

# RSS CME Coordinator Annual Workshop Fall 2020

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# Workshop Discussion Agenda

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- Deadline reminders and Process highlights
- Virtual Meetings
- CME SharePoint site migration
- Event ID changes
- COVID-Related sessions
- New Fee schedule
- 2-year application cycle
- Resources & Final Q&A

# Snapshot of CME at UTSW



- Coordinate nearly 100 RSS activities (and growing!)
  - Meeting weekly, monthly, quarterly
- RSS activities comprise 92% of all CME activities at UTSW
  - 4% Live, 4% Internet/On-Demand/Enduring
- RSS activities account for approx. 2,400 hours of instruction annually
  - 570hrs Live, 12hrs Internet/On-Demand/Enduring
- CME Learners: 38,000 Physicians, 11,000 Non-Physicians
- What you do is important and makes an impact!


# Accreditation Council for Continuing Medical Education (ACCME)

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- 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!***

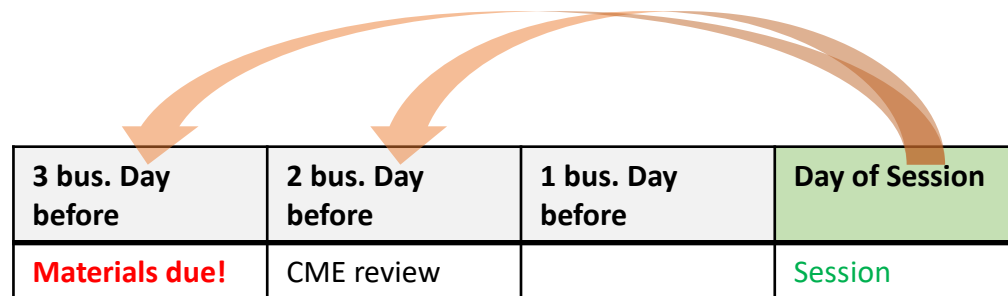


# Process Overview

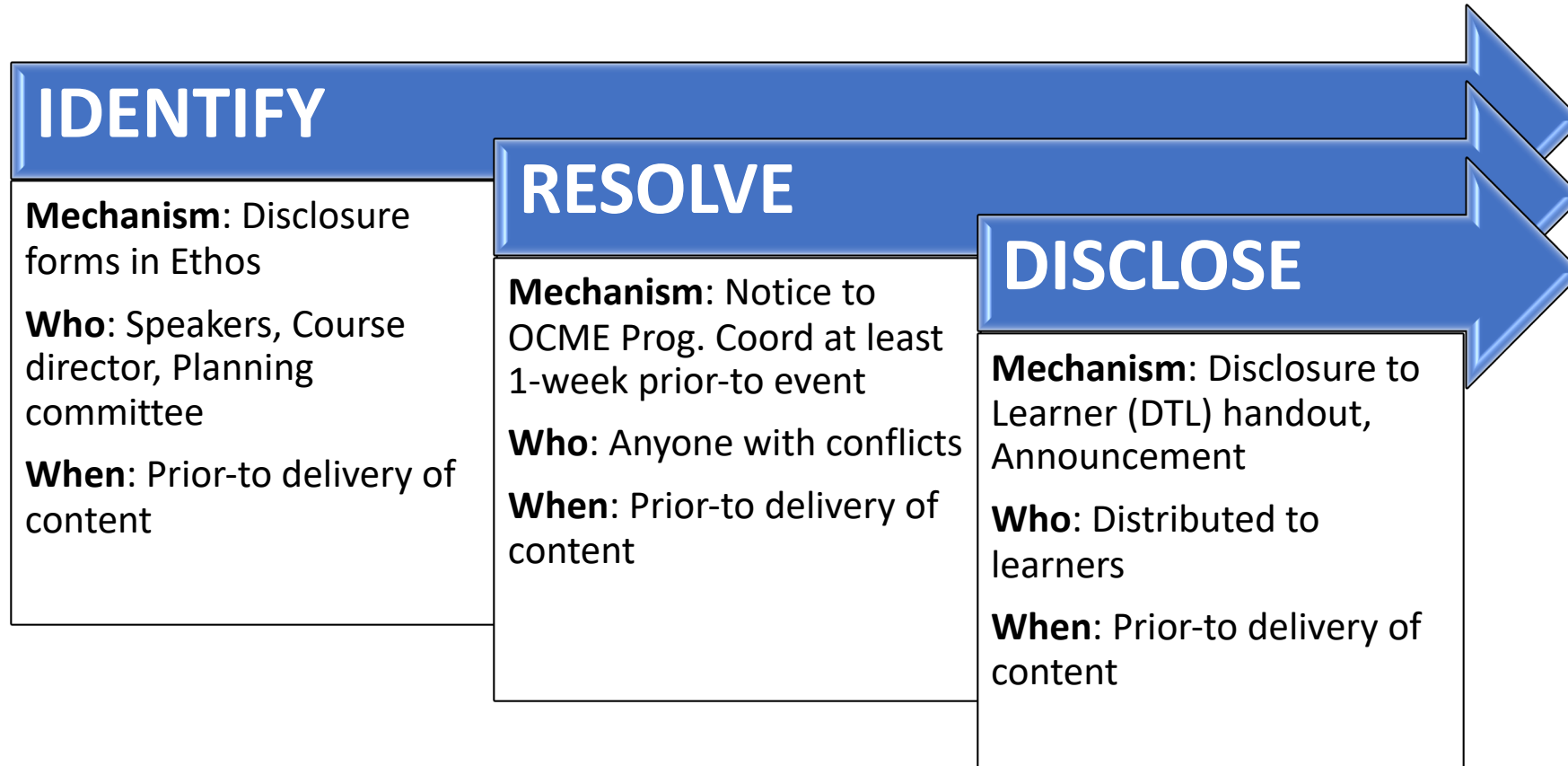
When	SharePoint	Ethos
2 weeks* prior-to session	Request session by creating session folder <i>*Requests for earlier course page generation comm via email</i>	
2 weeks prior-to session		Course link sent by Monica <i>TIP: Save link email to Outlook task list to make tracking easier!</i>
As soon as you 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)	 <div data-bbox="1753 939 2395 1059" style="background-color: #f4a460; padding: 5px; border: 1px solid black;"> <b>DOCUMENT DEADLINE IN ORDER TO ASSURE SESSION CERTIFIED</b> </div>
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: Session ready to certify

