RSS COORDINATOR WORKSHOP 2021

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

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

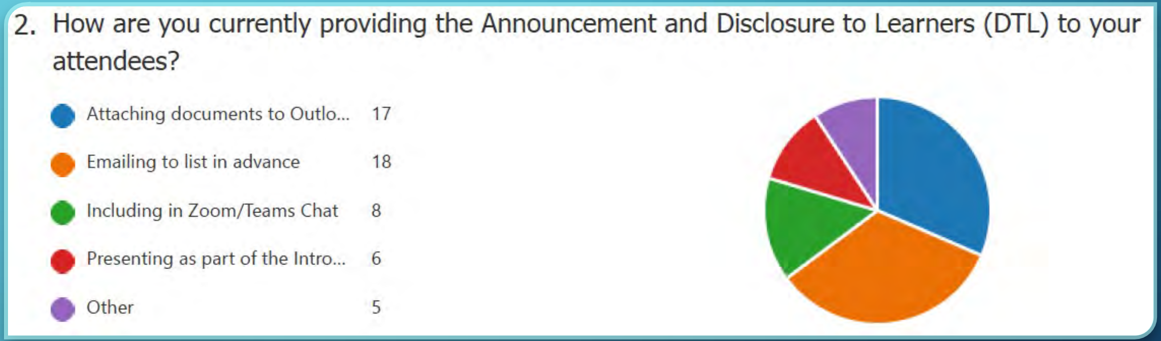
POLL TIME!

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!

