

**Regularly Schedule Series (RSS)  
Application for Accreditation  
FY25 (July 1, 2024 – June 30, 2025)**

**Applications are due by June 1, 2024. Late applications will be considered, but you must submit the application a minimum of 2 weeks prior to your first FY25 session date.**

**The FY25 application is online and linked at the conclusion of this document. Review the contents of this document to ensure that you have all of the information that you will be required to provide within your application.**

Questions: [rsc@umn.edu](mailto:rsc@umn.edu)



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## Accreditation Overview

The Office of Continuing Professional Development (OCPD) is a Jointly Accredited Provider committed to delivering continuing education planned by the healthcare team for the healthcare team. As a Joint Accredited Provider, we collaborate with University of Minnesota departments and other organizations to offer accredited CE for their Regularly Scheduled Series (RSS), including Grand Rounds, M & Ms, Journal Clubs, etc.



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# Roles and Responsibilities

## Office of Continuing Professional Development – OCPD

Is the accredited provider and responsible for ensuring compliance with accreditation standards. OCPD will conduct a final review of all RSS sessions and mark as approved/denied based on compliance with OCPD policies and accreditation guidelines.

OCPD staff are your partner in providing accredited RSS sessions. Attend our weekly RSS Drop-In sessions or email [rsc@umn.edu](mailto:rsc@umn.edu) if you have questions or need support.

OCPD will provide RSS Coordinators with training and support and will work with Course Directors and other Planning Committee Members to conduct required peer reviews.

**ACTION ITEM:** Ensure you have the name and email address of your RSS Coordinator to enter in the application.

## RSS Coordinator

Is the individual responsible for managing the administrative tasks for the RSS.

The RSS Coordinator will use the RSS Dashboard to provide specific session details, including adding the speaker(s). They will conduct follow-up communication with speakers to collect disclosures and, if the speaker(s) indicate a financial relationship with an ACCME-defined ineligible company, obtain copies of the presentations and upload to the RSS Dashboard to initiate peer review.

The RSS Coordinator is responsible for ensuring the session is ready for OCPD's final review a minimum of 24 hours prior to the session start time.

The RSS Coordinator also provides the flyer details and Welcome Slides to learners at each session to satisfy accreditation requirements and provide learners with the information they need to claim CE credit.

**ACTION ITEM:** Ensure you have the name, degrees and email address of all Planning Committee members to enter into the application.

## Course Director/Co-Director

Are the individuals responsible for managing /co-managing the process or topic and speaker selection based on the identified educational needs and practice gaps of the learners of this activity. Course Directors/Co-Directors are responsible for ensuring that the content selected promotes quality or improvements in healthcare and will not promote a specific proprietary business interest with an ineligible company, and that any therapeutic options presented will be well-balanced, evidence-based and unbiased. Course Directors/Co-Directors are also responsible for conducting a review of the financial disclosures of all speakers and taking necessary steps to mitigate any identified conflicts of interest prior to each session via a peer review process.

## Planning Committee

Is the group of individuals who are responsible for selecting content/topics and speakers for the RSS. Note that the make-up of the Planning Committee should be reflective of the target audience of the RSS to ensure that the RSS is being planned with, for, and by the healthcare team within its target audience. In other words, if you aim to offer ANCC contact hours to nurses, you must include a nurse on the Planning Committee. Planning Committee members may also be asked by OCPD to conduct peer reviews on an as-needed basis.

Members of the Planning Committee should remain constant throughout the year and do not vary by session. In the event you do have turnover on the Planning Committee mid-year, contact [rsc@umn.edu](mailto:rsc@umn.edu) to notify us of the changes.

**IMPORTANT:** Per the Standards for Integrity and Independence in Accredited Education, **owners and/or employees** of an ACCME-defined ineligible company **must be excluded** as planners for an accredited activity.



# General Information

**ACTION ITEM: Ensure you have the following information available before you start the online application:**

1. Title of RSS Series
2. A one paragraph description of your RSS Series. This will be the language used on your RSS course webpage and should describe the overall purpose of your series.
3. Date of your first scheduled FY25 Session
4. How do you want the location of your RSS to be listed on the RSS webpage
5. How often will you have RSS Sessions? (Weekly, every other week, monthly, quarterly, other)
6. What day of the week will your RSS Sessions be scheduled?
7. What time will your RSS Sessions start/end? (i.e. 12:00 pm – 1:00 pm) \*\*Do not include any social/lunch/non-education time in your RSS Session schedule.
8. How many credits are you requesting per session? (1 credit =1 hour of education)
9. What category best fits your RSS? Grand Rounds/Lecture Series, Case Conference/M & M, Journal Club, Other \_\_\_\_\_)
10. Will all sessions of your RSS in FY25 be limited to non-clinical topics such as leadership, communication, mindfulness, provider well-being topics only?