Disclosures received and Materials due!	CME Review	Session
Wednesday before	Thursday before	<b>Monday</b>
Thursday before	Friday before	<b>Tuesday</b>
Friday before	Monday	<b>Wednesday</b>
Monday	Tuesday	<b>Thursday</b>
Tuesday	Wednesday	<b>Friday, Sat/Sun</b>



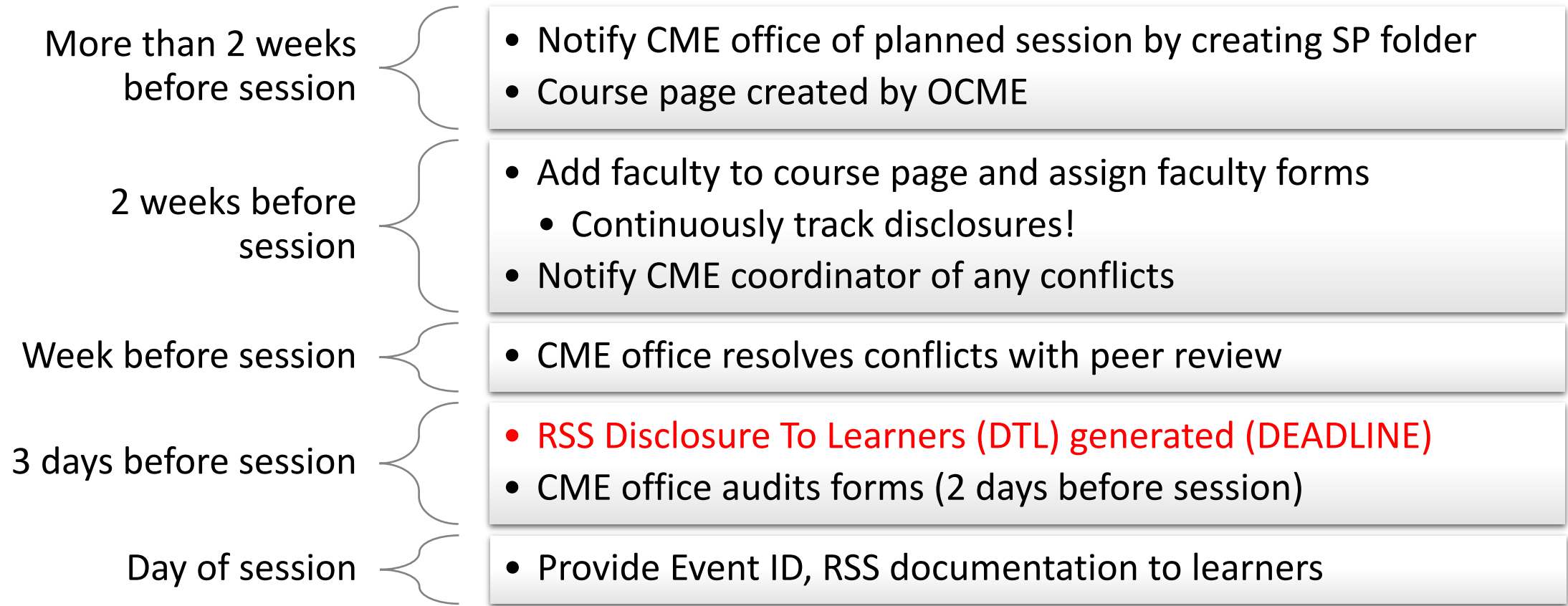
# ACCME Guidelines on the Resolution of Personal Conflicts of Interest



