

## Regularly Scheduled Series (RSS) - Step by Step Process

RSS activities are a regular and important part of continuing medical education in medical school and hospital settings. They allow medical staff physicians, allied health professional team members, and interested community physicians to meet on a regular basis for ongoing educational activities which inform them of new information, update and refresh them in any ongoing QI process, and provide opportunity for discussion, consultation, collaboration, and reflection.

As an accredited provider the University of Cincinnati is required to sponsor educational activities that are balanced and evidence-based. The University of Cincinnati must ensure that all decisions concerning each educational activity are made free of the control of a commercial interest. The ACCME defines a "commercial interest" as any proprietary entity producing healthcare goods or services, with the exemption of non-profit or government organizations and non-health care related companies. I am forwarding to you a copy of the ACCME Standards for Commercial Support however the Standards listed below are just a few of the Standards pertinent to your programs;

*2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.*

*2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.*

*2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest **prior to** the education activity being delivered to the learners*

*3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider*

*3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the accredited provider*

Listed below is the step-by - step instructions when filing for RSS CME credit;

- RSC Application/Planning Document** - The course director for this activity must complete and sign this form. Your application is good for one year. Please complete the application retain a copy for your file and forward a copy of the application to Lynn Fischer. The Accreditation Council for Continuing Medical Education (ACCME) considers the entire annual series or regular conferences to be one activity. Please note that this application asks you to indicate the overall, or global, learning objectives (why you have determined the need for the RSS) for the entire series for one year.
- Disclosure of Relationships with Commercial Interests Form - Planning committee members** are required to complete this form. I will request to see these forms at the time of your audit, please retain a copy of these forms in your file.
- Planning Committee Resolution Form** - Course Director is required to complete and sign this form along with the the course coordinator. I will request to see this form at the time of your audit, please retain a copy of the form in your file.
- Request for CME Category 1 Credit** - Please complete and submit to Suzanne Matthey. Retain a copy of this form in your file
- Disclosure of Relationships with Commercial Interest and Speaker Resolution forms - Speakers** must complete both forms. If the speaker answers "yes" to both parts of Question # 1 on the Speaker Resolution form the course director **must resolve** the speaker's conflict of interest. The CME Office request that the course director review the speaker's slides to ensure it is balance and evidence based and document if the presentation is balanced. If the course director request changes those changes must be made before the educational activity takes place. Documentations of the review and findings are required and must be available during the time of your audit. I will request to see these forms at the time of your audit, please retain these forms in your file. Please note CV's are required on all non-UC faculty.

- Presentation Requirements** - forward to each speaker
- Evaluation** - You are required to evaluate each program. I am attaching a template for your use
- RSC Change-Cancellation Form** - If there has been a change in the topic/date of your activity please complete this form and return to Suzanne Matthey ASAP. There are no refunds for cancelled activities however you have a year to the date to reschedule the cancelled event. Please inform Suzanne when you are rescheduling a cancelled so you are not invoiced twice. In order to avoid a \$10.00 penalty fee your request/cancellation form must be sent to Suzanne at least 1 day prior to the activity.
- Attendance List**- Must be submitted to Suzanne Matthey in the CME Office no later than **7 days** after your Activity. Failing to do so results in a \$25.00 penalty fee.
- Letters of Agreement** - It is your responsibility to ensure that terms of the LOA are met. For example submitting copy of post budgets, out come, and forwarding copies of your promotional materials to the commercial supporter(s) of your activity and to the CME Office. **Please refer to Directives for Educational Grants.**

**Please Note:**

The CME Advisory Committee set a policy in place that all Letters of Agreement (LOA) must be submitted to the CME Office no later than 7 days prior to the educational activity. **In order to process your LOA you must attach a copy of your grant request and budget.** Letter of Agreement submitted after the 7 day deadline will not be accepted for processing. The ACCME Standards for Commercial Support state a Letter of Agreement must be fully executed prior to the educational activity.

Should you have questions please contact me (513-558-2827). I am looking forward to working with you.

Lynn Fischer  
Program Director – Live Programs  
Office of Continuing Medical Education