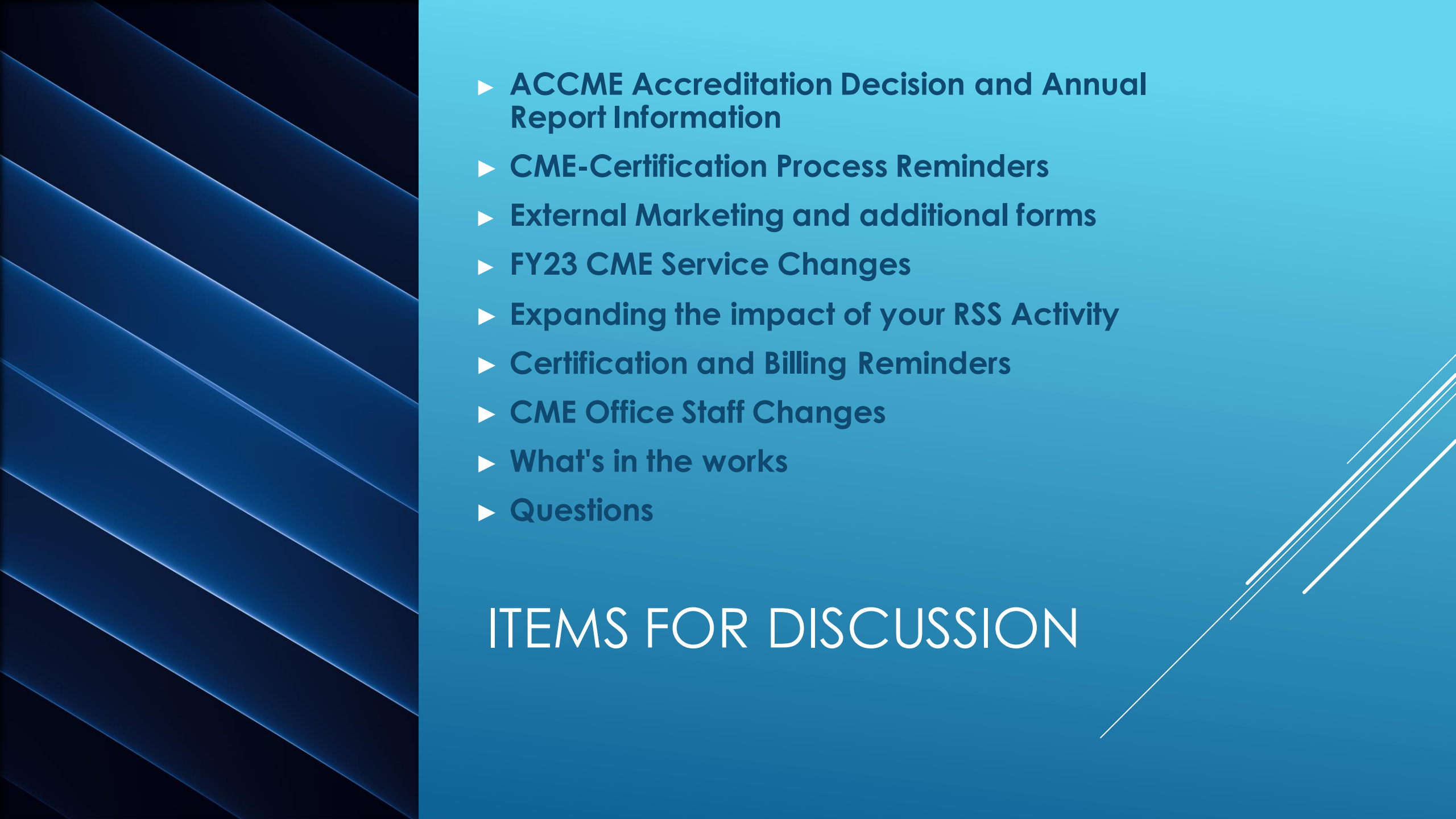


# RSS COORDINATOR WORKSHOP 2022

THURSDAY, OCTOBER 20, 2022 (10 AM)

MAKE-UP DATE: TUESDAY, OCTOBER 25, 2022 (10 AM)

- 
- ▶ ACCME Accreditation Decision and Annual Report Information
  - ▶ CME-Certification Process Reminders
  - ▶ External Marketing and additional forms
  - ▶ FY23 CME Service Changes
  - ▶ Expanding the impact of your RSS Activity
  - ▶ Certification and Billing Reminders
  - ▶ CME Office Staff Changes
  - ▶ What's in the works
  - ▶ Questions

ITEMS FOR DISCUSSION





KNOWLEDGE  
CHECK!