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

# Process Summary

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# Living in the Virtual World

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**PIVOTS**



**PITFALLS**



**PRAISES**

# OneDrive SharePoint Site Migration

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- New link: <https://365utsouthwestern.sharepoint.com/sites/cme>
- Completed 8/11
- Within the Office 365 environment
  - Improved ease of access
  - Increased functionality
  
- Any issues?

# Disclosure forms

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- When you assign a form by email for a new/visiting speaker, the email will need to match for them to complete required forms
  - Search for them by name under User in the Add Faculty tab after they've created a profile
- Look out for expired disclosure forms!
  - Disclosure date must be within 12 months of the activity

# Speaker Release Form

## “SPEAKER AUTHORIZATION FOR USE OF IMAGE, VOICE, PERFORMANCE OR LIKENESS FOR EDUCATIONAL PURPOSES”

- All recorded activities
- Speakers in activities with streaming outside of UTSW
- Speakers in activities that get posted/uploaded
- All external speakers

**SPEAKER AUTHORIZATION FOR USE OF  
IMAGE, VOICE, PERFORMANCE OR LIKENESS FOR EDUCATIONAL PURPOSES**  
The University of Texas Southwestern Medical Center

I, \_\_\_\_\_ (print name), permit and authorize UT Southwestern Medical Center (“UT Southwestern”) and personnel who are acting on behalf of UT Southwestern, to create, obtain and/or use my name, photograph, audio or video recording or myself, my likeness, voice, and/or presentation materials (hereinafter collectively referred to as “My Likeness”), taken or made during a UT Southwestern seminar or presentation on or about \_\_\_\_\_ solely for instructional and/or educational purposes related to the educational mission of UT Southwestern. I agree UT Southwestern will have ownership of such materials, including the copyright, and the irrevocable, perpetual, and unrestricted right and permission to take, use, re-use, publish, and republish My Likeness, through any medium, including print media and the Internet, and in any and all media now or hereafter known. I acknowledge that UT Southwestern has the right to edit My Likeness, including without restriction any changes or alterations as to color, size, shape, perspective, context, foreground or background. I hereby waive any right that I may have to inspect or approve the finished product or products that may be used in connection with them or the use to which they may be applied.

I acknowledge that I will not receive any compensation for the use of My Likeness.

I may revoke this authorization at any time, except to the extent UT Southwestern has relied on this authorization, by sending a written statement of revocation that specifically refers to this Authorization to:

Office of Continuing Medical Education  
UT Southwestern Medical Center  
5323 Harry Hines Boulevard  
Dallas, TX 75390-9059

I hereby release UT Southwestern from any and all claims which arise out of or are in any way connected with such use, dissemination, reproduction, distribution, and/or display of My Likeness and I hereby release, discharge, and agree to hold UT Southwestern and its agents and assigns harmless from any liability. I hereby warrant that I am of full age and have the right to contract in my own name. I have read the above authorization, release, and agreement, prior to its execution, and I have understood the contents. This Authorization shall be binding upon me and my heirs, legal representatives, and assigns.

**I give my consent** to UT Southwestern Medical Center to use My Likeness as described herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only

Event Title: \_\_\_\_\_  
Client: \_\_\_\_\_  
Producer: \_\_\_\_\_

# Coming soon! Text to Sign-in (New Sign-in Method)

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- New sign-in method (replaces cell phone sign-in)
  - Addressing multiple transcript transfer issues from cell phone sign-in system
  - Meeting learner's requests to text instead of call
  - Stay tuned for additional information this Fall!
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- *Reminder:* Webinar attendance is not automatically transmitted to Ethos – learners must use Event ID to get credit!

