping Items

---

- We are no longer using the RSS Creation Form
- CME Applications for RSS activities are now on a 2-year cycle, with a mid-cycle review
- Compliance training for multiple 'Alternate' RSS Coordinators

# Thank you!

Questions?