RSS Dashboard

March 2022 Updates for RSS Coordinators

Questions:

rsc@umn.edu

or

Join an RSS Zoom Session offered Wednesdays at 1:00 pm

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RSS Dashboard Changes

- **Who does this affect?**
  - Any CloudCME user who accesses the RSS Dashboard
- **What is happening?**
  - CloudCME is updating the look and feel of the RSS Dashboard
- **When is this happening?**
  - March 3, 2022 between 6 pm and 10 pm
  - Assured there will be no downtime
- **Why is this happening?**
  - More organized and streamlined layout
  - Easier review of all child session data
  - Faster (!!!!!!!!)
- **How do I access it?**
  - Optimized for Chrome
- **I have questions/need support**
  - Email rsc@umn.edu
  - Attend a Wednesday RSS Drop-In Session with OCPD staff

What is NOT Changing?

- The 24 hour rule is NOT changing:
  - RSS Coordinators must take necessary steps to have their session in a pending status a minimum of 24 hours prior to the start of their session.
  - Best practice is to add your speakers at least two weeks prior to the session date.

- The process is NOT changing:

RSS Coordinator enters session details and speaker(s) into RSS Dashboard

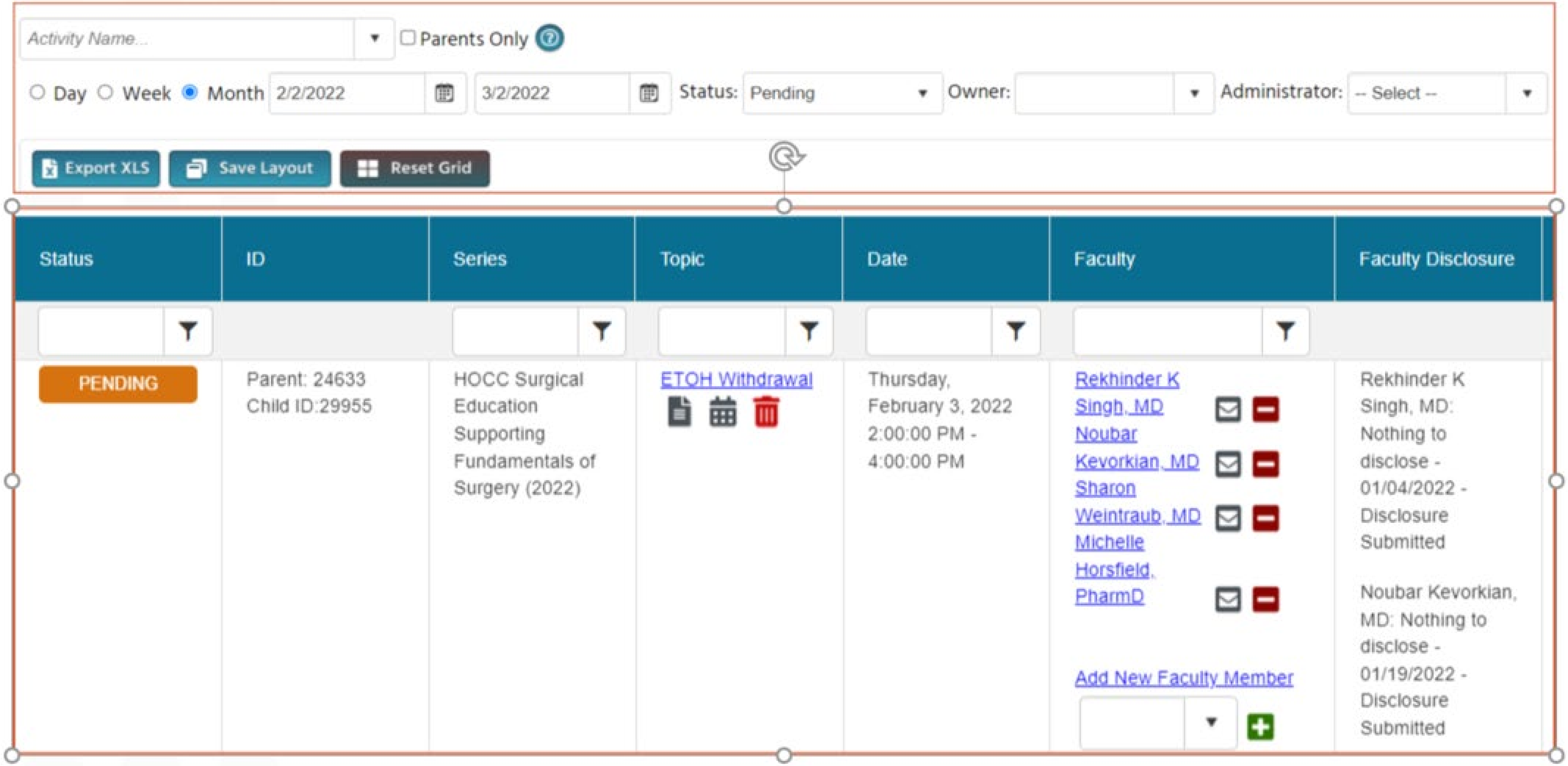
RSS Coordinator sends email to speakers as needed to prompt them to complete disclosure form

