

Annual RSS Training

Welcome! We are so glad you're here.

The University of Florida College of Medicine accredits **Regularly Scheduled Series** for CME credits.

An activity is identified as a regularly scheduled series (RSS) when it is planned to have

- a series with multiple sessions that
- occur on an ongoing basis (offered weekly, monthly, or quarterly) and
- are primarily planned by and presented to the accredited organization's professional staff.

Examples of activities that are planned and presented as a Regularly Scheduled Series are **Grand Rounds, Tumor Boards, M&M Conferences, Case Conferences**, etc.

For more information about our accrediting requirements, please visit: <https://accme.org/>

About Us

ABOUT US

UF Continuing Medical Education

The Office of Continuing Medical Education works with UF faculty, clinical, and research departments to identify educational opportunities and to design, implement and evaluate professional development programs.



The UF CME Office accredits educational activities for the College of Medicine in both the Gainesville and Jacksonville campuses.

Last year, the CME Office accredited **454** activities, totaling **2,900** educational hours. We accredited **96** regularly scheduled series.

The University of Florida College of Medicine has been awarded Accreditation by the Accreditation Council for Continuing Medical Education (ACCME)

Accreditation requirements drive most of our CME policies and regulations.

How Can We Help?

The CME website has resources to help you with planning your RSS.

<https://uf.cloud-cme.com/application> - you will find the CME application on the CME Portal
<http://cme.ufl.edu/regularly-scheduled-series> - on this page you will find RSS specific resources (templates, forms, etc.)

We are always ready and willing to help you in any way we can! Please do not hesitate to ask questions.

Send your questions or suggestions to: cme-mail@ufl.edu

What Else Can We Do?

We are a **full-service** office, meaning we can do it all:

- Audio Visual Operations
- Bill Processing
- Budget Development & Monitoring
- Meeting Logistics
- Meeting Reports
- Onsite Registration Services
- Printing and Graphics
- Promotion and Publicity
- Record Maintenance
- Registration Services
- Speaker Arrangements
- Support Solicitation
- Travel and Transportation

Full service allows you to **concentrate on the program content.**

Let us know if you need help with a conference!

Application

The UF CME application (CME Activity Planning Form) is designed to satisfy ACCME accreditation requirements.

Regularly Scheduled Series (RSS) are approved on a calendar year cycle: Jan. 1 – Dec. 31

Renewal applications should be submitted by **November 1st** to ensure continuation of accreditation for the series. *Early application submissions are encouraged!* <https://uf.cloud-cme.com/application.aspx>

You will now have access to applications you have submitted. Once you complete an application the first year, you will be able to copy the application for subsequent years and update the information accordingly.

Please contact the CME Office if you need assistance copying a previously submitted application.

The screenshot displays the 'Basic Information' section of the UF CME application form. On the left is a sidebar menu with options: 'Find Disclosures', 'Basic Activity Information' (selected), 'Planners and Faculty', 'Gap and Needs', 'Objectives and Learning Outcomes', 'Commercial Support', 'Commendation Criteria', 'Signatures', 'Files - upload/download', 'Comments', and 'Return To Applications List'. The main content area is titled 'Basic Information' and includes a 'print' icon. Below the title is a section 'Specify the following for your activity'. The form fields include: 'Activity Name' (text input), 'Select all that apply' (checkboxes for 'ACCME (Physicians)' and 'Non-Accredited'), 'Activity Type' (dropdown menu), 'AMA Activity Format' (checkboxes for 'Live Activity', 'Journal-based CME activity', 'Manuscript review activity', 'Internet point-of-care activity', 'Other', 'Enduring Material', 'Test-item writing activity', 'PI CME activity', and 'Learning from teaching'), 'Department' (dropdown menu), a text area for a '1-2 sentence description of this activity' (300 characters max), a 'Character Count' indicator, and a text area for the 'Activity Description (shown on detailed course page and marketing materials)'.

Internet Enduring Courses (e.g. an RSS lecture is recorded for later viewing) is considered, by the ACCME, to be a separate activity and therefore **require separate attendance**. Please contact our office to discuss the logistics if your activities are being offered as both live and online activities.

Required Documents

The UF CME Office maintains all relevant documentation and attendance related to the College of Medicine regularly scheduled series.

In order for the CME Office to properly maintain learners' credit transcripts, specific documentation is required for each RSS session.



