

**Office of Continuing Medical Education**

Regularly Scheduled Series (RSS) Checklist

The Office of Continuing Medical Education (OCME) instituted forms and processes for all Regularly Scheduled Series (RSS), e.g. grand rounds, teaching conferences, tumor boards, etc. approved for *AMA PRA Category 1 Credit(s)*TM. As outlined, the following items are required for **each** individual RSS session held and should be forwarded by mail, fax (713-7701), or email to the OCME **within one week** of the date of that session. All referenced forms can be found on the RSS section of the OCME website: <http://wakehealth.edu/Academic-Programs/Continuing-Medical-Education/Regularly-Scheduled-Conferences.htm>.

* **Sign-in Sheets:**

Departments/sections must use the OCME-developed sign-in sheets, which are available on the OCME website for download (<http://wakehealth.edu/Academic-Programs/Continuing-Medical-Education/RSS-Roster-Template.htm>). Except for those using OCME-approved electronic methods, there are no allowed substitutions and no editing except to complete required highlighted areas. Type the names of all regular attendees (including credentials, e.g. MD, DO, PA-C, RN and last 4 digits of their Social Security Numbers) and make as many copies as needed for the number of participants. Sign-in must occur at the beginning of each RSS session.

* **Learner Objectives:**

Learner objectives need to be shared in advance with participants, which is accomplished through the OCME-developed sign-in sheets and flyer. Departments/sections should either use the overall, global objectives as submitted and approved on their CME application or more specific ones per individual RSS session using appropriate action verbs (<http://www.wakehealth.edu/Continuing-Medical-Education/Policies-and-Forms.htm>).

* **Full Disclosure for All Planning Committee Members & Speakers/Presenters/Teachers:**

Full disclosure is required of **all** planning committee members’ (Activity Director, Staff Coordinator, additional planning committee members including fellows/residents/students) ***and*** speakers/presenters/teachers, regardless of whether there is commercial support. (In the case of tumor boards, this includes all participants acting in a teaching capacity.) This information is shared in advance of each RSS session for both those individuals with something to disclose *and* those with nothing to disclose (as indicated on each person’s completed *Full Disclosure Statement*) and is accomplished through the use of the OCME-developed sign-in sheets.

(<http://www.wakehealth.edu/Academic-Programs/Continuing-Medical-Education/Disclosure.htm>).

* **Identification & Mechanism to Resolve Conflicts of Interest (COI) with Commercial Interests:**

For those planning committee members and speakers/presenters/teachers with something to disclose (as indicated on their completed *Full Disclosure Statements*), the faculty Activity Director needs to complete and submit in advance (two weeks prior to the session) to their assigned OCME Program Coordinator for review and approval of a *Resolution of Conflicts of Interest Form* (<http://wakehealth.edu/Academic-Programs/Continuing-Medical-Education/Conflict-of-Interest-Policy.htm>).

* **Sponsorship, Accreditation, & Credit Statements:**

These statements are shared in advance with participants using the OCME-developed sign-in sheets and flyer.

* **Commercial Support:**

Departments/sections must acknowledge in advance to participants any commercial support received for a grand round session or group of sessions (*as applicable*). This financial support includes educational grants (stipulating if the funding is for a specific expense), in-kind donations, e.g. medical supplies, equipment loans, etc., and exhibit fees. This is accomplished through the OCME-developed sign-in sheets. Institutional policy requires all commercial support be requested/submitted by the OCME.

* **Evaluation:**

Presently, evaluation is not required for each RSS session but should be done during the year as outlined in the department/section’s approved CME application. Results should be sent to the OCME.

**For questions, contact your assigned OCME Program Coordinator:**

Christina Clarke: 3-7742 / [cclarke@wakehealth.edu](mailto:cclarke@wakehealth.edu) Sarah Franklin: 3-7759 / [sfrankli@wakehealth.edu](mailto:sfrankli@wakehealth.edu)

Karen Fritz: 3-7718 / [kfritz@wakehealth.edu](mailto:kfritz@wakehealth.edu) Kortney Peterson: 3-7708 / [kpeterso@wakehealth.edu](mailto:jumoore@wakehealth.edu)