Regularly Scheduled Series (RSS) Compliance and Process Overview

Before the session
• Speaker is selected and given guidance on topic, content validation and absence of commercial bias requirements
• Speaker completes financial disclosure form*
• Course Director reviews the speaker disclosure details and documents their review and any steps taken to mitigate potential conflicts on the COI Grid*
• A flyer**/email/announcement is shared with learners that includes the accreditation statement as provided to you by OCPD, objectives, topic, speaker, date, time and location

At the session
• The Disclosure Summary** for the Planning Committee and speaker is shared with learners via a postcard at registration and/or a slide prior to the start of the activity
• Attendance is captured at each session using a sign in sheet* or other process. The RSS coordinator ensures attendance data is captured on a cumulative Attendance Spreadsheet* and includes attendees' first name, last name, professional designation and email address

After the session
• The RSS Coordinator completes the Session Checklist*
• The evaluation is sent out to learners.
• Note you determine at what intervals you conduct evaluations (after each session, annually, etc.) See evaluation guidelines**

Series Close Out
• RSS Coordinator prepares and submits an Evaluation Summary** to OCPD
• OCPD reviews the required documentation to determine compliance with process and accreditation criteria prior to Statements of Participation being awarded to participants. Note that credit will not be awarded to sessions if there is missing documentation or non-compliance such as lack of COI review/resolution.

OCPD will provide a shared Google Folder where RSS Coordinators and Directors will store the required documentation for their RSS:
1. COI Grid (Conflict of Interest Grid)
2. Attendance Spreadsheet
3. Session Checklist
4. Evaluation Summary

* These documents are required templates and can be found in your RSS Google folder.
** These documents are posted on the OCPD website