



RSS COORDINATOR WORKSHOP 2021

THURSDAY, SEPTEMBER 30, 2021 (10:30 – 11:30 AM)

[MAKE-UP DATE: TUESDAY, OCTOBER 12 (1:00 – 2:00 PM)]



POLL TIME!

SURVEY RESULTS

- Most are recording Grand Rounds
 - Current Guidance on Speaker form
 - Clarification on viewing recorded lectures for CME credit (Enduring/On-Demand)
 - Post-test/eval
 - Work with CME Program Coordinator to set up!

1. Are you currently recording your grand rounds?

Yes	22
No	12
Not Applicable	5



SURVEY RESULTS

- Process Reminders/Compliance Refresher
 - SharePoint folder creation can be done as early as dates are set (just NLT 2 weeks before the session)
 - Announcement, DTL and Event ID are provided multiple times (beginning, after, in chat, etc.)
 - Warning! If you answered “Other” please ensure you are compliant with our requirement to disclose to learners!
 - “I prepare the forms to provide to CME coordinator only” ❤️
 - 11 pm SAME DAY Event ID expiration

2. How are you currently providing the Announcement and Disclosure to Learners (DTL) to your attendees?

● Attaching documents to Outlo...	17
● Emailing to list in advance	18
● Including in Zoom/Teams Chat	8
● Presenting as part of the Intro...	6
● Other	5

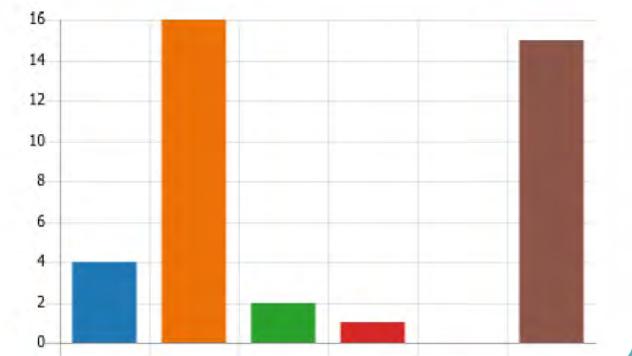


SURVEY RESULTS

- Issues with speakers completing disclosure on time
 - Tracking disclosure completion dates
 - Recommendations for improving disclosure completion time
- Late changes by Course Director

3. What is your biggest barrier to meeting the CME office documentation timeline (2-week Course link, 3 business day SharePoint doc upload, etc.)?

● Late changes by Course Direct...	4
● Speakers needing longer to c...	16
● Speaker Profile issues	2
● Dated SharePoint folders not ...	1
● Department RSS Coordinator t...	0
● Other	15



SURVEY RESULTS (COMPLETING DISCLOSURES)

Recommendations for improving disclosure completion time:

Build Faculty list as soon as you receive course link

- Set Outlook reminders to click on link and see if disclosures have been received/updated
- Set a deadline to have all disclosures current at least a week ahead of session

Notify Course Directors: Last-minute additions to speaker list will most likely result in the session not being certified for CME

- No changes can be made to the session once the Event ID has been generated

Keep your CME Coordinator updated on any issues, questions, or concerns

TRACKING DISCLOSURES

1. Receive Course Link email

Course Link: 116-090821 - Message (HTML)

File Message PDF-XChange Tell me what you want to do...

Delete Reply Reply All Forward To Manager Team Email Move Mark Unread Categorize Assign Policy Follow Up Translate Zoom Send to OneNote Insights

Wed 8/25/2021 8:52 AM

Monica Spann-Gross

Course Link: 116-090821

To [REDACTED]

Cc Kimberly Jones

Retention Policy No Auto Deletion (50 years)

Expires 8/13/2021

The course page for RSS session 116-090821 has been created at the link below:

<https://cme.utsouthwestern.edu/116-090821>

Here is the Course link creation and certification process . Please see the following instructions:

1. Upon receipt of the Session Course link, please promptly add the Faculty so that the disclosures can be collected
2. Notify the CME office of any reported financial relationships/potential conflicts of interest
3. Upload the Announcement and DTL to SharePoint to request review/approval and release of Event ID
4. The day of the session, you can use either or a combination of the 2 options below for disclosing the required documents to your attendees:
 - a. Email the Announcement, DTL, and the Event ID to your regular attendees about 1 hour prior to the session start time
 - b. Convert both files into PPT slides and include at the beginning of the PPT presentation