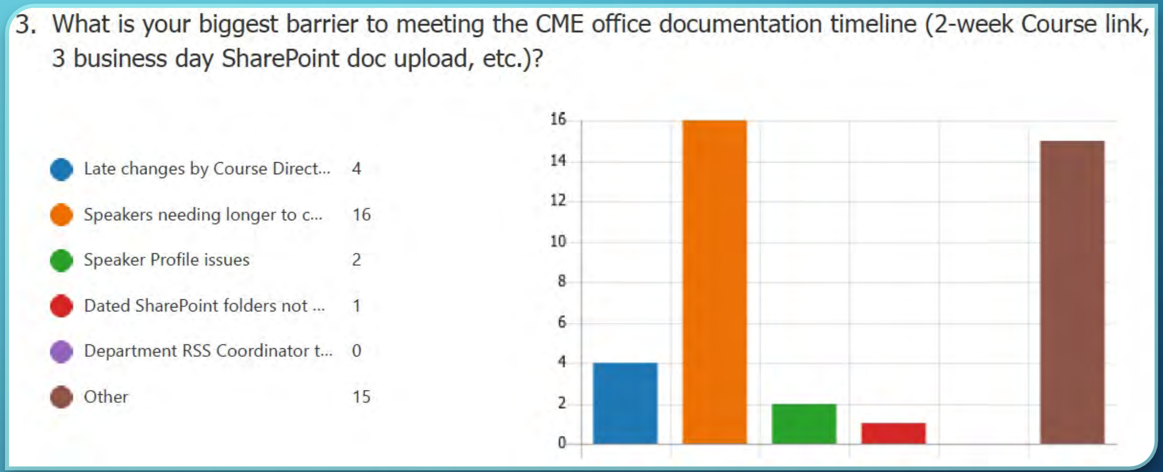
SURVEY RESULTS

- 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



SURVEY RESULTS

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



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

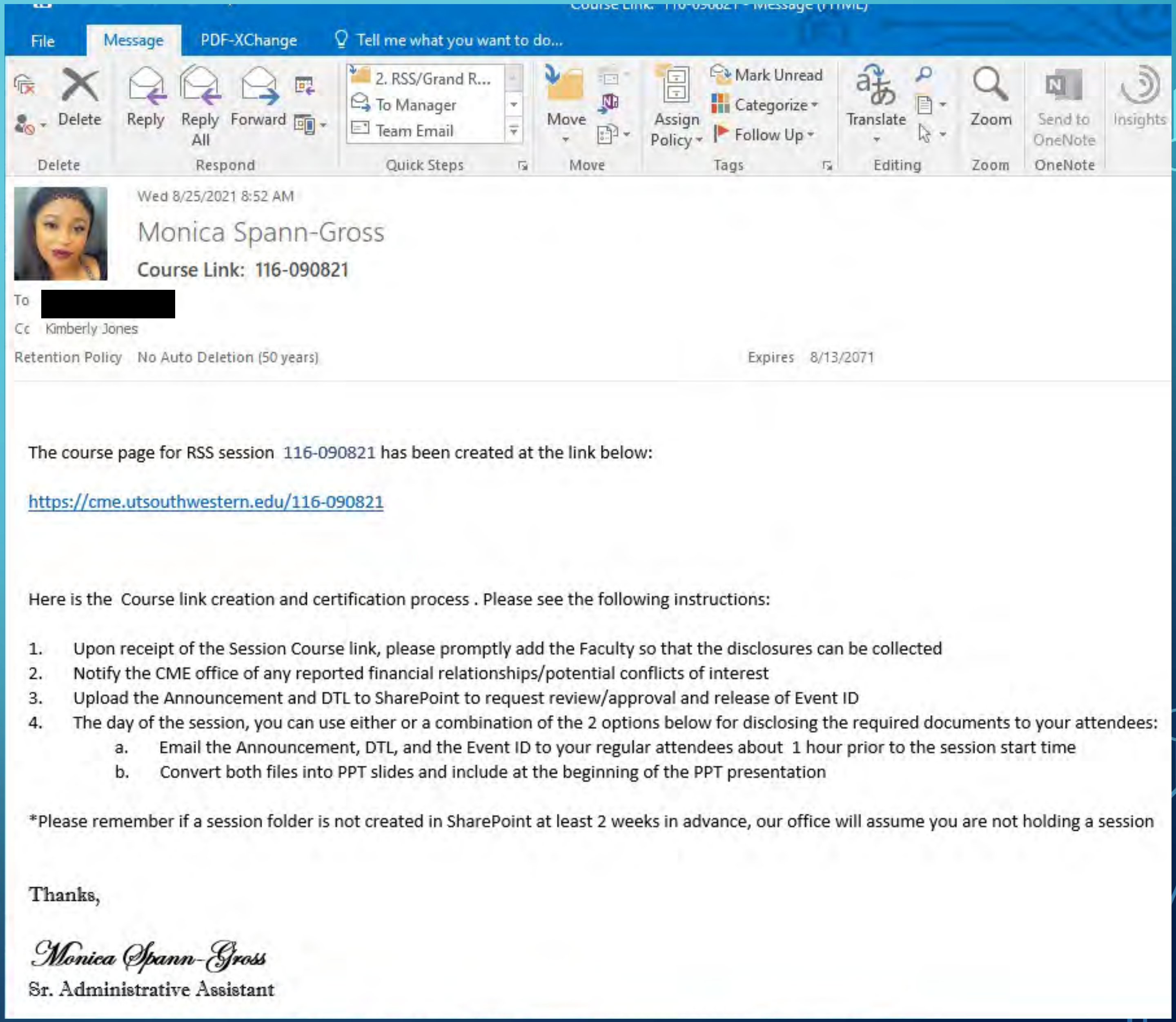
Notify Course Directors: Last-minute additions to speaker list will most likely result in the session not being certified for CME

