

# 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!

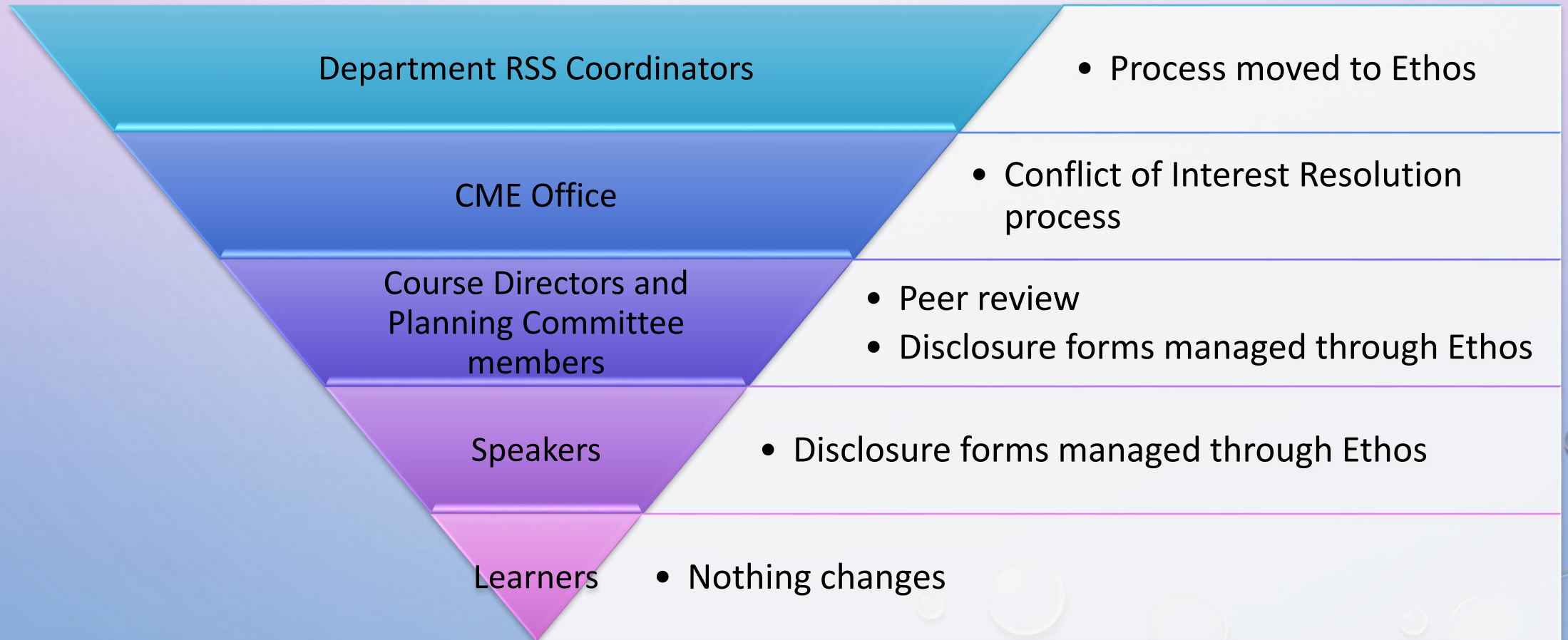
- **Please track the progress of your faculty completing their disclosure forms in Ethos!**
  - You can include this link: <https://cme.utsouthwestern.edu/my/faculty-relationships> to direct CME course faculty to view their pending forms once they have signed in.
- **Please notify the CME office of any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



# Process Overview

When	SharePoint	Ethos
2 weeks prior-to session	Request session by creating session folder	
<b>As soon as you get the link!</b> (5-10 business days prior-to session)  Continuous		Course link sent by Vanessa <i>TIP: Save link email to Outlook task list to make tracking easier!</i>
		Add faculty for the individual session (speakers, moderators, etc) to course link
		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?