Please provide the following information prior to each session/lecture:

- Speaker name
- Speaker email
- Lecture title
- Learning objectives

Once we have the speaker name and contact information, the speaker will receive an email prompting them to complete their disclosure form. If relationships are reported, we will contact them to mitigate relevant relationships prior to the date of the lecture. **If the speaker does not respond to our mitigation email prior to the lecture, we will not be able to offer credit for the activity.**

Following the lecture, please provide the [attendance list](#) so that credit can be reported.

Disclosure Form

Every speaker **must** complete and submit a disclosure form in the CME Portal **prior** to their lecture. Speakers can access the form from this menu on the home page.

My Account/Transcript

Disclosure Form

CME Application

Disclosure of Relevant Financial Relationships

For Ally Gator

Information You Need to Know to Disclose Your Financial Relationships with Companies Related to Healthcare Products or Services

It is the University of Florida's policy to ensure balance, independence, objectivity and scientific rigor in all programs it provides. Everyone in a position to control the content of an educational activity must disclose all financial relationships with ineligible companies. The ACCME Standards for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education.

Please disclose ALL financial relationships that you have had in the past 24 months with ineligible companies, regardless of the amount and potential relevance of each relationship to the education.

An ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples, please visit <http://accme.org/standards>.

Per ACCME guidelines, UF CME will review and determine which financial relationships are relevant to the content of the educational activity. Relevant financial relationships must be mitigated prior to individuals assuming their roles in the education. If relationships listed below are determined to be relevant to the content of the educational activity, UF CME staff will contact you to discuss mitigation strategies.

As an important contributor to our accredited education, we would like to enlist your help to ensure that educational content is fair and balanced, and that any clinical content presented supports safe, effective patient care.

Please take a moment to review the clinical content standards: <https://cme.ufl.edu/content-guidance/>

Within the past 24 months, have you received financial support (in any amount) from an ineligible company (including employment, consulting, research grant support, honoraria, etc.)? *

- ☐ Yes. In the past 24 months, I have an existing and/or have had a financial relationship with an ineligible company (list these relationships below).
- ☐ No. In the past 24 months, I have not had a financial relationship with an ineligible company.

Attestation

I have reviewed the clinical content standards linked above, and I will ensure that educational content is fair and balanced, and that any clinical content presented supports safe, effective patient care. *

☐ Yes ☐ No

If I am discussing specific healthcare products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company. *

☐ Yes ☐ No

If I am discussing any product use that is off-label, I will disclose that the use or indication in question is not currently approved by the FDA. *

☐ Yes ☐ No

I attest that the above information is correct as of this date of submission (sign below):

Type your full name below to sign: *

Date

5/2/2024



Submit

Reset

To update, access the disclosure form at any time by clicking on the **My Tasks** tab and then Update next to the Disclosure of Financial Relationships under **Global Tasks**.

My Tasks - 3

My CME

Global Tasks

Activity Tasks

Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show.

Status	Task Name	Expiration Date	Date Completed
<div>Update</div>	Disclosure of Financial Relationships	Thursday, April 3, 2025	Wednesday, April 3, 2024

Flyer

Departments may choose to create their own flyer or download the CME generated flyer from the Activity Landing Page in the CME Portal.

If you would like to download the CME generated flyer, please send the following information to your CME contact:

- Lecture Title
- Date of lecture
- Name of speaker
- Learning objectives

If you would like to create your own flyer, it should be sent out to attendees **prior** to the lecture and it must contain the following information:

- | | |
|----------------------------|---------------------------|
| ● Name of department | ● Learning objectives |
| ● Name of activity | ● Disclosure |
| ● Title of presentation | ● Accreditation statement |
| ● Speaker's name and title | ● Credit statement |
| ● Date, begin & end time | ● Activity ID |
| ● Location | |

***If you choose to create your own flyer, you will need to send it to the CME Office for approval at least one week prior to the activity.**

[CME Flyer Template](#)