- 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



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 8/13/2071

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

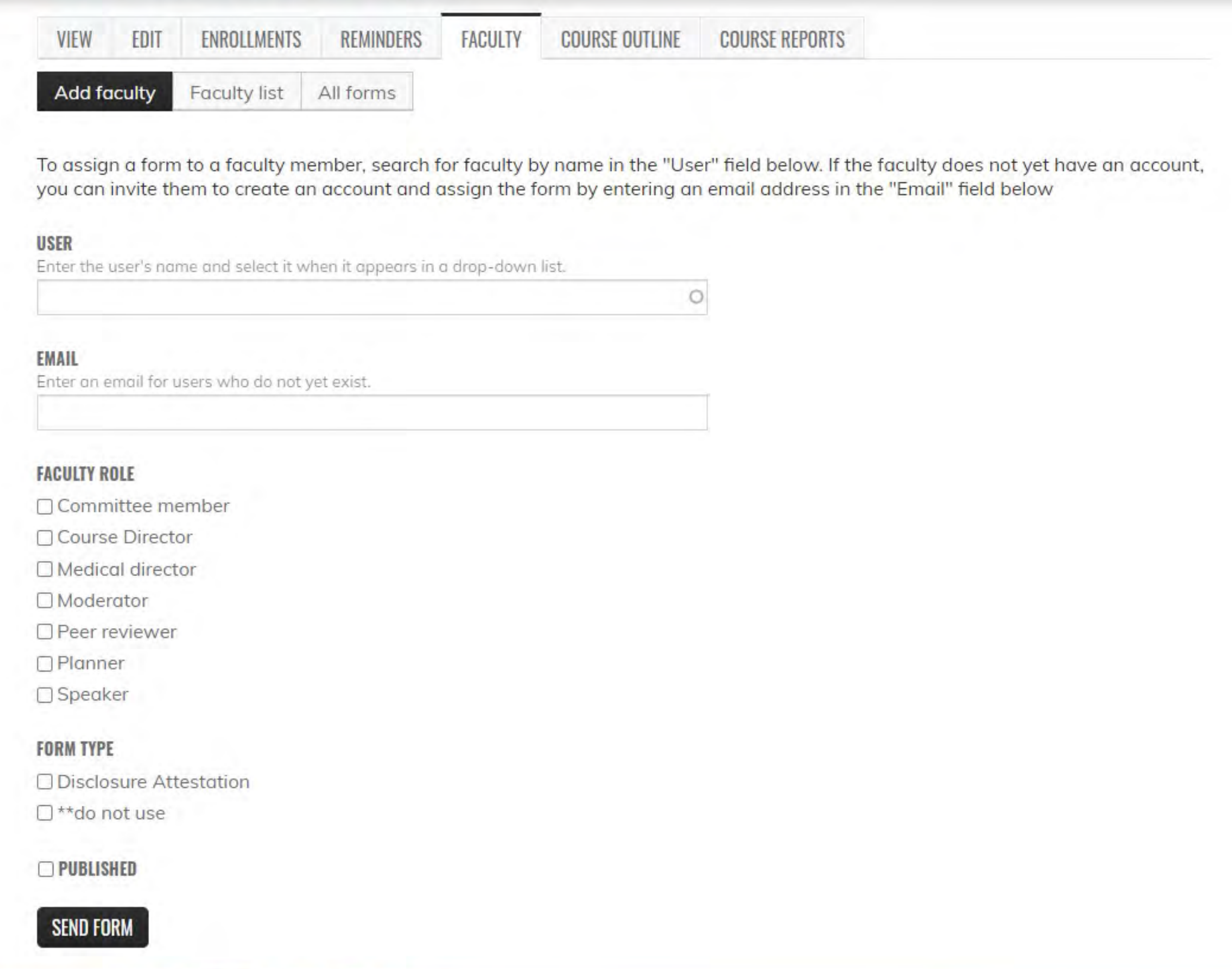
Thanks,

Monica Spann-Gross

Sr. Administrative Assistant

TRACKING DISCLOSURES

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



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

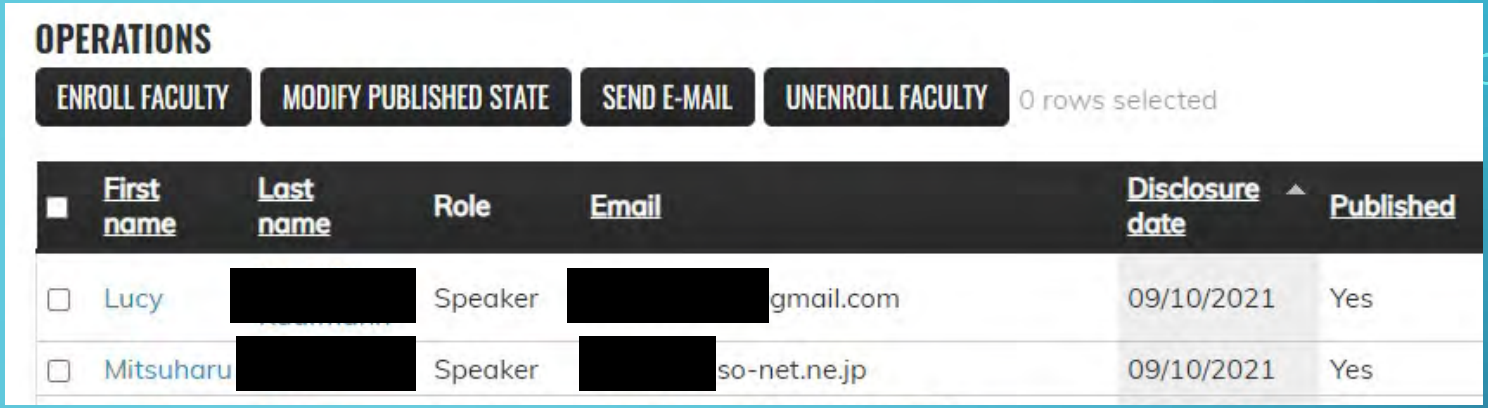
OPERATIONS

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

	First name	Last name	Role	Email	Disclosure date	Published
☐	Thomas	[redacted]	Speaker	[redacted]@gmail.com		Yes
☐			Speaker	[redacted]@ksu.edu		Yes
☐			Speaker	[redacted]@albertahealthservices.ca		Yes
☐	JUAN	[redacted]	Committee member	[redacted]@mcmaster.ca	08/28/2020	Yes