**University of Texas Southwestern Medical Center**

**Accreditation Status Awarded:** Accreditation

**Term:** 3/21/2022 – 3/31/2026

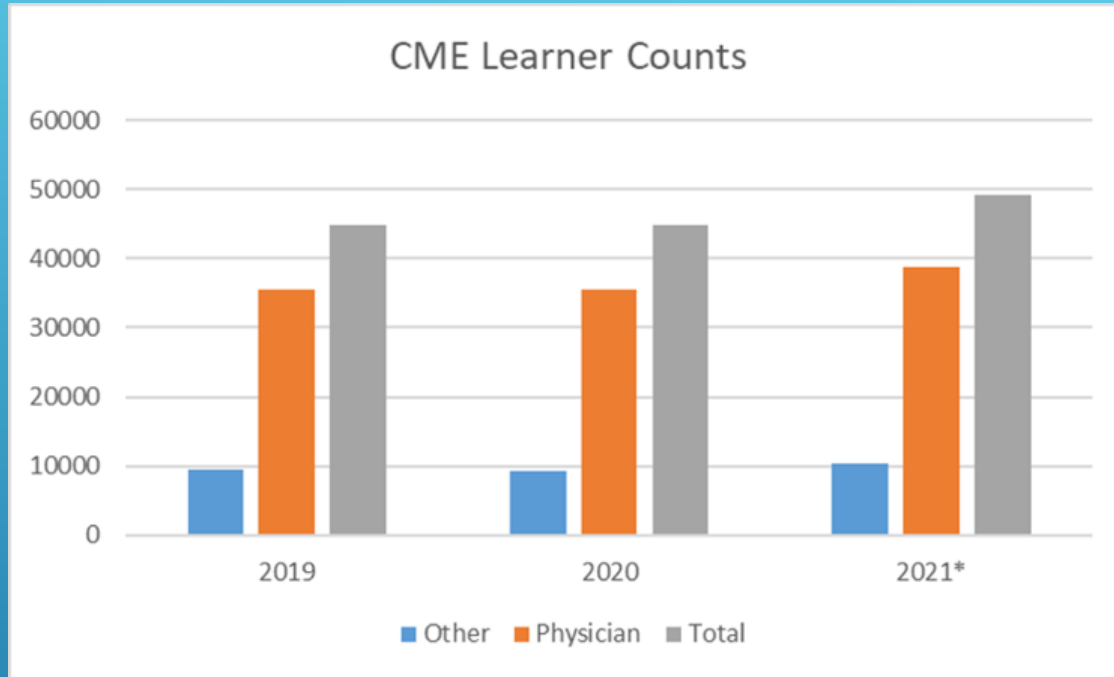
**ACCME DECISION REPORT FINDINGS**

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

## Reaccreditation Decision: Core Criteria (Compliant in all areas)

- ✓ MISSION
- ✓ PROGRAM ANALYSIS
- ✓ PROGRAM IMPROVEMENTS
- ✓ EDUCATIONAL NEEDS
- ✓ DESIGNED TO CHANGE
- ✓ APPROPRIATE FORMATS
- ✓ COMPETENCIES
- ✓ ANALYZES CHANGE
- ✓ STANDARD 1: Ensure Content is Valid
- ✓ STANDARD 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education
- ✓ STANDARD 3: Identify, Mitigate, and Disclose Relevant Financial Relationships
- ✓ STANDARD 4: Manage Commercial Support Appropriately
- ✓ STANDARD 5: Manage Ancillary Activities
- ✓ CME Activity and Attendance Records Retention Policy

# ACCME DECISION REPORT FINDINGS



	#Activities	Other*	Physician*	Total
2019	149	9418	35402	44820
2020	148	9376	35463	44839
2021	223	10255	38824	49079

\*counts represent learning encounters

# UT SOUTHWESTERN OFFICE OF CONTINUING EDUCATION ANNUAL REPORT 2021





- ▶ Disclosure form (ethos) and DTL form (summary of ethos)
  - ▶ Are you reviewing the disclosure form?
  - ▶ Disclosure to Learners step

CME PROCESS  
REMINDERS

Faculty list issue	What does this tell you?	What do you do next?
No faculty list appears	Session faculty haven't been added	Make sure to add session faculty as soon as you get the course link to populate the faculty list
No name	No profile	1) Create profile 2) If email doesn't match, they will get an error: Re-add them to faculty list 3) Complete disclosure form <a href="https://cme.utsouthwestern.edu/my/edit/disclosure">cme.utsouthwestern.edu/my/edit/disclosure</a>
No date	No disclosure	Complete disclosure form <a href="https://cme.utsouthwestern.edu/my/edit/disclosure">cme.utsouthwestern.edu/my/edit/disclosure</a>
Dated before 11/11/21	Disclosure needs updating	Update disclosure form <a href="https://cme.utsouthwestern.edu/my/edit/disclosure">cme.utsouthwestern.edu/my/edit/disclosure</a>
Do they have any Financial relationships?	You won't know until you click on their name to view the disclosure tab in their profile!	1) Click on name in faculty list 2) Review disclosure tab 3) Notify CME program coordinator of financial relationship listings 1 week before conference

