

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



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

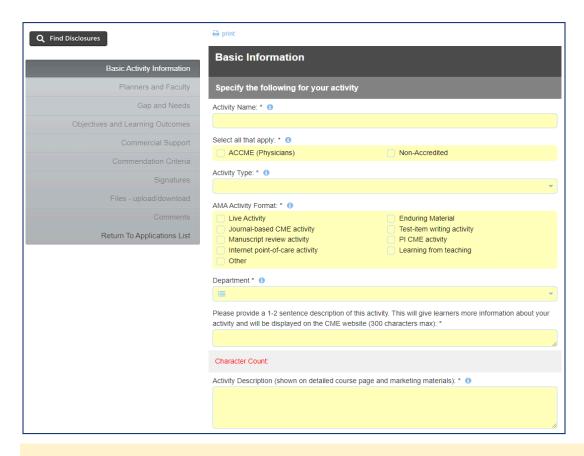
The UF CME application (CME Activity Planning Form) is designed to satisfy ACCME accreditation requirements.

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.



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:

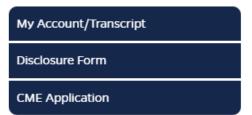
- Speaker name
- Speaker email
- Lecture title
- Learning objectives

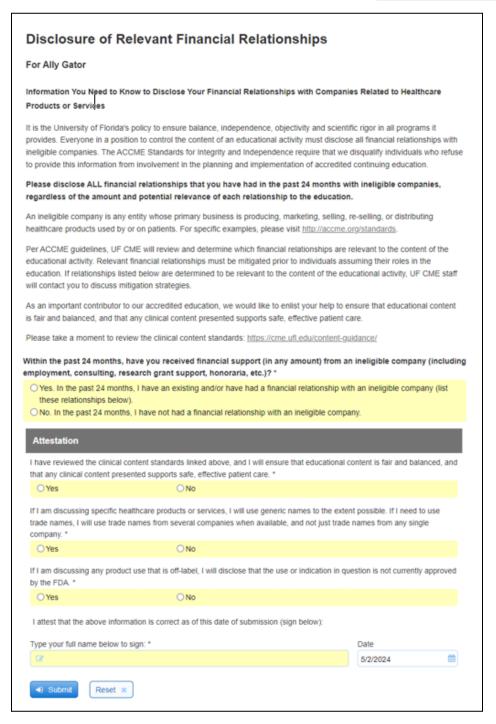
Once we have the speaker name and contact information, the speaker will receive an email prompting them to complete their disclosure form. If relationships are reported, we will contact them to mitigate relevant relationships prior to the date of the lecture. If the speaker does not respond to our mitigation 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 <u>must</u> complete and submit a disclosure form in the CME Portal <u>prior</u> to their lecture. Speakers can access the form from this menu on the home page.





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





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

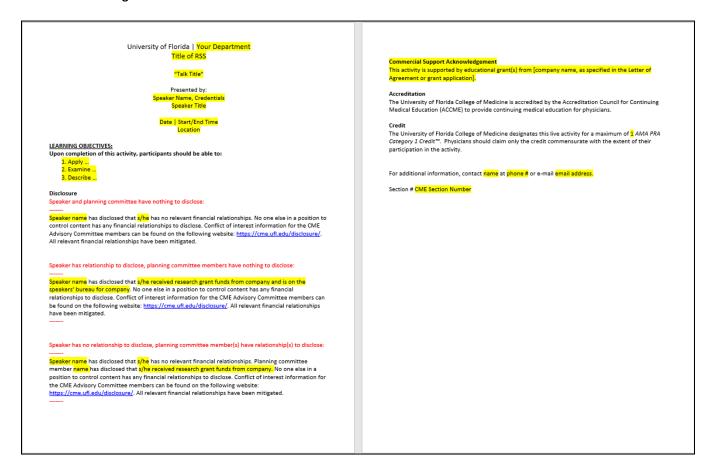
If you would like to create your own flyer, it should be sent out to attendees **prior** to the lecture and it must contain the following information:

- Name of department
- Name of activity
- Title of presentation
- Speaker's name and title
- Date, begin & end time
- Location

- Learning objectives
- Disclosure
- Accreditation statement
- Credit statement
- Activity ID

*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



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 CreditTM. 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.

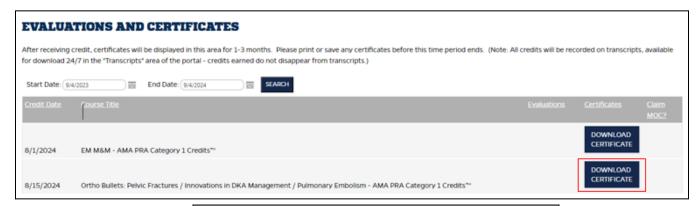
AMA PRA Category 1 CreditTM has to be italicized because it's a trademarked statement by the AMA.

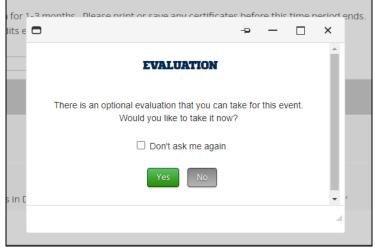
*If you have been approved for a case conference/M&M, tumor board, or journal club, please ask your CME contact about the flyer requirements.

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.





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?

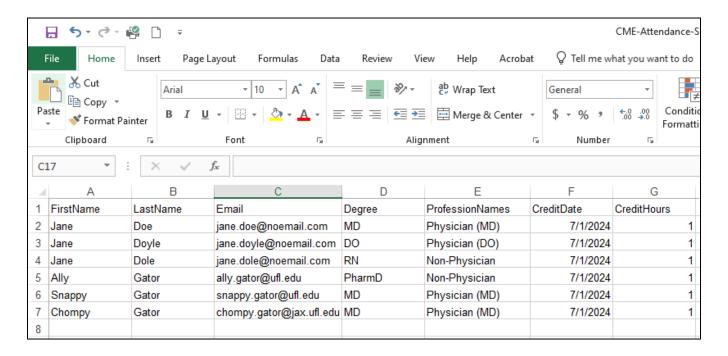
Programs that do not submit a yearly program evaluation will not be eligible for renewal.

Attendance

Complete the CME <u>Attendance Sheet Template</u> and send to your CME contact. You can add regular attendees to the list and save as a template, then just enter <u>date of lecture</u> and <u>credit hours</u> each time.

Required fields are:

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



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.cebroker.com/

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

CME Finance Policies

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 <u>Letter of Agreement</u> 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 <u>Supplier Portal</u>.
- 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

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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.