Speaker submits disclosure

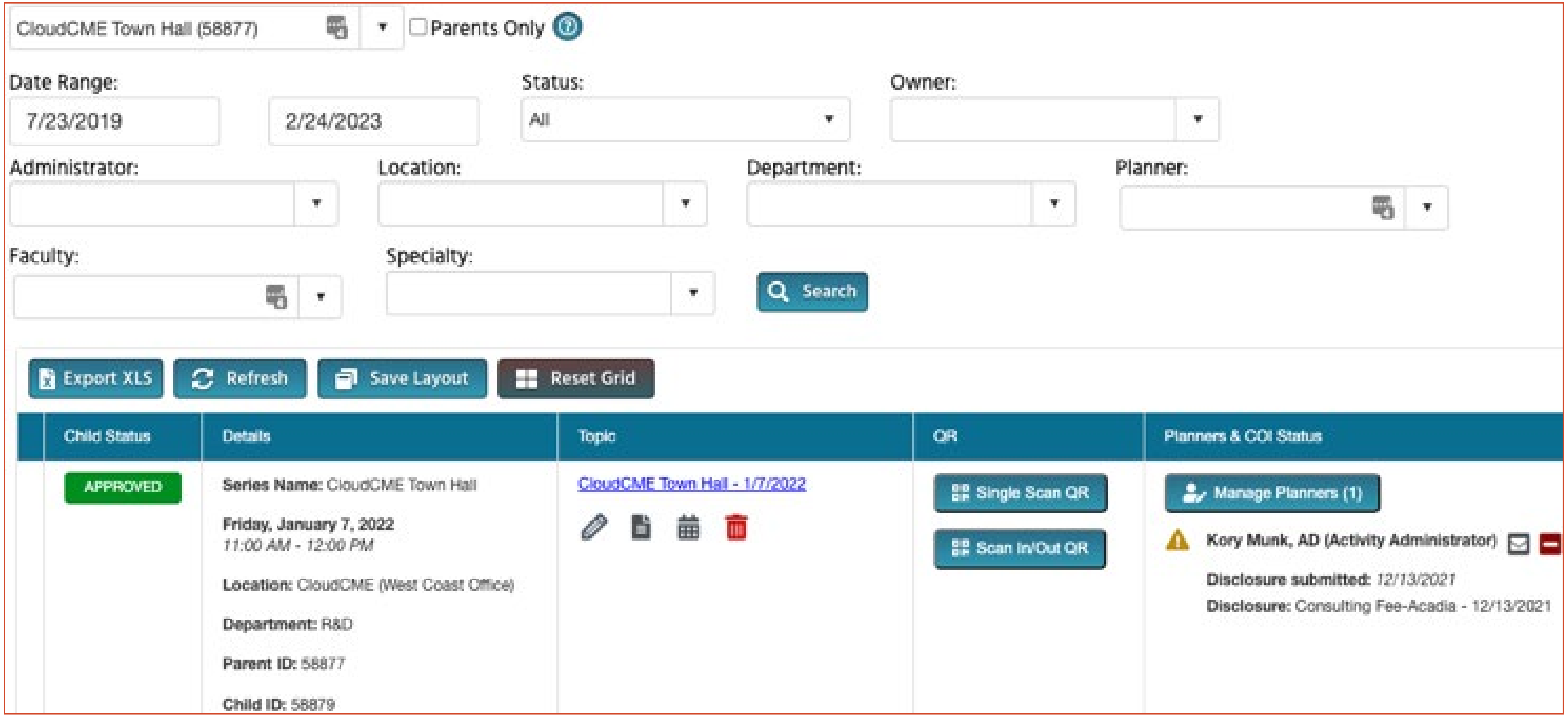
If the speaker(s) have no financial relationships with ineligible companies, the session goes into PENDING status for OCPD final review