# REVIEWING THE FACULTY LIST

	First name	Last name	Role	Email	Disclosure date
<input type="checkbox"/>	Helen	King	Speaker	helen.king@utsouthwestern.edu	01/20/2022
<input type="checkbox"/>	Ellen	Kitchell	Course Director	ellen.kitchell@utsouthwestern.edu	09/21/2022



## With Financial Relationship listing

	First name	Last name	Role	Email	Disclosure date
<input type="checkbox"/>	Helen	King	Speaker	helen.king@utsouthwestern.edu	01/20/2022
<input type="checkbox"/>	Ellen	Kitchell	Course Director	ellen.kitchell@utsouthwestern.edu	09/21/2022

PROFILE

BIO

DISCLOSURE

### FINANCIAL RELATIONSHIPS

Yes, I have had a financial relationship with an ineligible company within the past 24 months.

**FINANCIAL RELATIONSHIPS:**

**ATTRIBUTION:**  
Self

**TYPE OF FINANCIAL RELATIONSHIP:**  
Stock

**INELIGIBLE COMPANY:**  
nfosys

**TOPIC:**  
minimally invasive monitoring of spinal cord blood flow

## Without Financial Relationship listing

PROFILE

BIO

DISCLOSURE

### FINANCIAL RELATIONSHIPS

No, I have not had a financial relationship with an ineligible company within the past 24 months.

# REVIEWING DISCLOSURE FORM FOR FINANCIAL RELATIONSHIPS

## Disclosure form

PROFILE

BIO

DISCLOSURE

### FINANCIAL RELATIONSHIPS

Yes, I have had a financial relationship with an ineligible company within the past 24 months.

**FINANCIAL RELATIONSHIPS:**

**ATTRIBUTION:**  
Self

**TYPE OF FINANCIAL RELATIONSHIP:**  
Grant Or Contract

**INELIGIBLE COMPANY:**  
Gilead

**TOPIC:**  
HIV testing

## Disclosure to Learner form

DISCLOSURE OF FINANCIAL RELATIONSHIPS WITH INELIGIBLE COMPANIES

HIV Lecture Series

Thursday, August 18, 2022

It is the policy of the CME Office at The University of Texas Southwestern Medical Center to ensure balance, independence, objectivity, and scientific rigor in all directly sponsored or jointly provided educational activities. In accordance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, all persons in the position to control the content of an education activity are required to disclose all financial relationships in any amount occurring within the past 24 months with any ineligible company (any entity whose primary business is producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients). UT Southwestern also considers ineligible those companies producing, marketing, selling, re-selling, or distributing healthcare products in development for future use on patients, such as healthcare product research companies. All reported financial relationships with ineligible companies are reviewed for relevancy and then mitigated through a content review process prior to the activity (where applicable).

The following is a listing of all individuals that contributed to the educational content of this activity and any reported financial relationships within the last 24 months:

NAME	ROLE	RELATIONSHIP	COMPANY
Ellen Kitchell, MD	Course Director	None	N/A
Helen King, MD	Speaker	Grant or Contract	Gilead

# DISCLOSURE FORM VS DISCLOSURE-TO-LEARNER FORM

	First name	Last name	Role	Email	Disclosure date
<input type="checkbox"/>	Helen	King	Speaker	helen.king@utsouthwestern.edu	01/20/2022
<input type="checkbox"/>	Ellen	Kitchell	Course Director	ellen.kitchell@utsouthwestern.edu	09/21/2022

## External Process Reminders

- ▶ Know whether your RSS is open to all
  - ▶ Tumor boards and M&Ms (Invite-only/closed)
  - ▶ Be mindful HIPAA Compliance
- ▶ Localist for advertising RSS Sessions
  - ▶ All information mentioning CME credit must be reviewed by CE Office



# GETTING THE WORD OUT



# MORE FORMS

Form	Course director, Planning committee member	Speaker (UTSW)	Speaker (External)
Disclosure Attestation	<b>Yes</b> , if you want Ethos to send a system-generated <b>email</b> to complete their disclosure form (No form = no email)	<b>Yes</b> , if you want Ethos to send a system-generated <b>email</b> to complete their disclosure form (No form = no email)	<b>Yes</b> , if you want Ethos to send a system-generated <b>email</b> to complete their disclosure form (No form = no email)
CME Educational Materials Permission Form	No	<b>Yes</b> , if the session is being recorded, livestreamed to public, or posted online	No
UTSW Speaker Authorization Form	No	No	<b>Yes</b> , if the session is being recorded, livestreamed to public, or posted online

# WHICH FORM SHOULD I USE?

## FORM TYPE

- ☐ Disclosure Attestation
- ☐ \*\*do not use
- ☐ CME Educational Materials Permission Form
- ☐ **PUBLISHED**

**SEND 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: \_\_\_\_\_

**FY23 MANDATE FOR  
CME DEPARTMENT  
(FROM UTSW  
ADMINISTRATION)**

Focus only on CME  
Accreditation/Compliance  
matters

No longer providing  
event logistics  
management services

**NEW  
PRICING/FEE/SERVICE  
STRUCTURE**

Fee Calculator – new!