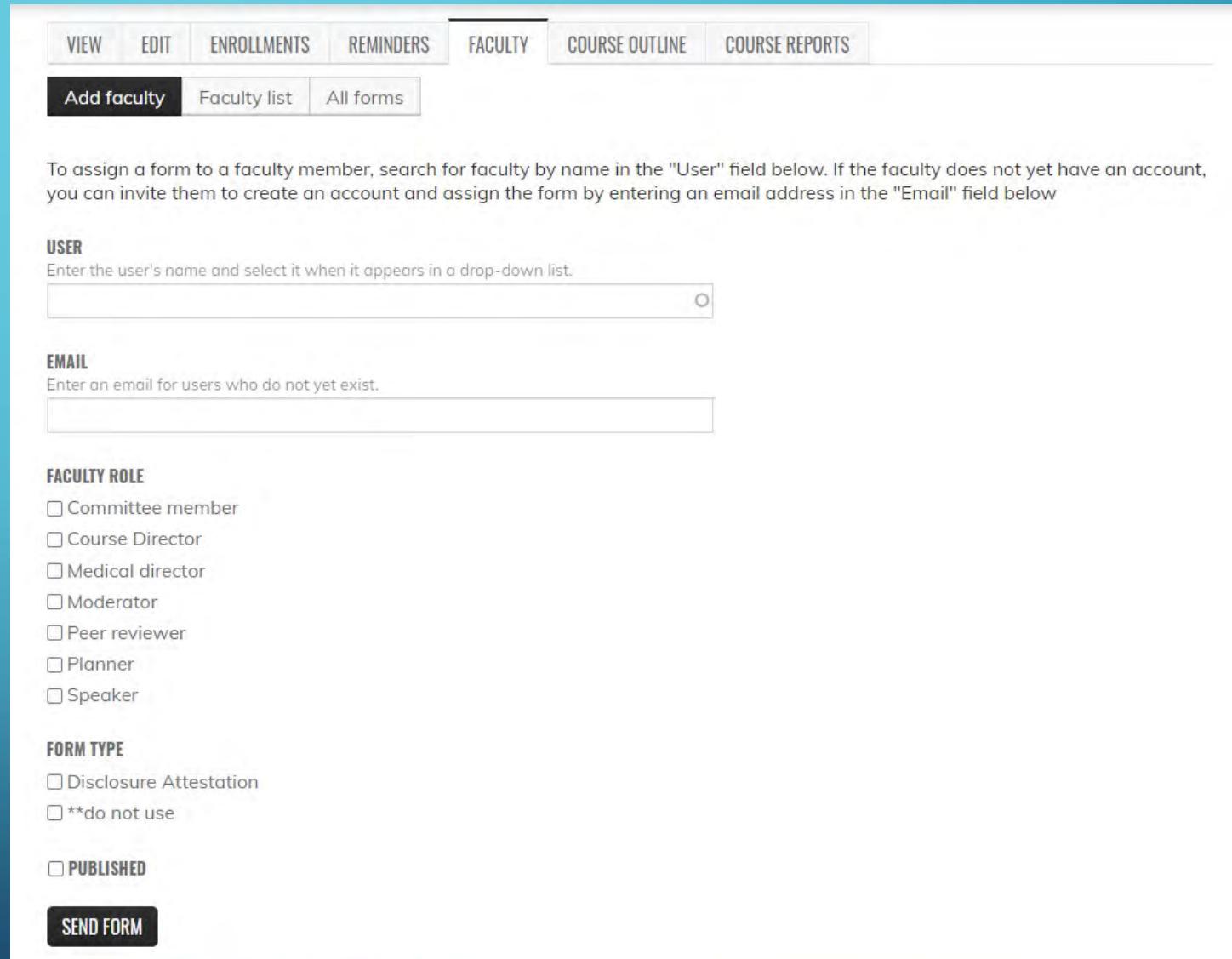
*Please remember if a session folder is not created in SharePoint at least 2 weeks in advance, our office will assume you are not holding a session