If the speaker(s) have one or more financial relationships with ineligible companies, the session goes into IN REVIEW STATUS.
The RSS Coordinator must email the speaker to request a copy of their slides/content outline and upload this to the RSS Dashboard. The Course Director is then prompted to complete a peer review.

OLD RSS Dashboard View



NEW RSS Dashboard View



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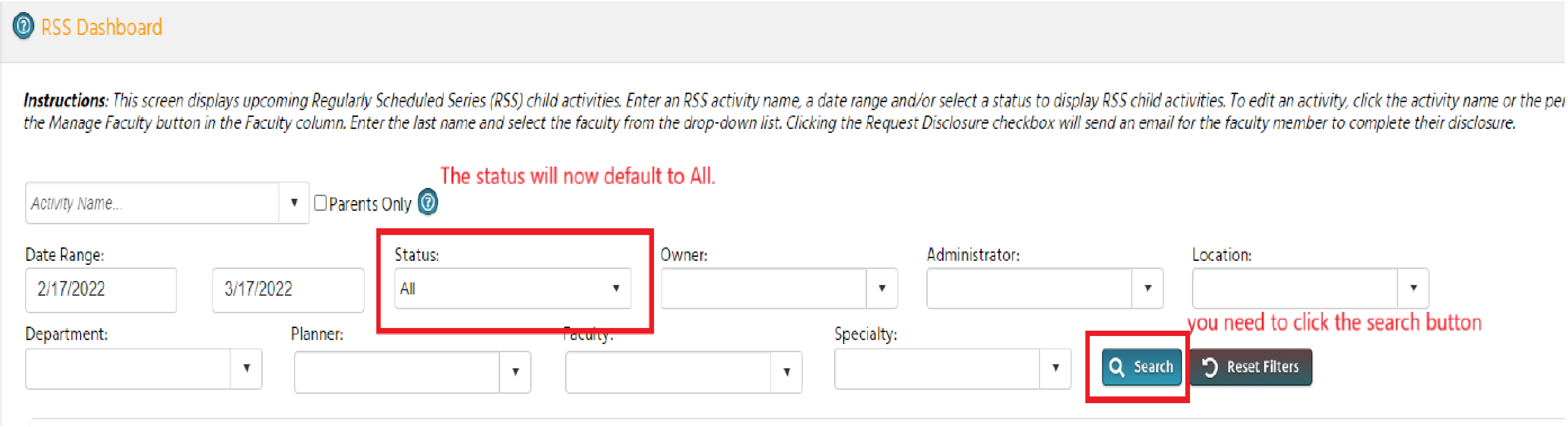
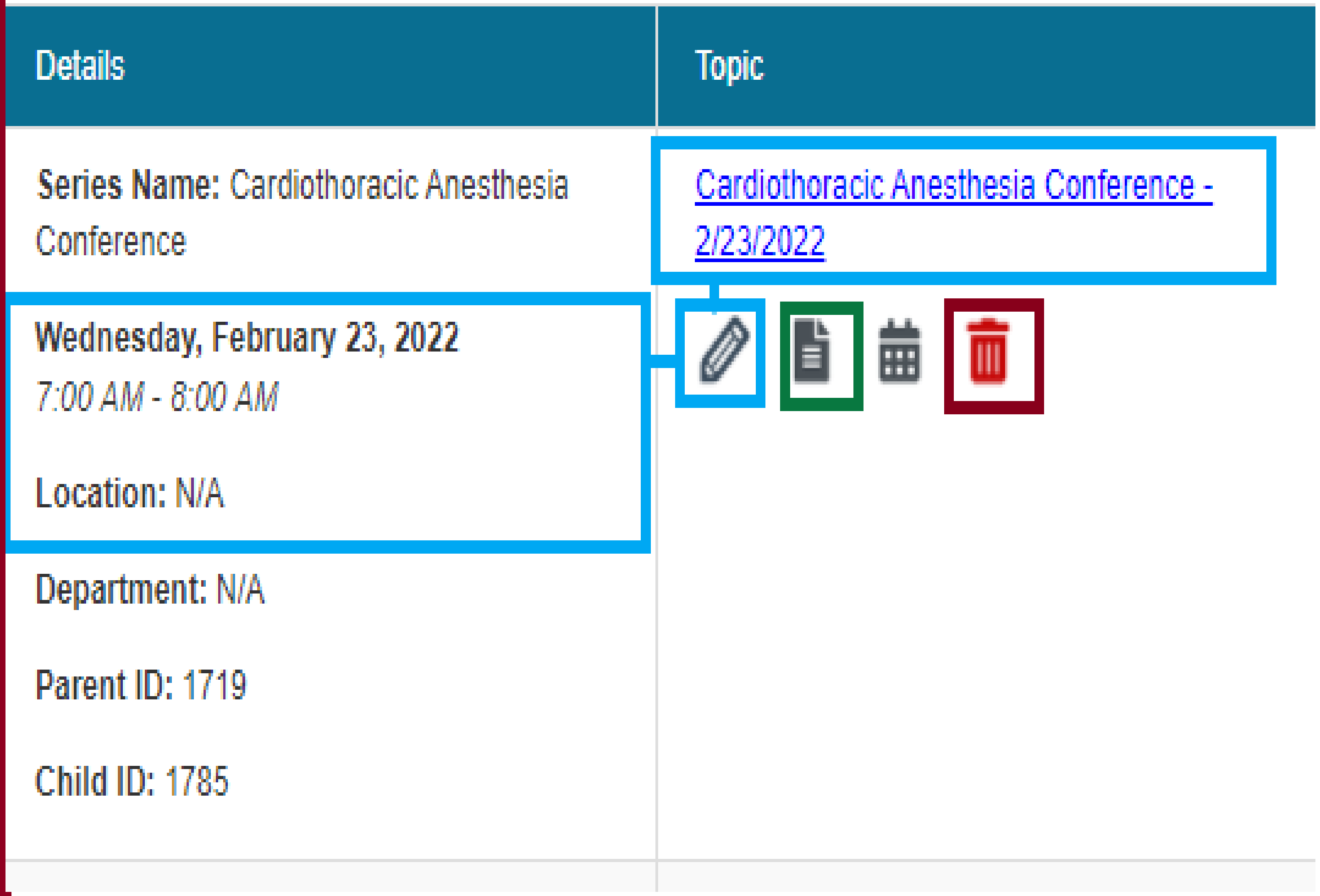
Searching and Status