## RSS Accreditation Fees

OCPD's RSS Activity Accreditation Fees for FY25 (July 1, 2024 – June 30, 2025) are:

- University of Minnesota department, sessions occurring more than one time per month \$5,656.25
- University of Minnesota department, sessions occurring one time per month \$3,875.00
- University of Minnesota department, sessions occurring quarterly \$3,470.00
  
- Non-University of Minnesota/external organization, sessions occurring more than one time per month \$10,375.00
- Non-University of Minnesota/external organizations, sessions occurring one time per month \$7,437.50
- Non-University of Minnesota/external organizations, sessions occurring quarterly \$5,378.50

*Note that you will be billed after July 1 and only after your RSS application has been processed. You will be billed for the full fiscal year in one transaction.*

*Partial year applications will be considered for new RSS; allow at least two weeks for application review and processing.*

*Some CE credits require additional fees; see next page for details.*



# Credit Types and Fees

**ACTION ITEM:** Ensure you have the following information available before you start the online application:

What type(s) of credits are you requesting? The available options are listed below:

- **AMA PRA Category 1 Credits™ (American Medical Association Physician Recognition Award Category 1 Credits)** – are credits for **physicians**. You must have a physician on the Planning Committee and the RSS must be planned for the identified educational needs of physicians. (No additional fees apply)
- **ANCC Contact Hours (American Nurses Credentialing Center)** - are credits for **nurses**. You must have a nurse on the Planning Committee and the RSS must be planned for the identified educational needs of nurses. (No additional fees apply)
- **ACPE Credits (Accreditation Council for Pharmacy Education)** - are credits for **pharmacists**. You must have a pharmacist on the Planning Committee and the RSS must be planned for the identified educational needs of pharmacists. Note that ACPE credit requires additional reporting of learner completion data; an extra cost for offering ACPE credit applies (\$500 for RSS that offer sessions more than one time per month; \$250 for RSS that offer sessions once per month or quarterly).
- **AAPA Credits (American Academy of Physician Assistants)** - are credits for **physician assistants**. You must have a physician assistant on the Planning Committee and the RSS must be planned for the identified educational needs of physician assistants. (No additional fees apply)
- **BOC Credits (Board of Certification for the Athletic Trainer)** - are credits for **athletic trainers**. You must have an athletic trainer on the Planning Committee and the RSS must be planned for the identified educational needs of athletic trainers. There is an extra cost for offering BOC credit (\$500 for RSS that offer sessions more than one time per month; \$250 for RSS that offer sessions once per month or quarterly).
- **ABIM MOC II points** – are Maintenance of Certification points for American Board of Internal Medicine Certified Physicians. Your team will be required to submit test questions and learner feedback one week in advance of each session within your series so learners can engage in the ABIM’s required assessment and feedback. Only learners who complete the assessment and provide their ABIM numbers and date of birth will be reported for ABIM MOC II points; an extra cost for offering ABIM MOC II applies (\$1500 for RSS that offer sessions more than one time per month; \$750 for RSS that offer sessions once per month or quarterly).
- **ABP MOC II points** - are Maintenance of Certification points for American Board of Pediatrics Certified Physicians. Your team will be required to submit test questions and learner feedback one week in advance of each session within your series so learners can engage in the ABP’s required assessment and feedback. Only learners who complete the assessment and provide their ABP numbers and date of birth will be reported for ABP MOC II points; an extra cost for offering ABP MOC II applies (\$1500 for RSS that offer sessions more than one time per month; \$750 for RSS that offer sessions once per month or quarterly).
- **ABS Accredited CME** – RSS activities that include surgeons in their target audience can opt to be designated as an activity that provides American Board of Surgery (ABS) Accredited CME. Because ABS no longer allows individual surgeons to self-report their CME credits, designating your RSS as an ABS Accredited CME activity requires OCPD to pre-register the RSS with ACCME and then report completion data for each session for eligible learners. OCPD will provide you with detailed instructions to share with learners regarding their requirements to grant OCPD permission to upload their completion data for each session. There is an extra cost for offering ABS Accredited CME (\$500 for RSS that offer sessions more than one time per month; \$250 for RSS that offer sessions once per month or quarterly).
- **ALL** RSS activities will offer documentation of participation for other healthcare professionals in attendance that they can use to seek reciprocal recognition from their board.
- Contact [rsc@umn.edu](mailto:rsc@umn.edu) prior to submitting your FY25 RSS application if you have questions about credit types, requirements and/or fees.

Billing information: Billing contact person name, email address, UMN Departments must provide their CFS; non-UMN Departments must provide complete billing address and TIN.

## RSS Budget Documentation

**ACTION ITEM:** Ensure you have the following information available.

1. Will your RSS incur other expenses outside of the OCPD accreditation fees? (Common examples include speaker honorarium, speaker travel, meeting space room rental, food and beverage.)
2. You will be asked to attest to your understanding that RSS activities cannot apply for or accept educational grants.
3. You will be asked to attest to your understanding that RSS activities cannot host exhibitors at their sessions.