Thanks,

Monica Spann-Gross
Sr. Administrative Assistant

TRACKING DISCLOSURES

1. Receive Course Link
email
2. Build Faculty list in Ethos
(Add Faculty)



The screenshot shows a software interface for managing faculty members. At the top, there is a navigation bar with tabs: VIEW, EDIT, ENROLLMENTS, REMINDERS, FACULTY, COURSE OUTLINE, and COURSE REPORTS. The FACULTY tab is currently selected. Below the tabs, there are three buttons: 'Add faculty' (which is highlighted in black), 'Faculty list', and 'All forms'. A descriptive text block below the buttons states: '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'. The main form area is divided into several sections: 'USER' (with a text input field for entering a user's name), 'EMAIL' (with a text input field for entering an email address for non-existing users), 'FACULTY ROLE' (with a list of checkboxes for selecting roles: Committee member, Course Director, Medical director, Moderator, Peer reviewer, Planner, and Speaker), 'FORM TYPE' (with a list of checkboxes for selecting form types: Disclosure Attestation and **do not use), and 'PUBLISHED' (with a checkbox for marking the form as published). At the bottom of the form is a large 'SEND FORM' button.

VIEW EDIT ENROLLMENTS REMINDERS FACULTY COURSE OUTLINE 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
 **do not use

PUBLISHED

SEND FORM

TRACKING DISCLOSURES

1. Receive Course Link email
2. Build Faculty list in Ethos
3. Review Disclosure completion dates

OPERATIONS

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

<input type="checkbox"/>	First name	Last name	Role	Email	Disclosure date	Published
<input type="checkbox"/>	Thomas	[REDACTED]	Speaker	[REDACTED]@gmail.com		Yes
<input type="checkbox"/>			Speaker	[REDACTED]@ksu.edu		Yes
<input type="checkbox"/>			Speaker	[REDACTED]@albertahealthservices.ca		Yes

<input type="checkbox"/>	JUAN	[REDACTED]	Committee member	[REDACTED]@mcmaster.ca	08/28/2020	Yes
<input type="checkbox"/>	David	[REDACTED]	Speaker	[REDACTED]@ninds.nih.gov	09/23/2020	Yes
<input type="checkbox"/>	Glen	[REDACTED]	Committee member, Speaker	[REDACTED]@gmail.com	09/25/2020	Yes

TRACKING DISCLOSURES

1. Receive Course Link email
2. Build Faculty list in Ethos
3. Review Disclosure completion dates
4. Transcribe disclosure info to session DTL

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"/> Lucy	[REDACTED]	Speaker	[REDACTED]gmail.com	09/10/2021	Yes
<input type="checkbox"/> Mitsuhashi	[REDACTED]	Speaker	[REDACTED]so-net.ne.jp	09/10/2021	Yes

DISCLOSURE

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

DISCLOSURE

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

FINANCIAL RELATIONSHIPS:

ATTRIBUTION:
Self

TYPE OF FINANCIAL RELATIONSHIP:
Grant Or Contract

COMMERCIAL INTEREST:
Novo Nordisk

Process Summary

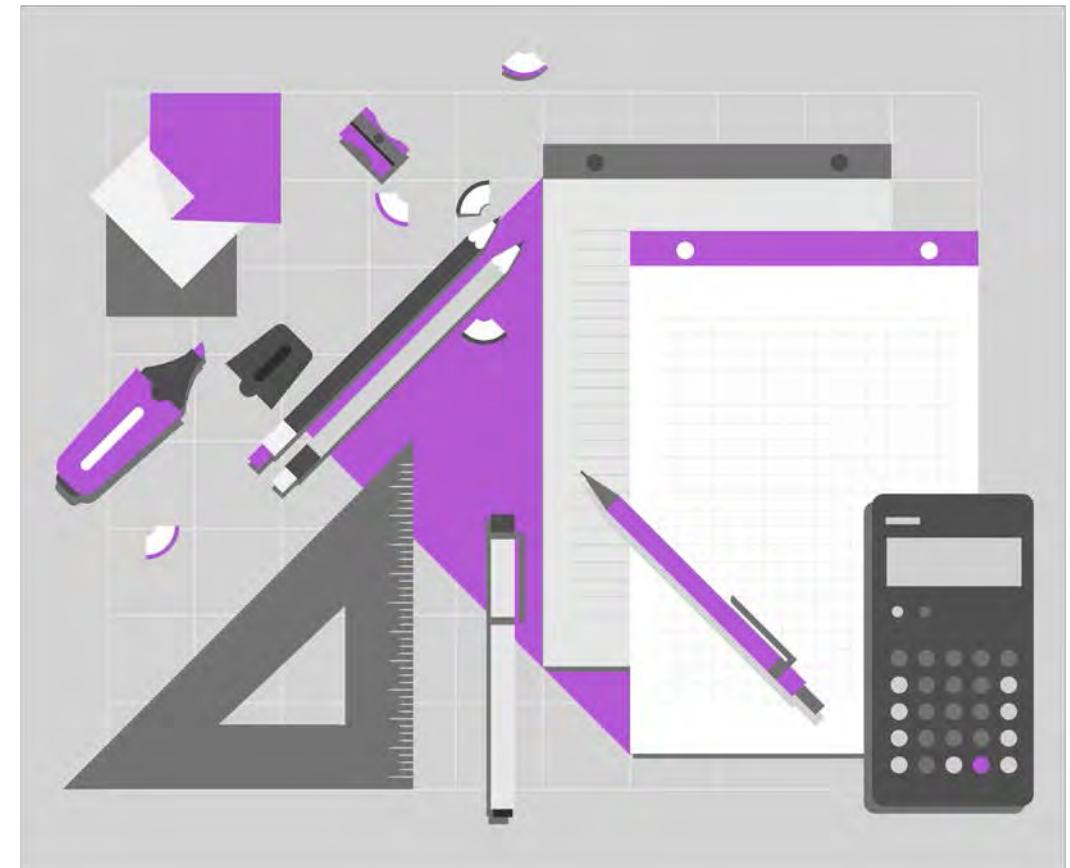
- More than 2 weeks before session
 - Create dated folder in SharePoint to notify CME office of planned session
 - Receive Course page link from OCME
- 2 weeks before session
 - Add faculty to course page and assign faculty forms
 - Notify CME coordinator of any conflicts
- Week before session
 - CME office resolves conflicts with peer review
- 3 business days before session
 - RSS documentation to learners generated
 - CME office audits forms
- Day of session
 - Provide Event ID, RSS documentation to learners

