RSS Process FAQ Webinar

What Changed:

- **Change #1:** SharePoint will be used instead of the 'RSS Session Creation Form' to let our office know of upcoming sessions. This means you will have to create your session folders at least 2 weeks in advance so that a Course Page can be created and your faculty can be added in time.
  - → **Folder in SharePoint needs to be created at least 2 weeks ahead of time so the course page can be created**
- **NOTE:** Disclosure completion and Conflict Resolution will continue to take place in Ethos
  - → Add faculty to the course page (speaker, panel members, moderators)
  - → Check disclosure information in their profiles
  - → **Notify the CME office 1 week ahead of the session if a speaker has a conflict**
- **Change #2:** Instead of uploading the Announcement and DTL to Ethos, please upload it to your session folder in SharePoint (Additional items to be uploaded to SharePoint include Speaker Authorization forms and Ethics Credit Approval Emails)

What is staying the same?

- CME documentation (Announcement, DTL) gets uploaded to SharePoint
- Event ID number issued upon receipt of all required documentation

Reminder!

- **Please track the progress of your faculty completing their disclosure forms in Ethos!**
  - You can include this link: https://cme.utsouthwestern.edu/my/faculty-relationships to direct CME course faculty to view their pending forms once they have signed in.
- **Please notify the CME office of any conflicts 1 week ahead of the session!**

Process Overview

When	SharePoint	Ethos
2 weeks prior-to session	Request session by creating session folder	
		Course link sent by Vanessa *TIP: Save link email to Outlook task list to make tracking easier!*
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**
2 days prior-to session	Once all disclosure information has been obtained, upload DTL and Announcement, Speaker Release form (as applicable)	
2 days prior-to session	Event ID number emailed to you once all pieces are confirmed 2 days ahead of session	
Day of session	Provide Event ID, Announcement, DTL to learners	

Who do these changes effect?

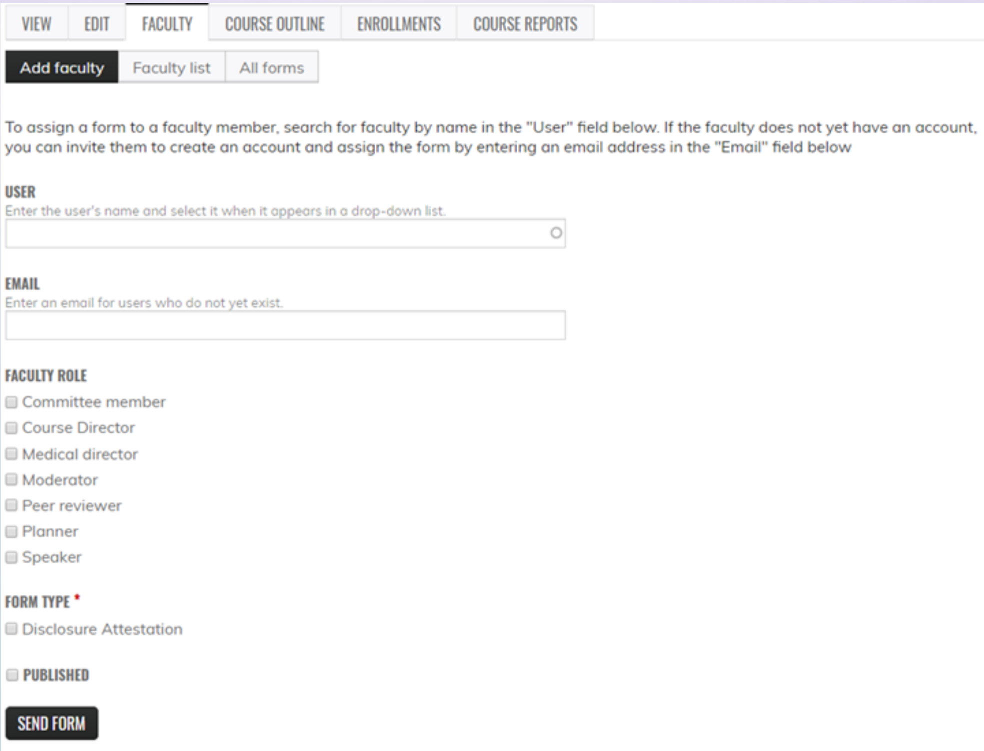
Department RSS Coordinators	• Process moved to Ethos
CME Office	• Conflict of Interest Resolution process
Course Directors and Planning Committee members	• Peer review • Disclosure forms managed through Ethos
Speakers	• Disclosure forms managed through Ethos
Learners	• Nothing changes

