REGULARLY SCHEDULED SERIES (RSS)

Documentation Requirements

RSS Accreditation at a Glance

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Planning</td>
<td>Complete the Educational Planning Process prior to completing the application. Use the RSS Education Planning Tool to guide you through this process.</td>
</tr>
<tr>
<td>Application Preparation</td>
<td>Collect documents from diverse sources into planning committee members and planning committee members.</td>
</tr>
<tr>
<td>Application Submission</td>
<td>Complete and submit the RSS Accreditation Report to the Regional Office.</td>
</tr>
<tr>
<td>Review and Approval of Application</td>
<td>Application reviewed and approved by the RSS Accreditation Committee.</td>
</tr>
<tr>
<td>Prior to Each Session</td>
<td>Collection, review, and approval of the RSS Accreditation Report.</td>
</tr>
<tr>
<td>During Each Session</td>
<td>Collection and review of Disclosure/CEG.</td>
</tr>
<tr>
<td>Following Each Session</td>
<td>Collection, review, and approval of the RSS Accreditation Report.</td>
</tr>
</tbody>
</table>

Due January 1st (for June 1st, December 31st sessions)

Due July 1st (for January 1st to June 30th sessions)
Prior to Each Session

Prior to Each Session

At Each Session & Following Each Session

Reporting Requirements:
Semi-Annual

Prior to each session offered, there are numerous requirements to consider and preparations to make. As you start to schedule your sessions and line up speakers (or other participants such as staff), please keep the following requirements in mind:

• Marketing/Announcements/Flyers
• Collection and Review of Disclosures/COI
• Resolution of all COI Disclosed (by Course Director)
• Preparation of Sign-In Sheet
• Preparation of Disclosure Summary Form (optional as adjunct to sign-in sheet)
• Preparation of Evaluation Form
• Preparation of Certificates (if issuing at each session)
• Commercial Support (if applicable)
Marketing/Announcements

• All flyers and announcements advertising upcoming sessions and the availability of CME credit must be approved by the CME office PRIOR to distribution. This includes website postings on your departmental websites.

• Please contact the CME office for a review of your flyer/announcement template, prior to distributing the first time. Please allow three business days for the review of all materials.

• Generally, once we have reviewed your template and the first few announcements, you may continue to distribute utilizing that same template. However, you must add cmeacc@ucsd.edu or MC0947 to your distribution list for all announcements.

Marketing/Announcements

All advertisements/announcements should include the following elements:

• UC San Diego School of Medicine logo and department information (required)
• Accreditation Statement (required)
• Credit Designation Statement (required)
• Title, Date, and Location of the Activity (required)
• Topics (required)
• Target Audience (required)
• Objectives (required)
• Faculty List (recommended)

Please visit our tools section at http://cme.ucsd.edu/tools_plannersRSS.html for additional information.
Collection and Review of Disclosures/COI

- All persons involved in the planning and presentation of the RSS (including course directors, planners/coordinators, speakers, committee members, residents, and staff) must provide conflict of interest disclosure information.
- For many RSS, collecting one disclosure per year for the entire series is adequate as long as all potential conflicts are disclosed. Additional disclosure information should be provided if any changes are made throughout the year, such as faculty taking on a new financial relationship that is presenting a COI.
- All disclosure information must be provided and dated prior to the start of the activity/session in which the person is participating. We recommend collecting 4 weeks prior to the activity and at a minimum five days prior to the activity, to allow time for the Course Director to adequately manage the COI disclosed and apply appropriate resolution mechanisms. Disclosure forms that are dated the same day as the activity are not in compliance.

Review & Resolution of all COI Disclosed (by Course Director)

- If a person has a conflict of interest, it is the Course Directors responsibility to review those conflict(s) and manage the associated resolution process.
- The RSS Disclosure Review Form should be used to document this process. At no time can an employee/owner of a commercial interest be allowed to participate in an accredited session.
- For presenters with conflicts that are such that peer review of presentations are warranted, an RSS Peer Review Form should be completed.
- Any invited presenter who has a financial relationship with a commercial interest also providing commercial support to the series or a Speakers’ Bureau level of COI should undergo peer review.
- Note that the management of all COI and associated resolution mechanisms must be performed by a Course Director (or other faculty member) who does not have any COI.