- The filter will default to search ALL Status.
- Adjust the date range
- Click the search button to refresh



Edit Session Details

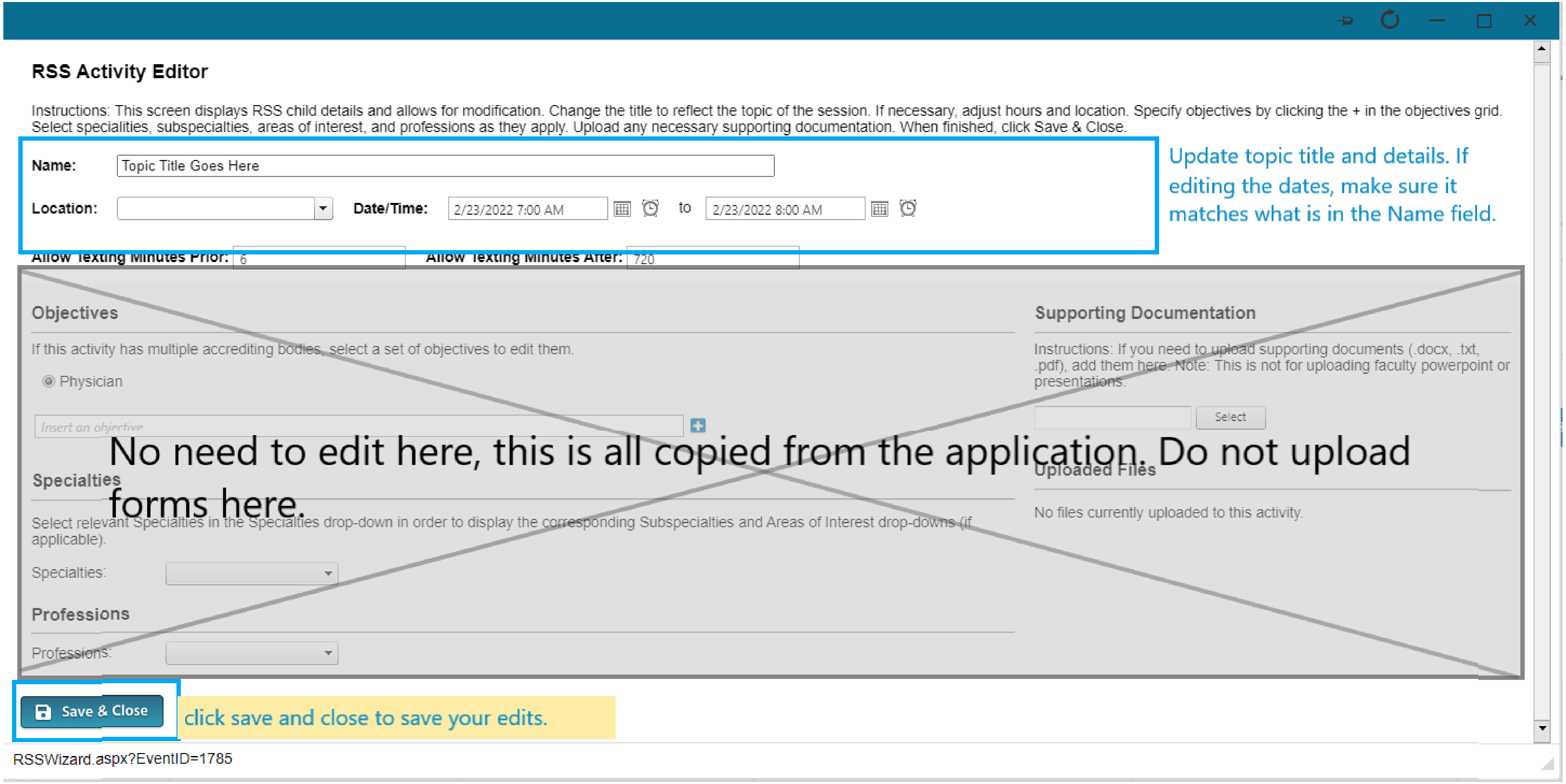


Click on the pencil icon to update the session title, edit date/time/location and to add/update learning objectives. *BEST PRACTICE: Update the title from your general RSS title to the specific session title. Remember, the session title you enter will appear on the transcript.*

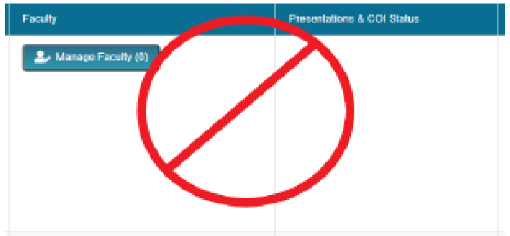
Use the trash can icon to delete the session if it is cancelled or not being offered as an accredited session.

Use the flyer icon to generate your flyer. THIS must be provided either on screen/in print to learners prior to the start of your session.