<p>University of Florida Your Department Title of RSS "Talk Title"</p> <p>Presented by: Speaker Name, Credentials Speaker Title</p> <p>Date Start/End Time Location</p> <p>LEARNING OBJECTIVES: Upon completion of this activity, participants should be able to:</p> <ol style="list-style-type: none">1. Apply...2. Examine...3. Describe... <p>Disclosure Speaker and planning committee have nothing to disclose:</p> <p>Speaker name has disclosed that s/he has no relevant financial relationships. No one else in a position to control content has any financial relationships to disclose. Conflict of interest information for the CME Advisory Committee members can be found on the following website: https://cme.ufl.edu/disclosure/. All relevant financial relationships have been mitigated.</p> <p>Speaker has relationship to disclose, planning committee members have nothing to disclose:</p> <p>Speaker name has disclosed that s/he received research grant funds from company and is on the speakers' bureau for company. No one else in a position to control content has any financial relationships to disclose. Conflict of interest information for the CME Advisory Committee members can be found on the following website: https://cme.ufl.edu/disclosure/. All relevant financial relationships have been mitigated.</p> <p>Speaker has no relationship to disclose, planning committee member(s) have relationship(s) to disclose:</p> <p>Speaker name has disclosed that s/he has no relevant financial relationships. Planning committee member name has disclosed that s/he received research grant funds from company. No one else in a position to control content has any financial relationships to disclose. Conflict of interest information for the CME Advisory Committee members can be found on the following website: https://cme.ufl.edu/disclosure/. All relevant financial relationships have been mitigated.</p>	<p>Commercial Support Acknowledgement This activity is supported by educational grant(s) from [company name, as specified in the Letter of Agreement or grant application].</p> <p>Accreditation The University of Florida College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.</p> <p>Credit The University of Florida College of Medicine designates this live activity for a maximum of 1 AMA PRA Category 1 Credit™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.</p> <p>For additional information, contact name at phone # or e-mail email address.</p> <p>Section # CME Section Number</p>
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Disclosure Statement

The disclosure statement must be presented **verbatim** on the flyer.

Three examples are available for the disclosure statement depending upon whether the speaker(s) or any members of the activity planning committee have financial relationships to disclose and should reflect what was reported on the disclosure forms. If relationships are reported, please send us the email address of the speaker so that we may contact them to mitigate the relationships prior to the date of the lecture. **If the speaker does not respond to our mitigation email prior to the lecture, we will not be able to offer credit for the activity.**

Accreditation Statement

The accreditation statement must be presented **verbatim** on the flyer.

Credit Statement

The credit statement must be presented **verbatim** on the flyer.

If your lecture is **one hour** long, your statement should have the word **Credit** (with no "s" followed by the trademark symbol).

The University of Florida College of Medicine designates this live activity for a maximum of 1 AMA PRA Category 1 Credit™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

If your lecture is going to be **less than or more than one hour** long (≥ 1.25), your statement should have the word **Credits** (with an “s” followed by the trademark symbol).

The University of Florida College of Medicine designates this live activity for a maximum of 2 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

AMA PRA Category 1 Credit™ has to be italicized because it's a trademarked statement by the AMA.

***If you have been approved for a case conference/M&M, tumor board, or journal club, please ask your CME contact about the flyer requirements.**

Evaluation

Session Evaluations

Evaluations will now be integrated into the activity. Once attendance is reported, learners will be able to complete the activity evaluation by clicking on the **My CME** tab in their account, selecting Evaluations and Certificates, then Download Certificate.

EVALUATIONS AND CERTIFICATES

After receiving credit, certificates will be displayed in this area for 1-3 months. Please print or save any certificates before this time period ends. (Note: All credits will be recorded on transcripts, available for download 24/7 in the "Transcripts" area of the portal - credits earned do not disappear from transcripts.)

Start Date: 9/4/2023 End Date: 9/4/2024 [SEARCH](#)

Credit Date	Course Title	Evaluations	Certificates	Claim MOC2
8/1/2024	EM M&M - AMA PRA Category 1 Credits™		DOWNLOAD CERTIFICATE	
8/15/2024	Ortho Bullets: Pelvic Fractures / Innovations in DKA Management / Pulmonary Embolism - AMA PRA Category 1 Credits™		DOWNLOAD CERTIFICATE	

for 1-3 months. Please print or save any certificates before this time period ends.

EVALUATION

There is an optional evaluation that you can take for this event.
Would you like to take it now?

☐ Don't ask me again

[Yes](#) [No](#)

Yearly Program Evaluation (REQUIRED)

Each year, the activity director should complete an overall evaluation of their series. The yearly program evaluation is a reflection on how the overall program did in the past year: Were the goals of the program met? What needs to be changed?