# COVID-19 Resources Tab on Ethos

The screenshot displays the top navigation bar of the UT Southwestern Medical Center website. The navigation menu includes links for HOME, COURSE CATALOG, CME TRANSCRIPT, COVID-19 (which is expanded), and CONTACT US. The expanded COVID-19 menu contains three items: COVID-19 RESOURCES FOR CLINICIANS, COVID-19 SERIES CME APPLICATION, and UTSW INFORMATION AND RESOURCES. Below the navigation bar, the main content area features a section titled CONTINUING MEDICAL EDUCATION. The text in this section describes the mission of providing lifelong education (CME) courses and mentions that thousands of health care professionals participate in activities provided by the CME Office. It also states that all activities adhere to the guidelines and standards of the Accreditation Council for Continuing Medical Education (ACCME).

**UT Southwestern**  
Medical Center

Find a course...

HOME | COURSE CATALOG | CME TRANSCRIPT | COVID-19 ▾ | CONTACT US

COVID-19 RESOURCES FOR CLINICIANS

COVID-19 SERIES CME APPLICATION

UTSW INFORMATION AND RESOURCES

## CONTINUING MEDICAL EDUCATION

Part of UT Southwestern's mission is to provide lifelong education (CME) courses offered through UT Southwestern to health care professionals. Continuing medical education (CME) courses offered through UT Southwestern help us keep physicians, Ph.D.s, and allied health professionals at the leading edge of medical education.

Each year, thousands of health care professionals participate in activities provided by UT Southwestern's CME Office such as seminars, workshops, teleconferences, and self-directed learning offerings, among others.

All activities adhere to the guidelines and standards of the Accreditation Council for Continuing Medical Education (ACCME).

# COVID-19 Resources Tab on Ethos

<p><b>RESOURCES FOR</b></p> <p><b>GENERAL/TREATMENT GUIDELINES</b></p> <p><a href="#">NIH COVID-19 Treatment Guidelines</a> Organization: National Institutes of Health</p> <p><a href="#">CDC Information for Health Care Providers</a> Organization: Centers for Disease Control and Prevention</p> <p><a href="#">Infectious Diseases Society of America</a> Organization: Infectious Diseases Society of America</p> <p><a href="#">IDSA Treatment Guidelines</a> Organization: IDSA</p> <p><a href="#">NEJM COVID Resources</a> Organization: New England Journal of Medicine</p>	<p><b>FREE ONLINE CME ACTIVITIES</b></p> <p><a href="#">COVID-19 Physician Updates</a> Organization: Point of Care</p> <p><a href="#">Coronavirus 101 for Gastroenterologists</a> Organization: AGA Institute</p> <p><a href="#">COVID-19: What You Need to Know as a Health Care Provider</a> Organization: Osmosis</p> <p><a href="#">COVID-19 in the Ambulatory Care Setting: A Practical Approach</a> Organization: Maryland State Medical Society</p> <p><a href="#">Understanding and Addressing the Global Spread of COVID-19</a> Organization: Maryland State Medical Society</p> <p><a href="#">COVID-19 Pediatric Evidence Based Medicine</a> Organization: Nemour's Childrens Health System</p> <p><a href="#">Coronavirus Update-Frankly Speaking</a> Organization: Pri-Med</p>	<h2>COVID-19 SERIES CME APPLICATION</h2> <p><a href="#">VIEW</a> <a href="#">EDIT</a> <a href="#">WEBFORM</a> <a href="#">RESULTS</a> <a href="#">CLONE</a></p> <p><u>INTRODUCTION</u></p> <p>Thank you for your interest in providing CME certified educational content for physician learners and our team. This application may be completed for topics related to the prevention and clinical management of COVID-19 that relates to medical practice. The purpose of this application is to provide a rapid review process (usually within 24 hours) for CME certification for eligible educational programs, in a timely manner.</p> <p>Please review the 'OVERVIEW OF CONTENT' below before proceeding. Upon approval, you will receive further instructions.</p> <p><u>OVERVIEW OF CONTENT</u></p> <p><u>DESCRIPTION</u></p> <p>Sessions offered within this series will provide learners with the knowledge to identify clinical presentations and treatment options for persons infected with SARS CoV-2. Content will include but is not limited to one or more of the following topics: symptoms and diagnosis, therapeutic options, treatment and prophylaxis, co-Infections, severe COVID-19 infection prevention. This series will also include effective measures in addressing the mental health in the COVID-19 pandemic. Physicians, Advanced Practice Professionals, Nurses and other health care professionals who are involved in and/or coordinate infection prevention should attend.</p>
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# Pending Updates to Fee Schedule