DEMO

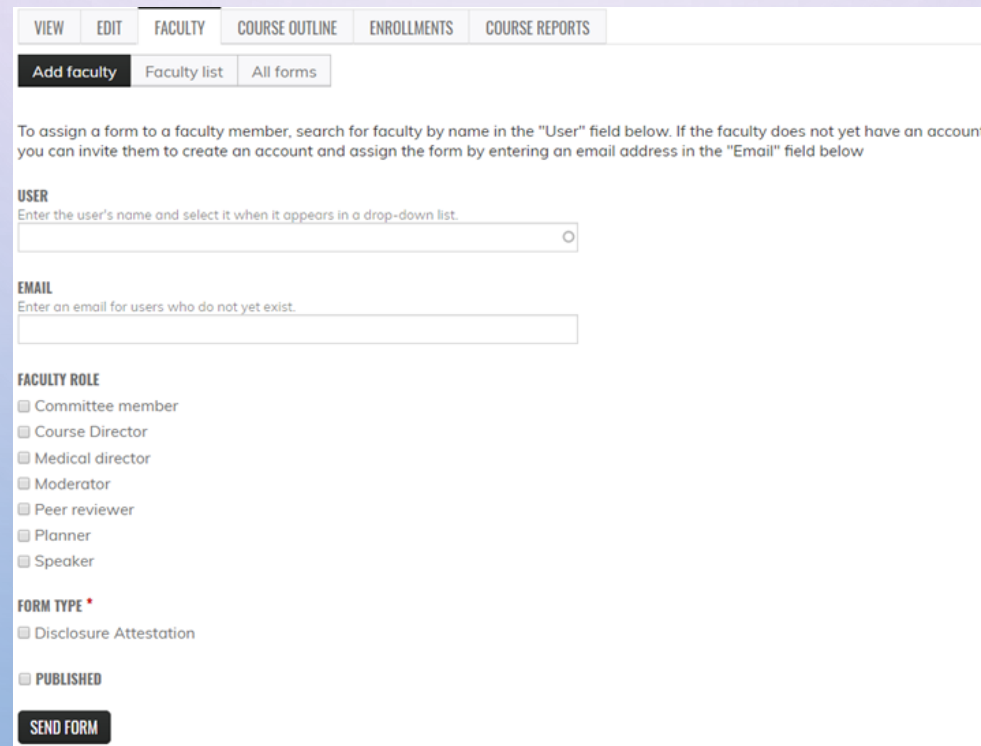


**BREAK FOR QUESTIONS/  
REVIEW**



# 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.



The screenshot shows a web interface with a top navigation bar containing tabs: VIEW, EDIT, FACULTY (selected), COURSE OUTLINE, ENROLLMENTS, and COURSE REPORTS. Below this is a sub-navigation bar with buttons: Add faculty (highlighted), Faculty list, and All forms. The main content area contains instructions: "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". There are three main sections: 1. USER: A label "USER" followed by the instruction "Enter the user's name and select it when it appears in a drop-down list." and a text input field with a dropdown arrow. 2. EMAIL: A label "EMAIL" followed by the instruction "Enter an email for users who do not yet exist." and a text input field. 3. FACULTY ROLE: A label "FACULTY ROLE" followed by a list of roles with checkboxes: Committee member, Course Director, Medical director, Moderator, Peer reviewer, Planner, and Speaker. Below this is a section for FORM TYPE with a label "FORM TYPE \*" and a checkbox for "Disclosure Attestation". At the bottom, there is a checkbox for "PUBLISHED" and a "SEND FORM" button.

VIEW EDIT **FACULTY** COURSE OUTLINE ENROLLMENTS 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

☐ PUBLISHED

SEND 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.

VIEWEDITFACULTYCOURSE OUTLINEENROLLMENTSCOURSE REPORTS

Add facultyFaculty listAll forms

NAME

ROLE

- Any -

APPLY

OPERATIONS

ENROLL FACULTYMODIFY PUBLISHED STATESEND E-MAILUNENROLL FACULTY

0 rows selected

	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](mailto: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