# Objectives

**ACTION ITEM:** Be prepared to select or write your series level objectives.

You will be asked to provide the overall Regularly Scheduled Series objectives. These will be listed on your webpage and used on your program evaluation. You can provide your own objectives or can select from default objectives based on the type of RSS you provide. Below are the options included on the application. Note you are limited to selecting only one set of objectives for your RSS.

## **Default objectives for Grand Rounds/Lecture Series:**

- Summarize updates in diagnosis, treatment and research for various medical conditions.
- Compare diagnostic and treatment options with team members
- Discuss appropriate strategies to address patient or team-based issues.

## **Default objectives for Case Conference/M & M Conference**

- Discuss and analyze patient cases with the healthcare team.
- Develop strategies and a team approach to prevent complications from medical procedures.
- Identify practice-related quality and safety issues.

## **Default objectives for Journal Club:**

- Analyze and critique peer-reviewed research literature.
- Determine as a team if the methods and conclusions are evidence-based and valid.
- Improve interpretation and communication skills while reviewing and discussing scientific and medical research in a group setting.

## **Write your own objectives (2-4 maximum).**

Ensure they are measurable and represent the overall series.





# Identification of Educational Needs

**ACTION ITEM:** Ensure you have the following information available.

You will be asked to identify how the Planning Committee identified the educational needs of the target audience. This image represents the options available in the application:

- Current research
- Database analysis
- Department Chair / Leadership
- Department / specialty case reviews that highlight potential problems
- Department quality metrics
- Evaluation results from previous activities
- Focus group / discussion
- National guidelines (NIH, CDC, AHRQ, etc.)
- Needs assessment survey
- Peer-reviewed literature
- Planning / Advisory Committee Members
- Publicly reported performance data
- QA / QI data
- Regulatory Requirements (Joint Commission, MOC, etc.)
- Request from relevant healthcare professionals
- Specialty society guidelines



# Competencies

**ACTION ITEM:** Ensure you have the following information available.

All RSS must identify the ABMS/ACGME competencies and/or Institute of Medicine competencies they will address. Only select the core competencies that most **closely** reflect the educational agenda of your RSS. Do not select all.

This image represents the options that will be available within the application:

## ACGME/ABMS

- Patient Care or Procedural Skills
- Medical Knowledge
- Practice-Based Learning and Improvement
- Interpersonal & Communication Skills
- Professionalism
- System-Based Practice

## Institute of Medicine

- Provide Patient-Centered Care
- Work in Interdisciplinary Teams
- Employ Evidence-Based Practice
- Apply Quality Improvement
- Utilize Informatics



## Competencies Continued

**ACTION ITEM:** Ensure you have the following information available.

If your RSS is Interprofessional (offering credit to more than one profession), you must also identify at least one competency from this list. Only select the core competencies that most **closely** reflect the educational agenda of your RSS. Do not select all.

This image represents the options that will be available within the application:

- Values / Ethics for Interprofessional Practice
- Roles / Responsibilities
- Interprofessional Communication
- Teams & Teamwork



## Additional Information

- Once you submit your online FY25 RSS Application, OCPD will review the information and initiate the collection of updated Disclosure of Financial Interest forms from all Course Directors, Co-Directors and Planning Committee Members. These must be updated annually. **The application will not be approved until all individuals have submitted their updated form.**
- The Course Director/Co-Directors and Planning Committee Members are responsible for planning RSS Activities that comply with ACCME's Standards for Integrity and Independence in Accredited Continuing Education. [OCPD has provided this resource for RSS Planning Committees](#) about the Standards and you will be asked to attest to your receipt and review of the document at the time of your online FY25 RSS Application submission.
- OCPD will provide a Welcome Slide Template that you will need to use to communicate required information to attendees of your sessions. In order to help ensure we have complete and accurate attendance records on file for your RSS, you will be asked to commit to using these Welcome Slides at each session on the application. In addition to using the Welcome Slides, your team is encouraged to make verbal announcements to remind learners to text in/claim attendance in CE Portal by the required deadline.
- OCPD has published [Presenter Guidelines](#) that you can share with your invited RSS speakers.
- The [RSS Guidelines Page](#) will continue to be the space where RSS Coordinators , Course Directors, and Planning Committees can find resources related to RSS.
- OCPD continues to offer a drop-in session on Wednesday afternoons at 1 pm for RSS Coordinators for training, questions, etc. Please email [rsc@umn.edu](mailto:rsc@umn.edu) if you need a calendar invite to this session.
- Evaluations – you may opt to conduct your own evaluations of your RSS. You do not need to use specific questions nor report your evaluation summary data to OCPD. OCPD conducts evaluations on all of our accredited educational courses and we will reach out to your learners twice per fiscal year to request their participation in an online evaluation. The evaluation summaries will be shared with you.
- RSS Attendance Data is available to RSS Coordinators in the CE Portal system. See the RSS Dashboard Guide and Process Requirements for instructions or contact [rsc@umn.edu](mailto:rsc@umn.edu) for more information.



## Application Link

The FY25 Application is a Qualtrics Form and is available at: <https://z.umn.edu/RSSApplication>



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