Regularly Scheduled Series (RSS)

Compliance and Process Overview

Office of Continuing Professional Development
RSS Contacts

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Accreditation

As a member of the University of Minnesota Interprofessional Continuing Education team, the Office of Continuing Professional Development (OCPD) is a Joint Accredited Provider (an Accredited CME provider) committed to delivering continuing education planned by the healthcare team for the healthcare team.

OCPD collaborates with University of Minnesota departments and other organizations to offer continuing education activities for healthcare professionals. This includes Live Regularly Scheduled Series (RSS) activities such as Grand Rounds, Case Conferences, M&M, Tumor Boards and Journal Clubs.

As a Joint Accredited Provider, OCPD is responsible to ensure compliance with Joint Accreditation criteria. OCPD has established policies and procedures that satisfy the various compliance requirements and it is expected that RSS coordinators and Course Directors follow these requirements. Failure to do so may result in continuing education credits being pulled from the RSS activity.

The goal of this document is to provide an overview of OCPD policies and procedures for accredited RSS activities.
Google Drive

- OCPD utilizes Google Drive for RSS documentation collection.
- OCPD will create a shared folder for each FY19 RSS activities.
- The folders will include the FY19 approved templates. Use of the templates will expedite the creation of required documentation.

- Disclosure Form: Populates Conflict of Interest (COI) Grid details*
- Sign In Sheet Options: Populates the Attendance Spreadsheet
- Session Checklist: Populates the Session Checklist Grid
- Evaluation Form: You will have to provide an evaluation summary at fiscal year end

*The Course Director will have to update the COI Grid to document their review and steps taken to mitigate conflict prior to the activity in order for the COI Grid to be compliant with OCPD policy.
Google Drive

- **Disclosure Form**
  - Populates Conflict of Interest (COI) Grid details*

- **Sign In Sheet Options**
  - Populates the Attendance Spreadsheet

- **Session Checklist**
  - Populates the Session Checklist Grid

- **Evaluation Form**
  - You will have to provide an evaluation summary at fiscal year end

Watch for some helpful Google Drive / template tips in red font throughout the remainder of this document.
Google Drive Limitations

• OCPD recognizes that some healthcare systems have limitations that will not allow the use of Google Drive. Until another mechanism is established, those users are authorized by OCPD to submit the required documents listed on the RSS Guidelines and Templates page to RSC@umn.edu. Your confirmation letter will indicate if you are a Google Drive RSS or RSC Email RSS.
RSS at a glance

**Activity Development**
- Submission of Planning Packet
- Activity Planners complete Financial Disclosure Forms
- Financial Disclosures are reviewed prior to activity planning
- Topics and speakers are selected

**Pre-Session**
- Presenters complete Financial Disclosure Forms
- Course Director reviews and documents conflict of interest review
- Learners are informed of accreditation details

**At the session**
- Learners are informed of Planning Committee and Presenter Disclosures and any commercial support of the activity prior to the session
- Attendance is monitored; a sign-in process is followed to track and document attendance

**Post Session**
- RSS Coordinator completes session checklist
- RSS Coordinator saves attendance data
- Learners submit session feedback IF the RSS conducts evaluations per session

**Quarterly Reporting and Feedback**
- RSS Coordinators upload/submit required documents:
  1. Conflict of Interest Grid
  2. Attendance Grid
  3. Session Checklists
- OCPD reviews submissions and provides feedback each quarter
- Statements of Participation are issued

**Session Close Out**
- RSS Coordinator submits the required documents along with the Evaluation Summary and final activity budget

**Important** – all steps illustrated above must be independent of commercial interests.
## Activity Development

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who Is Responsible</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the RSS Planning Packet</td>
<td>• RSS Coordinator may complete Section 1</td>
<td>Submit to OCPD via email (<a href="mailto:RSC@umn.edu">RSC@umn.edu</a>) a minimum of two weeks prior to your first FY19 session date.</td>
</tr>
<tr>
<td></td>
<td>• RSS Course Director and/or Co-Director must complete Sections 2-4</td>
<td></td>
</tr>
<tr>
<td>RSS Planning Packet Reviewed, feedback/questions communicated to RSS Planning Committee</td>
<td>OCPD</td>
<td>Within two weeks of receipt of RSS Planning Packet.</td>
</tr>
<tr>
<td>Financial Disclosures submitted by ALL Planning Committee members.</td>
<td>RSS Coordinator &amp; Course Director</td>
<td>Disclosure forms must be received and reviewed prior to the selection of topics and/or presenters.</td>
</tr>
<tr>
<td>Submissions must be reviewed and documented by Course Director on the Conflict of Interest Grid (COI Grid).</td>
<td><strong>Note Disclosure Form is available as a Google Form. Use of this Google Form will populated columns of the COI Grid; the Course Director does have to access the COI Grid and document their review on the far right columns.</strong></td>
<td></td>
</tr>
<tr>
<td>Confirmation letter sent to RSS Planning Committee</td>
<td>OCPD</td>
<td>Within two weeks of RSS Planning Packet review and approval.</td>
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Important

If your activity receives educational support such as education grants, exhibitor fees, etc. contact OCPD to discuss additional requirements in advance of your activity.
## Pre-Session