- Billing takes place annually in the Spring – regardless of whether CY or FY
- Upcoming changes currently under review
- Everyone is 'Grandfathered in'

## CME Certification Fees\*\*

RSS FREQUENCY	
Monthly/Quarterly (2-12 times/yr.)	\$1750
Weekly (13-52 times/yr.)	\$2250

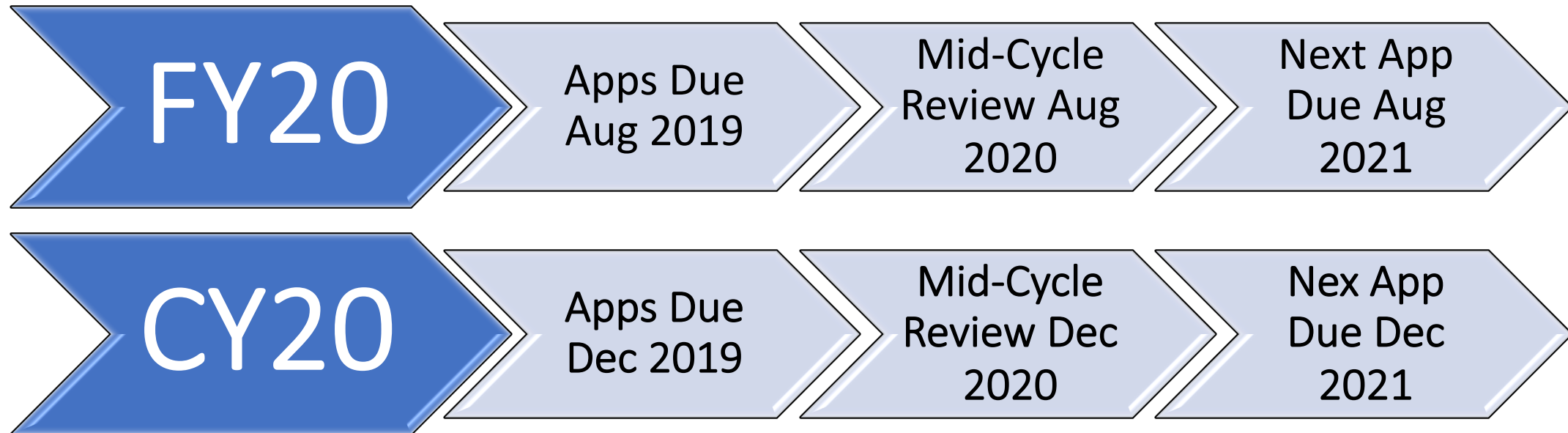
## Electronic Data Management Fee\*\*

Small RSS (25 attendees or less)	\$1,500
Large RSS (25 attendees or more)	\$2,000
'Bundled' Rate (multiple series, same audience)	Applicable Rate from Above + \$500/each additional series
Institutional Tax**	8% of all CME Fees



# 2-Year CME Application Cycle

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# Localist Postings

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- Please review your Localist postings for accuracy
- Further instructions and information are coming soon!



# Links

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<b>SharePoint</b>	Look for “welcome” email from site and save the link! <a href="https://365utsouthwestern.sharepoint.com/sites/cme/Shared%20Documents/Forms/AllItems.aspx">https://365utsouthwestern.sharepoint.com/sites/cme/Shared%20Documents/Forms/AllItems.aspx</a>
<b>Ethos Homepage</b>	<a href="https://cme.utsouthwestern.edu">cme.utsouthwestern.edu</a>
<b>Resource page</b>	<a href="https://cme.utsouthwestern.edu/rss-coordinator">https://cme.utsouthwestern.edu/rss-coordinator</a>
<b>Link to use in follow up with faculty</b>	<a href="https://cme.utsouthwestern.edu/my/faculty-relationships">https://cme.utsouthwestern.edu/my/faculty-relationships</a>
<b>Link to UPDATE disclosure on file</b>	<a href="https://cme.utsouthwestern.edu/my/edit/disclosure">https://cme.utsouthwestern.edu/my/edit/disclosure</a>

Thank you!

Questions?