RSS Activity Editor Screen



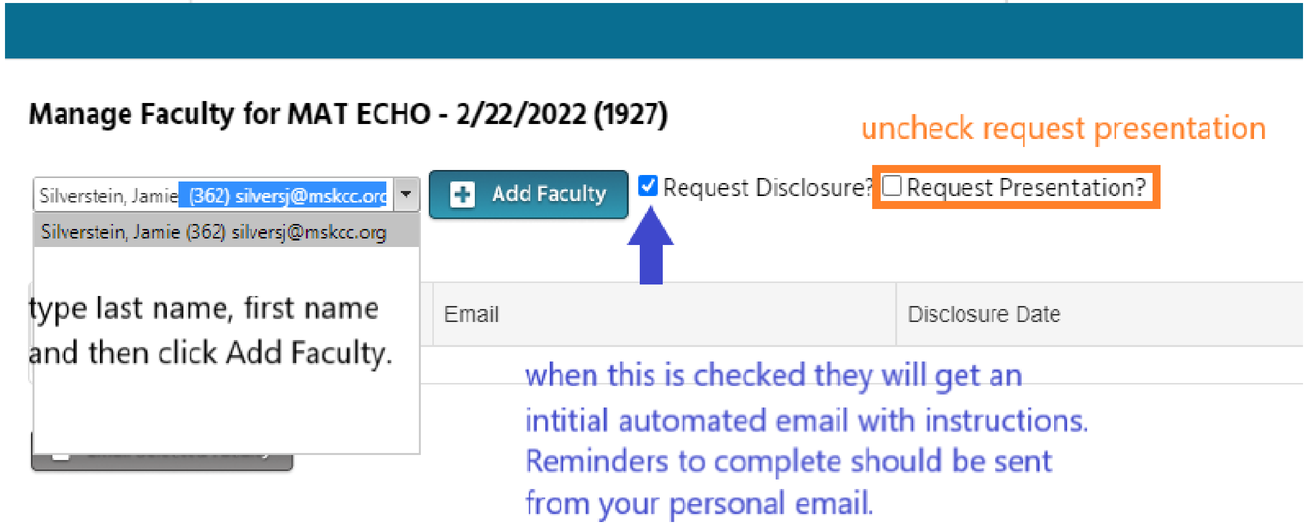
Enter Faculty



<u>The faculty column cannot be blank</u>. All assigned or scheduled presenters/speakers/moderators for this date must be added as faculty in the RSS Dashboard.

Click **Manage Faculty** button.

If the faculty you need to add does not appear in the dropdown list, navigate to the side menu > Membership > Add Member