<table>
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<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>Selection and confirmation of session speakers</td>
<td>RSS Planning Committee</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Collect Financial Disclosure Form Speaker(s)</td>
<td>RSS Coordinator <strong>Google Tip: Turn on notifications on the results spreadsheet to receive notifications when someone submits their form.</strong></td>
<td>Prior to the presentation, allow time for Course Director’s review.</td>
</tr>
<tr>
<td>Review the COI grid and documentation of your review and resolution of any conflicts</td>
<td>RSS Course Director</td>
<td>Prior to the presentation</td>
</tr>
<tr>
<td>Learners need to be notified of accreditation information</td>
<td>RSS Planning Committee</td>
<td>Ongoing</td>
</tr>
<tr>
<td><em>See accreditation statements in your RSS confirmation letter for the appropriate accreditation statement(s) that <strong>must be</strong> included on your session announcements.</em></td>
<td></td>
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</tr>
</tbody>
</table>
## At the Session

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<tr>
<td>Notify learners of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Accreditation Statements</td>
<td>RSS Coordinator/Course Director</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2. Speaker and Planning Committee Disclosure Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Commercial Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants Sign In</td>
<td>RSS Coordinator/Course Director</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

*Use of the Google Sign In Sheet “option one” will populate the attendance spreadsheet. Use of “option two” or any other mechanism will require RSS Coordinator to re-format attendance data to meet OCPD requirements. (see attendance spreadsheet template).

Ensure your sign in collects: First Name, Last Name, Professional Designation (MD, DO, RN, etc.), Email Address for each person attending.
## After the Session

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<tbody>
<tr>
<td>Complete the Session Checklist</td>
<td>RSS Coordinator/Director</td>
<td>After each session, ongoing</td>
</tr>
<tr>
<td></td>
<td><em>Use of the Google Session Checklist form will populate the Session Checklist in the required format OCPD needs to review.</em></td>
<td></td>
</tr>
<tr>
<td>Update Attendance Grid (be sure to include attendee’s email address)</td>
<td>RSS Coordinator</td>
<td>After each session</td>
</tr>
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</table>
## Quarterly Reports

<table>
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| Ensure all required documents are current in the RSS Google Folder. Including a list of the session dates. | RSS Coordinator/Director | Q1 – July 1 – September 30  
Q2 – October 1 – December 31  
Q3 – January 1 – March 31  
Q4 – April 1 – June 30 |
| Review and archive the quarterly information; provide feedback to the RSS Coordinators and Course Directors regarding the status of their RSS documentation. | OCPD | Within four to six weeks of the end of the quarter. |
| Respond to any outstanding issues identified by OCPD to ensure compliance and eligibility for credit. | RSS Coordinator/Director | The report you receive will indicate a requested deadline for your response, if needed. |
# Session Close Out

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<tr>
<td>Ensure all required documents are current in the RSS Google Folder at the conclusion of Q4.</td>
<td>RSS Coordinator/Director</td>
<td>End of Q4 is June 30. Expectation that information is available for OCPD review by July 15.</td>
</tr>
<tr>
<td>Review and reconcile all RSS documentation to determine level of compliance and the final credit count of the series. Issue Statements of Participation.</td>
<td>OCPD</td>
<td>July - August</td>
</tr>
</tbody>
</table>
Session Close Out – what is required?

- Complete COI Grid
- Attendance Grid
- Session Checklist
- Evaluation Summary
- Final Budget
A note about the Evaluation Requirements

• Learners must be given an opportunity to evaluate the RSS
• Course Directors can determine when evaluation are conducted: After each session/Monthly/Quarterly/Annually
• There are three required questions on the evaluation; you can add additional questions of your own:
  1. How well did this activity fulfill the following learning objectives (list the objectives)?
     Upon completion of this educational activity, the learner should be better able to:
     Overall Series Objectives [Excellent - Very Good - Good - Fair - Poor]
  2. As a result of participating in this activity, will you make any significant change(s) in your role?
     O Yes
     O Possibly, I am contemplating change(s), but would need more information and/or education
     O No, but the content affirms my current behavior/practice
     O No, I am unable to implement those suggested change(s)
     If yes, identify any significant changes to your role.
     If contemplating changes, please identify additional tools, education, and resources that would be helpful to you.
     If no, what barriers may exist to prevent you from making changes?
     What suggestions or system changes would you recommend to overcome these barriers?
  3. Were the presentations free of commercial bias? [Yes - No]
     (Did the presentations avoid promoting a particular product or service?)
• The RSS Coordinator needs to submit a summary of the evaluation responses that includes:
  • The response rate (# of completed evaluations/# of total learners), the summary scores on all questions on the evaluation.
Resources

• Your RSS Google Drive Folder is your top resource for finding the approved templates.

• OCPD website [z.umn.edu/RSSGuidelinesTemplates](z.umn.edu/RSSGuidelinesTemplates)

• Your confirmation letter

• Contact OCPD RSS contacts:
  • Dasha Dobrinina, [darya@umn.edu](mailto:darya@umn.edu)
  • Jodi Brenden Amir, [jbrenden@umn.edu](mailto:jbrenden@umn.edu)