SURVEY RESULTS (OTHER)

Please stick to the Naming
convention for files and
folders in SharePoint

EXAMPLE:

'123_091121_Announcement'



SURVEY RESULTS (OTHER)



Loads of info on the RSS Resource Page:

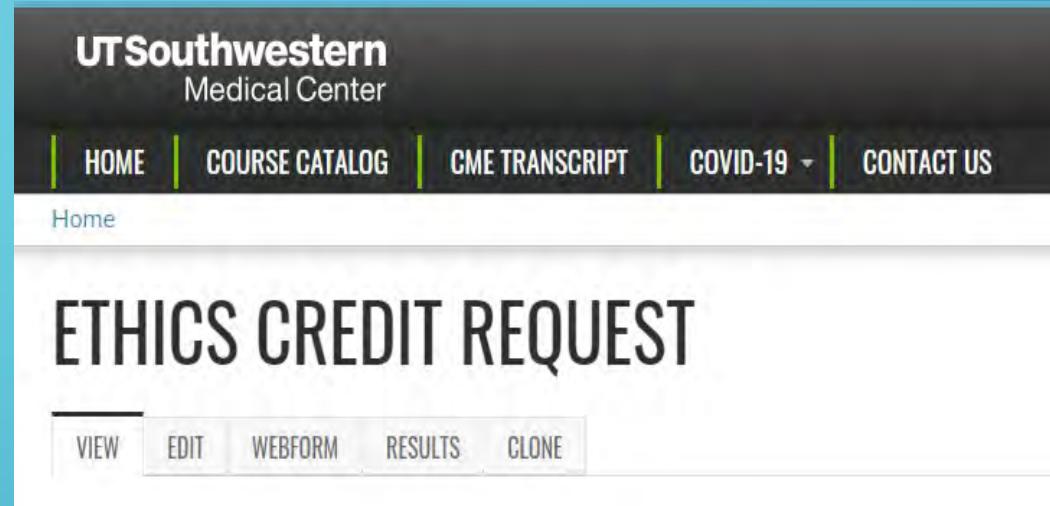
cme.utsouthwestern.edu/rss-coordinator



UPDATED PROCESSES

ETHICS

- Contact your assigned CME Program Coordinator requesting Ethics credit for a session.
- Please provide your CME Program Coordinator a copy of the presentation or detailed summary of content (no less than 2 weeks from session date).
- Your CME Program Coordinator will:
 - Complete the "Ethics Credit Request" webform in Ethos
 - Review the speaker's presentation
- Once approved, your CME Coordinator will send approval and provide you with the additional Ethics credit designation statement that you will need to include on your Announcement document.