Use this to estimate costs  
when considering planning  
new CME activities

**WHAT DOES THIS  
MEAN FOR CURRENT  
RSS ACTIVITIES?**

No new or increased fees  
charged during your current  
application cycle

New/Increased fees are  
effective when establishing  
a new RSS activity or  
submitting new application

# CME SERVICE CHANGES FOR FY23



# EXPANDING THE IMPACT OF YOUR RSS ACTIVITY

## Create an Enduring Material activity

- on-demand learning
- New content
- Repurposed content

## Offer MOC credit

- Anesthesiology
- Internal Medicine
- Ophthalmology
- Otolaryngology-Head and Neck Surgery
- Pathology
- Pediatrics
- Surgery

## Additional Requiriements

- Assessment
  - Post-test
- Reflection statement
- Outcomes survey

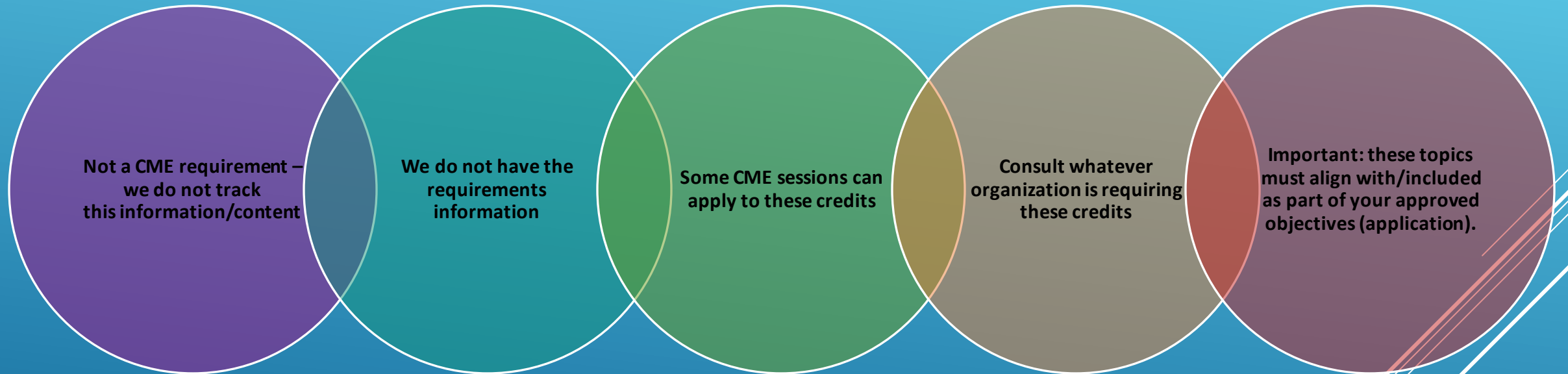
## Additional Fees?

- Maybe...probably
- Contact your assigned CME Program Director for further guidance

## Specialty Cedit Requests

- Ethics
- Opioid
- Contact your assigned CME Program Director for further guidance

# WHAT ABOUT STROKE, TRAUMA, RISK MANAGEMENT (RM), or DIVERSITY/EQUITY/INCLUSION (DEI) CREDIT?



**DECEMBER 2022 - ANNUAL RSS EVALUATION**

**DECEMBER 2022 - MID-CYCLE REVIEWS (CY RSS ACTIVITIES)**

**EARLY 2023 - ANNUAL RSS BILLING**

**JULY 2023 – FY RSS APPLICATIONS DUE**

**DEC 2023 – CY RSS APPLICATIONS DUE**

**CERTIFICATION & BILLING REMINDERS**

**NEW POSITION!**  
Senior Program  
Coordinator – Clinical  
Outcomes Coordinator

**Mark  
Vinciguerra**

**OPEN POSITION:**  
Program Coordinator

**Accepting  
applications  
now**

**Shifting CME Activity  
Assignments (CME  
Program Coordinators)**

**Realignment  
may be  
necessary  
to effectively  
manage  
workload**

## **CME STAFF CHANGES**

# New RSS management feature in Ethos coming soon!

- ▶ **New process**
- ▶ More control over when you add faculty
- ▶ Improve efficiency in managing RSS activities
- ▶ **Look out for required training coming soon!**

QUESTIONS?