☐	David	[redacted]	Speaker	[redacted]@ninds.nih.gov	09/23/2020	Yes
☐	Glen	[redacted]	Committee member, Speaker	[redacted]@gmail.com	09/25/2020	Yes

TRACKING DISCLOSURES

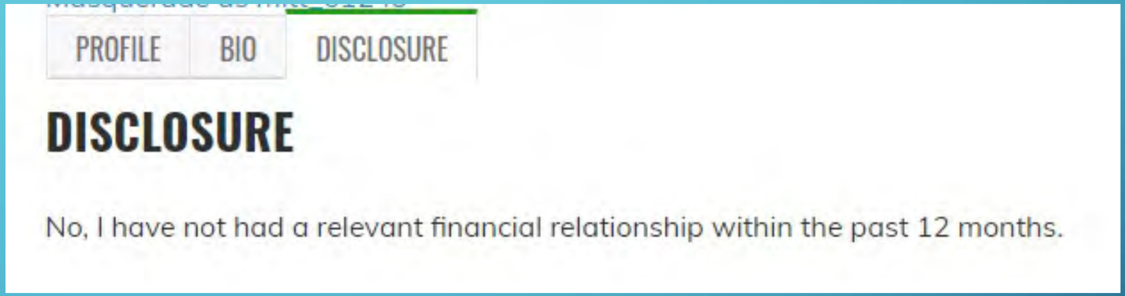
1. Receive Course Link email
2. Build Faculty list in Ethos
3. Review Disclosure completion dates
4. Transcribe disclosure info to session DTL



OPERATIONS

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

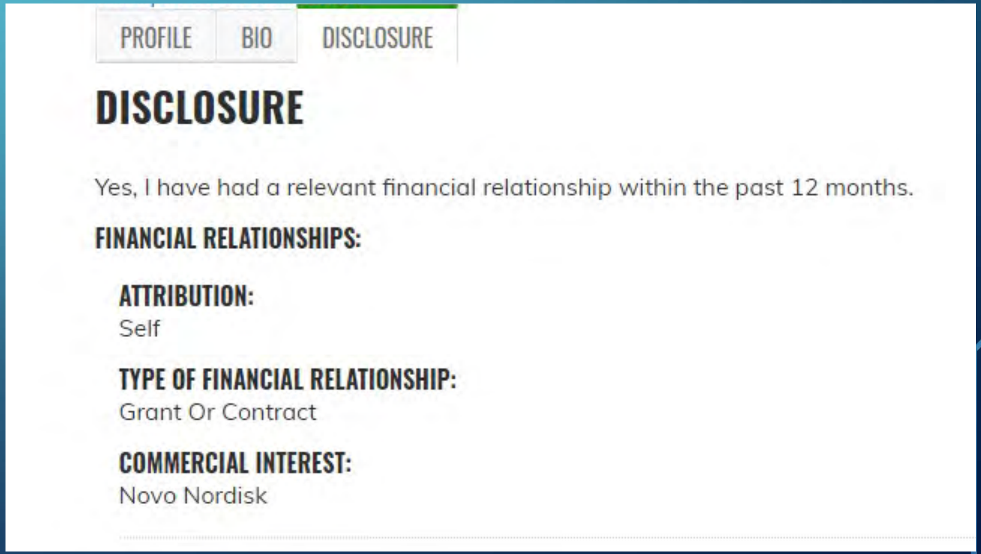
	First name	Last name	Role	Email	Disclosure date	Published
☐	Lucy	[redacted]	Speaker	[redacted]gmail.com	09/10/2021	Yes
☐	Mitsuharu	[redacted]	Speaker	[redacted]so-net.ne.jp	09/10/2021	Yes



PROFILE | BIO | DISCLOSURE

DISCLOSURE

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



PROFILE | BIO | DISCLOSURE

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)