The screenshot shows the UT Southwestern Medical Center website. The header includes the institution's name, a navigation bar with links for Home, Course Catalog, CME Transcript, COVID-19, and Contact Us, and a breadcrumb trail indicating the user is on the Home page. The main content area is titled "ETHICS CREDIT REQUEST" and features a row of buttons for View, Edit, Webform, Results, and Clone. The "Edit" button is currently selected.

SELECT CONTENT RELATED TO ETHICS &/OR PROFESSIONAL RESPONSIBILITY *
Please select all that apply

professional behaviors (e.g., honesty, integrity, appropriate conduct, responsibilities)

ethical dilemmas or controversies (e.g. End of life care, conflicts of interest)

fiduciary responsibility (e.g., fair claims practices)

social justice

risk management

Other...

UPDATED PROCESSES

ETHICS

- Remember - Ethics is not an extra credit, rather it works like dual credit in schools today.
- A portion of CME Credit is DESIGNATED also for Ethics/Professional Responsibility requirement.

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 1.0 *AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Ethics Credit (for an activity): This activity has been designated by The University of Texas Southwestern Medical Center for 1.0 credit hour(s) in medical ethics and/or professional responsibility.

OR

Ethics Credit (for a presentation within a larger activity): The University of Texas Southwestern Medical Center designates the presentation, "TITLE" for a maximum of 1.0 hours in medical ethics and/or professional responsibility.

Sample Ethics Designation Statement
Required to include in Announcement document
and shared with learners.

UPDATED PROCESSES

MAINTENANCE OF CERTIFICATION (MOC)

- Requirements by specialty boards in addition to CME requirements
- Added value to CME
- FREE!! (no extra costs)
- **PLEASE NOTE:** There are additional requirements (self-assessment tools/post-test) resulting in need for additional planning time in advance of session
- Notify your Coordinator NLT 30 days in advance of session
- Planning for this is typically initiated at time of application

The image shows the Accreditation Council for Continuing Medical Education (ACCME) logo at the top left, featuring a green stylized 'A' icon and the text 'Accreditation Council for Continuing Medical Education learn well'. Below the logo is the title 'CME for Maintenance of Certification Program Guide' in large blue letters. The cover of the guide is white with a faint background watermark of a pyramid. Several logos of medical specialty boards are displayed: MOCA (blue logo with a stylized 'M'), ABIM CME MOC ACCREDITED (green and blue logo with a caduceus), American Board of Ophthalmology (red and gold circular logo), American Board of Otolaryngology-Head and Neck Surgery (ABOHSNS) (green and gold circular logo), CME for ABPath CC (blue logo with a microscope), PART 2 MOC (The American Board of Pediatrics) (dark blue circular logo), and THE AMERICAN BOARD OF SURGERY (blue logo with a caduceus). At the bottom, there is a copyright notice: '© 2021 by the Accreditation Council for Continuing Medical Education (ACCME®). All Rights Reserved. 401 N. Michigan Ave., Suite 1850 | Chicago, IL 60611 | Phone: (312) 527-9200 | www.accme.org' and a date 'Updated July 29, 2021'.

UPDATED PROCESSES

- MOC Resource: [CME for Maintenance of Certification Program Guide \(accme.org\)](http://accme.org)
- You or your Course Director should reach out to your CME Program Coordinator with any questions.

Participating Certifying Boards

Board	Acronym
American Board of Anesthesiology	ABA
American Board of Internal Medicine	ABIM
American Board of Ophthalmology	ABO
American Board of Otolaryngology – Head and Neck Surgery	ABOHNs
American Board of Pathology	ABPath
American Board of Pediatrics	ABP
American Board of Surgery	ABS

UPDATED PROCESSES

SPEAKER AUTHORIZATION RELEASE FORM

- Guidance from UTSW Legal Department:
 - Required for ALL external speakers (Non-UTSW) - **DO NOT USE FOR UTSW SPEAKERS**
 - Required if live streaming and/or recording of lectures
 - If revisions to the form are requested, they will have to be reviewed and approved by UTSW Legal Department
 - If the Speaker is not agreeable to all of these terms, they cannot present.
- NOT A CME FORM :)

**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: _____

UPDATES TO STANDARDS AND DISCLOSURES (ACCME)

Disclosures:

- Collect information from all planners, faculty, and others in control of educational content about **ALL** their financial relationships with ineligible companies within the prior **24 months**
- Reporting on Spouse/Partner financial relationships no longer required
- Changes to the online disclosure form coming soon — completion of new disclosure by end of year (2021)