Programs that do not submit a yearly program evaluation will not be eligible for renewal.

Attendance

Complete the CME [Attendance Sheet Template](#) and send to your CME contact. You can add regular attendees to the list and save as a template, then just enter date of lecture and credit hours each time.

Required fields are:

- First name
- Last name
- Email
- Degree (credentials)
- Profession
- Date of Lecture
- # of credits

	A	B	C	D	E	F	G
1	FirstName	LastName	Email	Degree	ProfessionNames	CreditDate	CreditHours
2	Jane	Doe	jane.doe@noemail.com	MD	Physician (MD)	7/1/2024	1
3	Jane	Doyle	jane.doyle@noemail.com	DO	Physician (DO)	7/1/2024	1
4	Jane	Dole	jane.dole@noemail.com	RN	Non-Physician	7/1/2024	1
5	Ally	Gator	ally.gator@ufl.edu	PharmD	Non-Physician	7/1/2024	1
6	Snappy	Gator	snappy.gator@ufl.edu	MD	Physician (MD)	7/1/2024	1
7	Chompy	Gator	chompy.gator@jax.ufl.edu	MD	Physician (MD)	7/1/2024	1
8							

Speakers do not receive credit for speaking!

Please encourage your faculty to include their medical license number in their profile, if applicable. If we do not have the medical license number for a physician, we cannot report their CME credit to CE Broker. This is the reason we require medical license numbers for all MDs and DOs who participate in UF CME activities.

All physicians can create a **free** account to see their credits in CE Broker: <https://www.cebroke.com/>

Physicians should **NOT** be Claiming Credit in CloudCME or self-reporting credits to CE Broker.

Commercial Support

If you receive financial or in-kind support from ineligible companies (i.e. a grant from a pharmaceutical or medical device company) for a lecture:

- **Let us know as soon as funding is secured.**
- Send [Letter of Agreement](#) to commercial supporter for signature, then to UF CME for signature.
- **Funds must come directly to the UF CME office.**



Expenditures

- If a guest speaker is presenting and is receiving an honorarium, please have the speaker complete the [Supplier Portal](#).
- If a guest speaker will need travel reimbursement, please contact the CME Office before making any travel arrangements.
- Send invoices (e.g. for food) to UF CME for payment.
- Residual funds, if they are not required to be returned to the funder, will be kept in an account at UF CME for your department's future use in educational activities.



Office of Continuing Medical Education

(352) 733-0064

<http://cme.ufl.edu>

Gainesville Coordinator:

Jordan Thomas

jordan.thomas@ufl.edu

Jacksonville Coordinator:

Delonda Henderson

delstra@ufl.edu

Office Location

1329 SW 16th St, Suite 2106

Gainesville, FL 32608

Campus Mail:

PO Box 100233

Frequently Asked Questions

Q: How long is an application valid?

A: All applications are active for one calendar year.

Q: If I applied this past year, do I need to do anything for next year?

A: Yes. All regularly scheduled series are fully reviewed every 3 years. For the two years in between full reviews, we do what we call an administrative review.

Q: What are the requirements for submitting an application?

A: Complete the full CME application online. Include activity director, planning committee members, and admin contact.

Q: What are the requirements for an administrative review?

A: Copy previous CME application online. Update information for the activity director, planning committee members, admin contact, and any other areas of the application that have changed.

Q: When do I need to create a flyer?

A: For any lecture that is done as part of your RSS. You may create your own or download flyer from the CME Portal.

Q: Does the CME Office need to approve my flyer before I distribute it?

A: Yes.

Q: Do I need to send a speaker letter?

A: No, you no longer need to send a speaker letter. Speakers will now be provided a copy of the clinical content standards in their disclosure form.

Q: Who needs to complete a disclosure form?

A: Everyone who:

- is speaking at a CME event;
- has control of content; or
- has the opportunity to influence content
- activity director, planning committee members, administrative contact

Q: One of our residents/fellows/nurses is speaking during grand rounds; does s/he need to complete a disclosure form?

A: Yes.

Q: Can the speaker(s) earn CME credit for an event?

A: The speaker can only earn credit if they have prepared a presentation for the first time and have spent a considerable amount of time researching and preparing the content. Speakers do not receive credit for presentations they have given before.