DEMO

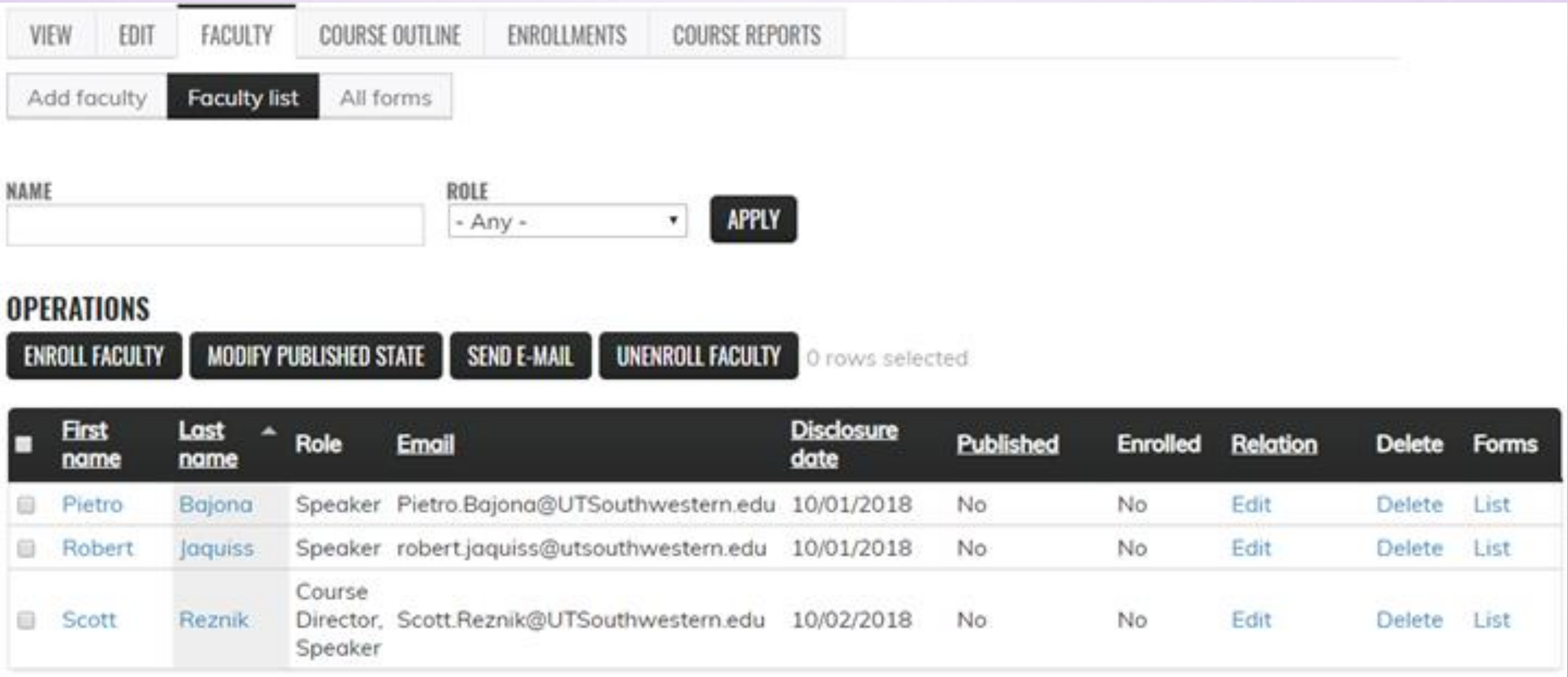
BREAK FOR QUESTIONS/ REVIEW

Once Vanessa sends you the course page link, you add your faculty there for that session and assign the Disclosure Attestation form.

- I recommend saving that email as a task in Outlook so it's easily accessible to go back to in order to track the progress of your faculty completing their disclosure form.



On the course page, you'll track progress by looking to see if there is a date in the "Disclosure date" column on the Faculty list tab. No date means they haven't completed their forms.



	First name	Last name	Role	Email	Disclosure date	Published	Enrolled	Relation	Delete	Forms
	Pietro	Bajona	Speaker	Pietro.Bajona@UTSouthwestern.edu	10/01/2018	No	No	Edit	Delete	List
	Robert	Jaquiss	Speaker	robert.jaquiss@utsouthwestern.edu	10/01/2018	No	No	Edit	Delete	List
	Scott	Reznik	Course Director, Speaker	Scott.Reznik@UTSouthwestern.edu	10/02/2018	No	No	Edit	Delete	List

To view if they have a conflict of interest or not, you will need to click on their name in the table and view their disclosure forms in their profile.

With Disclosure

PROFILE | DISCLOSURE

DISCLOSURE

DISCLOSURE

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

FINANCIAL RELATIONSHIPS:

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
NeoChord Inc.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
Renerva LLC.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

Without Disclosure

PROFILE | BIO | DISCLOSURE

DISCLOSURE

DISCLOSURE

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

FINANCIAL RELATIONSHIPS:

When you see that someone has a conflict of interest, please let the CME office know so that resolution may be done. We are requesting that notification 1 week in-advance of the session.

- An automatically-generated email is sent out when someone is added as a CME course faculty member from cmeregistrations@utsouthwestern.edu. In follow-up emails, you can include this link to take them to their pending forms: https://cme.utsouthwestern.edu/my/faculty-relationships

Process Summary

More than 2 weeks before session	• Notify CME office of planned session • Course page created by 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
2 days before session	• RSS documentation to learners generated • CME office audits forms
Day of session	• Provide Event ID, RSS documentation to learners