See the COI & Disclosure Process slide presentation for more information.
Commercial Support (if applicable)

- If you are soliciting commercial support for your RSS, note that a Letter of Agreement (LOA) must be executed stipulating the terms of that support.
- LOAs must be forwarded to our office for review and signature immediately upon receipt, and prior to the start of the session or series of sessions for which support was awarded.
- Acknowledgement of all support must be made to attendees.
- Highly regulated area with common non-compliance.
- Let our office know in advance if you plan to pursue support so we can assist you with the tools needed to ensure compliance.

Preparation of Sign-In Sheet

- The sign-in sheet is the mechanism used to ensure compliance with numerous important accreditation requirements and is required for every session.
- The RSS Sign-In Sheet Template to be used will be included in your approval packet. It is also available at http://cme.ucsd.edu/tools_PlannersRSS.html.
- When preparing your sign-in sheet, please make sure that the following information is correctly entered:
  - Date of session
  - Presentation title or topic / speaker information
  - Disclosure information for course directors, speakers and anyone else not covered under the general staff/reviewer statement included on the template (check yes or no box and if yes is selected, please list disclosures (name of company and nature of relationship))
  - Commercial support (check yes or no box and if yes is selected, please list name of commercial supporter(s))
  - Accreditation statement
  - Credit designation statement
  - Number of credits (1.0 credit per hour of content/lecture, please refer to your approval letter to confirm number of credits awarded per session)
  - Educational objectives
If you are coordinating an M&M or other discussion-based series in which all attendees participate and share in the learning experience, you may opt to use the Disclosure Summary template instead.

- If the attendees are the same for every session and everyone is in a position to potentially influence the content, this form can be attached to the sign-in sheet as a summary of disclosure information.
- The disclosure summary template should also be used if you have persons involved in the development and presentation of content such as authors or reviewers that are not covered by the sign-in sheet template.
- Please make sure to include ALL persons involved in the development and presentation of the series, including your staff, course directors and presenters.

Note that you still need to use the sign-in sheet to collect attendance information and meet other accreditation requirements.
Preparation of Evaluation Form

- Each RSS must be evaluated using the standardized **RSS Evaluation Form** available on our website at [http://cme.ucsd.edu/tools_PlannersRSS.html](http://cme.ucsd.edu/tools_PlannersRSS.html).

- Multiple sessions should be selected for evaluation throughout each six-month reporting period and each RSS must be evaluated at a minimum three times semi-annually (a minimum of six times for the entire fiscal period), although we encourage more frequent evaluation.

- If you wish to distribute your evaluation electronically, please make sure you include all the questions on our template or contact our office for approval of any revisions.

- If you are receiving commercial support for your RSS, evaluation is always required during those sessions for which support has been awarded.

  *If commercial support is awarded for the entire series, please contact our office for assistance determining the proper number of sessions to evaluate.*
Preparation of Certificates (optional)

- You are responsible for awarding certificates of attendance to your participants.
- Certificates of attendance may be issued at each session, semi-annually, or at the end of year (tallying up the attendance for that year).
- If issuing at each session, set up the certificate template prior to each scheduled event.
- Note that there are different certificate templates to use for MD/DOs and non-MDs.
- The RSS Certificate Templates are available on our website at [http://cme.ucsd.edu/tools_PlannersRSS.html](http://cme.ucsd.edu/tools_PlannersRSS.html).
- Departments must keep a record of attendance for 6 years and be willing to respond to requests for confirmation of attendance.
Certificate Templates:
Non-Physician and Physician

**Pre-Session – In Summary**

- Collection and Review of Disclosures
- Marketing/Announcements
- Preparation of Sign-In Sheet
- Preparation of Disclosure Summary Form (optional)
- Preparation of Evaluation Form
- Preparation of Certificates (if issuing at each session)
- Commercial Support LOA & Acknowledgment (if applicable)
On-site Requirements

Educational Planning Process
Accreditation Application Process
Prior to Each Session - Documentation Requirements

At Each Session – Documentation Requirements

Reporting Requirements: Semi-Annual–

During each session offered

On-site at Each Session

• Sign-In Sheet
• Disclosure Summary Form (optional, as discussed)
• Evaluation Form (at a minimum three times per six-month period and for sessions that have commercial support, as discussed above)
• Certificates (optional, can be done at each session, at end of each reporting period, or end of the fiscal year)
Following Each Session

- Following each session, you are required to collect/archive/tabulate all required documentation for that session and store in such a manner that all reporting requirements can be met at the end of each semi-annual reporting cycle.
- A method for tracking attendance is required and must clearly indicate name, MD vs. non-MD designation, dates of attendance, credit for each date, and total credits for attendee.

