RSS CME Coordinator
Annual Workshop
Fall 2019

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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

- Physicians
- Other

<table>
<thead>
<tr>
<th>Year</th>
<th>Physicians</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>38,226</td>
<td>10,790</td>
</tr>
<tr>
<td>2017</td>
<td>40,493</td>
<td>9,156</td>
</tr>
</tbody>
</table>
2018 Participants by Activity Type

- RSS: 4%
- Internet/Enduring: 4%
- Courses (Live): 92%
### 2015-2018 RSS Growth (Directly Provided)

<table>
<thead>
<tr>
<th>Year</th>
<th># of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>96</td>
</tr>
<tr>
<td>2017</td>
<td>94</td>
</tr>
<tr>
<td>2016</td>
<td>88</td>
</tr>
<tr>
<td>2015</td>
<td>77</td>
</tr>
</tbody>
</table>
### Hours of Instruction by Activity Type

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSS</td>
<td>2642.25</td>
<td>2360.75</td>
</tr>
<tr>
<td>Internet/Enduring</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Live Course</td>
<td>439</td>
<td>570</td>
</tr>
<tr>
<td>Overall</td>
<td>3093.75</td>
<td>2942.76</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Materials due!</th>
<th>CME Review</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday before</td>
<td>Thursday before</td>
<td>Monday</td>
</tr>
<tr>
<td>Thursday before</td>
<td>Friday before</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Friday before</td>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Friday, Sat/Sun</td>
</tr>
</tbody>
</table>

### 3 bus. Day before
- Materials due!
- CME review

### 2 bus. Day before
- 2 bus. Day before
- 1 bus. Day before

### 1 bus. Day before
- Day of Session
- Session
## Process Reminders

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

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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
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?