

Regularly Scheduled Series (RSS)

Program Coordinator/Administrator Training

Regularly Scheduled Series (RSS):

A regularly scheduled series (RSS) is defined as a CME activity that is planned as a series with multiple, ongoing sessions, e.g. offered weekly, monthly, quarterly. RSSs are primarily planned by and presented to the School of Medicine's professional staff.

CME Certification:

Process by which an accredited provider, through compliance with the AMA rules and ACCME standards, establishes that an activity meets all necessary requirements.

- Address a physician audience
- Address a demonstrated educational need
- Include clearly stated educational objectives
- Present appropriate content to help physician meet the stated objectives
- Evaluate program quality and relevance to the stated objectives
- Include a means to record actual credits claimed by each participant

RSS Approval Process:

Initial Approval:

The Course Planner completes the disclosure form

Discuss the course/activity with the CME office

The planner/course director and/or coordinator complete the application/course approval form and submit to CME office

Re-Approval

The Course Planner completes the disclosure form (*every year*)

The planner/course director and/or coordinator complete the application/course approval form and submit to CME office.

Required Attachments to be submitted:

Tentative Program/Agenda

Disclosure Forms

Signed by Course Director, all planners, speakers and anyone who is in control of educational content. If an individual is speaking at more than 1 session in the year, the disclosure form needs

to be signed only once (use the interval form). Coordinators are responsible for keeping a disclosure form on file for all individuals.

If individual has disclosed relevant financial relationships on the disclosure form, the Resolution of Conflict of Interests must be done and completed by course director.

Practice gap/needs assessment

Identifying Professional Practice Gaps & Educational Needs

Professional practice gaps are the description of a problem in practice — in research practice, clinical practice, educational practice, administrative practice. What problems or issues in your practice will be addressed in this activity?

Objectives of the program/activity

Objectives: What should the learner know and/or be able to do in order to close the gaps between what they are doing and what they should be doing based on the best available evidence? Use action words such as: define, describe, develop, and evaluate.

A clear learning objective states what the learner will be able to do upon completion of a continuing medical education activity, in terms of behavioral change and performance. A clear objective identifies the terminal behavior or desired outcome of the educational offering.

Participant Roster

The Participant Roster must be submitted electronically.

The required fields to complete are: First Name, Last Name, Title, Address, Email Phone, Date of the activity, Credit Hours.

LOA for Commercial Support (if applicable)

Educational grants/Funds made payable to the CME office/Chicago Medical School/RFUMS

Funds cannot be paid from company directly to speaker

Commercial Support must be disclosed to participants prior to the activity.

RSS Annual Review:

In order to monitor RSSs long-term compliance with the CME policies and procedures, each RSS must complete the RSS Annual Review.

- The Annual Review ensures compliance with ACCME Criteria and policies.
- Evaluates the effectiveness of a series and allow for changes and improvements.

All RSS series are approved for 1.0 hour of AMA PRA CATEGORY 1 CREDIT, unless otherwise indicated. 60 minutes = 1.0 hour of credit.

Each RSS activity files/documents should be kept for 4-6 years, during the accreditation period of the sponsoring institution.