Attendance Tracking

- You may use our Attendance Tracking template available at [http://cme.ucsd.edu/tools_PlannersRSS.html](http://cme.ucsd.edu/tools_PlannersRSS.html) or you can develop a tracking template yourself.
- This tracking will be submitted to the CME office each reporting period and will help you assess how many credits to issue to each attendee.
Semi-Annual Reporting

Educational Planning Process

Accreditation Application Process

Prior to Each Session – Documentation Requirements

At Each Session – Documentation Requirements

Reporting Requirements: Semi-Annual

Semi-Annual Reporting

- During the fiscal year, reporting is due to the CME office as follows:
  - **First report** is DUE NO LATER THAN **January 31 of each year** (for July 1-December 31 of the preceding year)
  - **Second/Final report** is DUE NO LATER THAN **July 31 of each year** (for January 1-June 30 of the same year)

- Follow-up may be submitted via e-mail to (preferred) to **cmeaccred@ucsd.edu** or by campus mail (MC0947).
Semi-Annual Reporting

**Disclosure Forms/Report**
Submit copies of all completed disclosure forms for all persons involved in the development, review and presentation of content signed and dated prior to the session date of the presentation (course director(s) and planner disclosures were received with the initial application) for all sessions held during the reporting period. If you used our online Disclosure Database, you can pull a report of all disclosures provided and submit.

**Evidence of Resolution of Conflict of Interest**
Management of all conflicts of interest disclosed is the responsibility of a course director without COI and is an ongoing process throughout the year. Each disclosure form should be accompanied by a Disclosure Review Form for all persons who have a financial relationship with a commercial interest and, if applicable, a Peer Review Form. Evidence that adequate resolution of COI took place is required and must be provided to the CME office.

**Evidence of Disclosure to Learners**
Disclosure of all financial relationships must take place prior to each session. This can be achieved through the Sign-in Sheet Template, the Disclosure Summary Form, or (as a back-up) in introductory presentation slides or via a handout. Disclosure provided must include all persons involved in the planning, development and presentation of content, not just the presenter. Evidence of disclosure provided at each session is required and must be provided to the CME office.

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**Semi-Annual Reporting**

**Sign-in Sheets**
Submit sign-in sheets from all sessions during the reporting period. We require only the first page of the sign-in sheet from each session.

**Program/Schedule/Presenters**
List of all sessions by date, with topics and name(s) of presenters (this should match your disclosure forms and/or report submitted) for the reporting period.

**Participant/Attendee List**
One master list for the reporting period that clearly specifies, name, MD vs. non-MD, dates, credit for each date, and total credit for each attendee.

**Evaluation Summary**
Tabulate evaluations from multiple sessions throughout the six-month reporting period and at a minimum from three sessions held. Please do not send in individual evaluation forms.
Semi-Annual Reporting

Certificate Templates:
Copy of templates used (MD and non-MD) and issued to attendees.

Outcomes Data (if applicable):
If you indicated in your accreditation application that you were going to perform additional outcomes studies, documentation is required to show that this took place. Please send summary data as well as copy of instrument(s) used.

Financial Report (if applicable):
This is required if you received commercial support and any other time when revenue is collected and expenses incurred for the RSS. Please use our Financial Reporting template.

Semi-Annual Reporting – Commercially Supported Series

Commercial Support Summary & Fully Executed LOAs
A summary of commercial support received is required (date of talk, name of commercial supporter, amount of commercial support). In addition, if you have not already sent us all your fully executed Letters of Agreement, they must be submitted at this time.

Acknowledgement of Commercial Support
Evidence that all commercial support was disclosed to the learners prior to the start of the session for which support was awarded. This can be achieved through the sign-in sheet.

Financial Report
Use our Financial Reporting template
Semi-Annual Reporting – Commercially Supported Series

Commercial Support Summary & Fully Executed LOAs
A summary of commercial support received is required (date of talk, name of commercial supporter, amount of commercial support). In addition, if you have not already sent us all your fully executed Letters of Agreement, they must be submitted at this time.

Acknowledgement of Commercial Support
Evidence that all commercial support was disclosed to the learners prior to the start of the session for which support was awarded. This can be achieved through the sign-in sheet.

Financial Report
Use our Financial Reporting template

Tools and Resources Available
Our website has a library of resources; document samples, downloads and guidance on how to complete all of the program requirements for your RSS.
Useful and informative information and tools available for download on ACCME Website