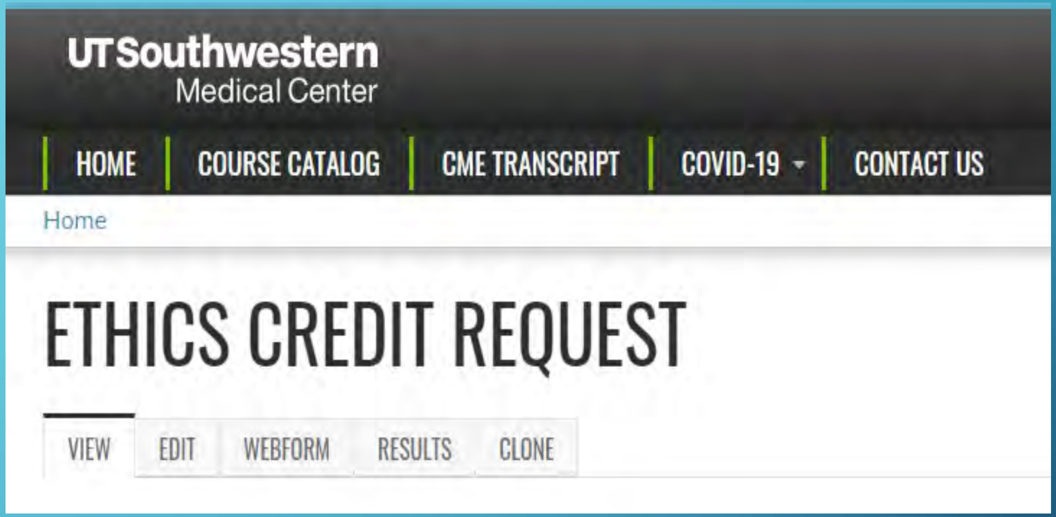
Loads of info on the RSS Resource Page:

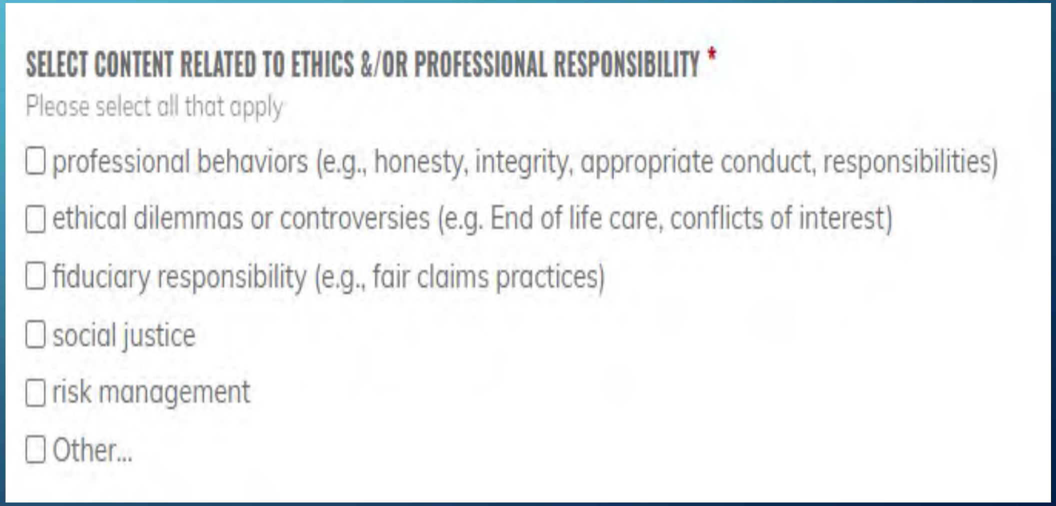
cme.utsouthwestern.edu/rss-coordinator

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.





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


Accreditation Council for Continuing Medical Education
learn well

CME for Maintenance of Certification Program Guide

MOCA®
ABIM CME MOC ACCREDITED
ABOHNS
CME for ABPath CC
PART 2 MOC THE AMERICAN BOARD of PEDIATRICS
THE AMERICAN BOARD OF SURGERY

401 N. Michigan Ave., Suite 1850 | Chicago, IL 60611 | Phone: (312) 527-9200 | www.accme.org
Updated July 29, 2021

UPDATED PROCESSES

- MOC Resource: CME for Maintenance of Certification Program Guide (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 u se 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)


QUESTIONS