

### Purpose

The Policy on Regularly Scheduled Series (RSS) exists to provide guidance for staff, VUMC faculty, and regional hospitals and medical facilities that obtain CME credit for RSS's. This includes guidance regarding the requirements for the planning and execution of RSS's.

A Regularly Scheduled Series (RSS), as defined by the Accreditation Council for Continuing Medical Education, is an activity that

- 1) is planned to have a series with multiple sessions
- 2) occurs on an ongoing basis (offered weekly, monthly, or quarterly)
- 3) is primarily planned by and presented to VUMC health care professionals and staff

Examples of RSS's are Grand Rounds, Tumor Boards, Case Conferences & MMI Conferences.

VUMC holds its RSSs to the same standards as other CME activities it provides with regard to fulfillment of its CME mission, needs assessment, evaluation, documentation, and compliance with the ACCME Criteria, as well its policies with regard to the Standards for Integrity and Independence.

### Policy

- Activity applications must be received at least 90 days prior to the intended start date of the activity (if the OCPD approves we may review applications received after 90 days but there will be a rush processing fee assessed)
- All activities must have a designated Activity Director (Physician Lead) and a CME Associate (non-MD administrator)
- RSS activities that do not include MOC II designation will be renewed every 2 years-going
- RSS activities that include MOC II designation will be renewed on an annual basis-delay in returning information for renewal applications will affect approval date
- Joint activities with APA and/or NCPD that have been submitted for CE are to be managed by the appropriate staff within the Psychology or NCPD department in collaboration with the OCPD
- CME approval cannot be awarded retroactively

### Session-by-Session Compliance

The CME Associate is responsible for ensuring that the following tasks are completed for each session:

- Speakers entered no later than 30 business days prior to the session start date
- If updates are required to the presentation, the updated presentation must be uploaded no later than 3 business days prior to the session start date
- Each RSS Session Topics is entered by the end of each calendar year
- Letter of Agreement for Commercial Support completed and signed (If Applicable)
- A signed Resolution of Conflict-of-Interest Letter (If Applicable).
- Announcement sheets with faculty and planner disclosure information are available to participants prior to the activity
- Track receipt of grant funding, honorarium payments, and other expenses on an academic year basis using when applicable

The Activity Director is responsible for ensuring that the following tasks are completed for each session:

- Is to be present at all sessions
- Ensure the Standards for Integrity and Independence are followed (see separate policy)

- No product-promotion or product-specific advertisements are juxtaposed with educational materials and if this occurs immediately correcting this during the session
- The purpose/objectives of the RSS's were communicated to the learners prior to the RSS's (C3)
- Will encourage all participants to complete a post-activity evaluation when applicable and encourage all participants to text in the CME code which also tracks attendance

#### Disclosures

- All faculty disclosures must be submitted no later than **10 business days** prior to the activity/session start dates to avoid interruption of activity accreditation.
- If our office requests presentations, they must be submitted **5 business days** prior to the activity/session start date to avoid interruption of session accreditation.