RSS Essentials: Quick Reference

<u>Create new individual sessions in your RSS series page</u> (if not already done so)

- Option 1: “Repeat this session”
  - Open a current session in your RSS page
  - Click “Repeat this session” tab on top tool bar (PREFFERED METHOD)
    - Set frequency (I.e. every Friday, 2nd Monday, etc.)
    - Set end date for current calendar or fiscal year as applicable
    - Note: You may still use this function to create 1 session at a time by setting the frequency end date
- Option 2: Manually create session
    - On RSS series homepage
    - Click Session under Add Content (left side bar)
    - When adding content, remember to follow approved session format/template

<u>Edit individual session information</u>

- Click Edit Tab
  - Title & Description
    - ### RSS title: "Session title" (mmddyy)
  - Date/Time & Location (important -will show up on learners transcript)
    - UT Southwestern Medical Center, Dallas, TX
    - If virtual or hybrid you can add that as well
  - Credit settings – check the active box for AMA & Attendance, and Ethics if approved
    - enter max number of hours (1 hour = 1.0 credit)
- Click Enrollments tab – Click Settings
  - SMS options:
    - Open attendance 1 hour <u>Before</u>
    - Close attendance 24 hours <u>After</u>

<u>Add Faculty, track disclosure completion</u>

- Add Faculty to session as soon as confirmed
  - Assign role (speaker, peer reviewer, planner, etc.)
  - Do not assign a form
  - Optional to publish the information on the session homepage
  - Optional: check send email box, (sends a system generated email for disclosure)
    - only send to NEW additions or you can send an email from your email instead (see email template on next page)
    - DO NOT check box for course director or committee members
  - Click SAVE
- Review disclosures (click on Faculty’s last name to see if they have any disclosures)
  - Click on *Disclosure Date* to reorganize dates old to new or click it again for new to old
- If speaker discloses any financial relationships:
  - Notify your CE Coordinator via email right away or <u>at least 1 week prior</u> to session
  - Request PPT from speaker for financial mitigation review
  - Need to have a peer reviewer added to your faculty tab
- Password Reset options
  - On Ethos login page, click forgot password
  - https://cme.utsouthwestern.edu/user/password (find on RSS Coordinator page)

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Upload session documentation to attachments (Edit tab)- (templates on RSS Coordinator page)

- Announcement
- DTL – be sure it has all financial relationships listed

Update workflow to “Needs Review” when:

- Everything is ready for review
  - All disclosures completed, if applicable; notification of financial relationships
  - documentation uploaded
- Minimum 3 days before session

Workflow next steps (by CE coordinators)

- Session Under Review, Feedback or Approval

Collect Event ID (SMS code)

- Reminder: text the code to yourself to verify it is working

Provide session documents and Event ID to your learners PRIOR to start of event

RSS Coordinator page: Great resource!
https://cme.utsouthwestern.edu/rss-coordinator/group/rss-coordinator-resource-page

Additional Topics:

SMS Registration not working, can enter code manually at:

☞ https://cme.utsouthwestern.edu/code

Promoting RSS sessions on the UTSW Events Calendar

- If you are already doing this, please remember to submit a draft to your CE coordinator prior to submission to ensure the information is accreditation compliant.
- If you are not already doing this and you feel it would a benefit to the success of your program. Please contact your CE coordinator for specific accreditation language for compliance.

Request a Financial Disclosure (new or expired) – Email example:
https://cme.utsouthwestern.edu/my/edit/disclosure
Once you click the link, you will be given the option to login or create an account.

- After you login or create an account, the assigned d/c form should be in the Faculty tab.
- If you do not see the form, please
  - Click the Edit tab
  - Click Financial relationships
- Complete / Review
  - Answer "No" or “Yes” (list all financial relationships)
  - OR
  - Review what is currently reported, make edits as needed
  - Scroll down the page and click "SAVE“
  - Your disclosure form will be registered in our system