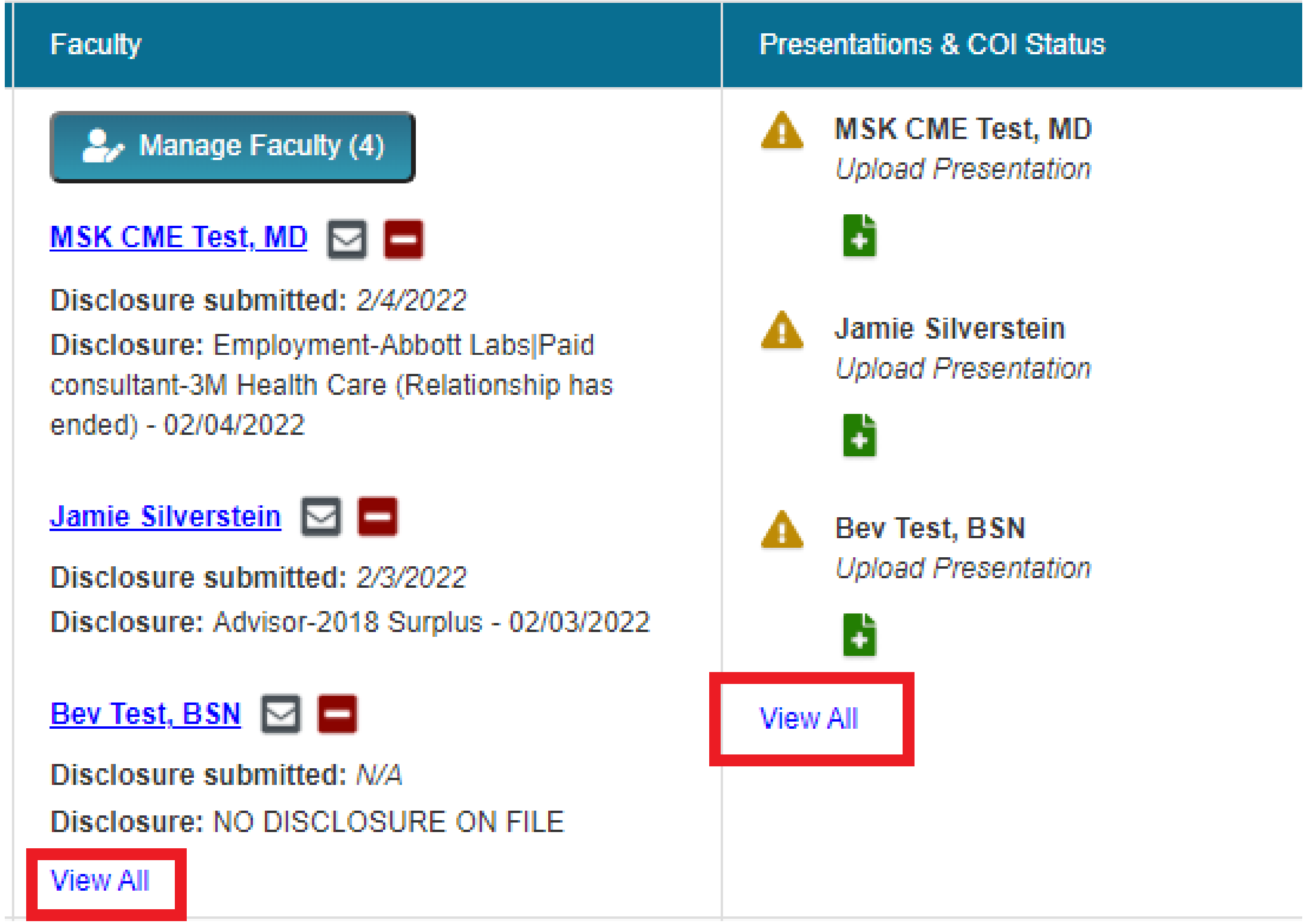
"Request Disclosure" should be checked

UNCHECK request presentation.

In the drop down, type **last name, first name** to find the name, **click the correct name from the drop down**, and then click **Add faculty button.**

Enter Faculty

Once you have added all of your faculty to the session be sure to click VIEW ALL if you have three or more faculty.



This symbol does NOT indicate that the faculty does not have a disclosure on file.

Check the Faculty column for the status of the faculty member's disclosure. If it says NO DISCLOSURE ON FILE, you should send an email from your email account to remind them to submit the form. See template language provided by OCPD.

Faculty Communication regarding Financial Disclosure Forms

Faculty will receive a system-based email prompt to submit their disclosure when you add them to an RSS Session.

It is the RSS Coordinator's responsibility to monitor the status of the disclosure and take additional steps to follow up with the faculty member regarding the submission of their form. Here is sample language for your to use in your communication:

> In order for us to have your session be reviewed and approved to offer CE credits, we need you to submit your Disclosure of Financial relationships. Please go to z.umn.edu/CEPortal. Use the email address at which you are receiving this message to sign in to your account. Do not create a new account; you already have one. If you don't know your password, use the *Forgot your password* button and follow the prompts to do a reset. Once signed in, go to the Course Faculty option in the top menu and then you will find Disclosure of Financial Relationships in your Global Tasks. If you need help accessing your CE Portal account or have questions about which financial relationships to report, contact rsc@umn.edu.

Faculty Communication regarding Peer Review

When a faculty member discloses one or more financial relationships with an ACCME-defined ineligible company, we have to take steps to mitigate the potential conflict of interest. For RSS, we use Peer Review.

It is the RSS Coordinator’s responsibility to monitor the RSS Dashboard and do outreach to faculty who have reported financial relationships so a peer review can be conducted. Here is sample language for your use in that type of communication:

> Thank you for submitting your financial disclosure form. Because you have indicated one or more financial relationships with ACCME-defined ineligible companies, we need to engage in a peer review per our accreditation processes. Please email me a copy of your presentation slides by (date). Note I can accept a draft version of your slides, or if you won't be using slides, a copy of your content outline will work too. We need to allow time for the Course Director and accreditation office to review so please submit as soon as possible.

In the event that your faculty has a financial disclosure that includes an employee or owner relationship with an ACCME-defined ineligible company, OCPD staff will need to conduct additional review. Per the Standards for Integrity and Independence in Accredited Continuing Education, employees and owners must be EXCLUDED from participating as planners and/or faculty of accredited education. OCPD staff will work with the RSS Coordinator and Couse Director to conduct a review to determine if an exception can be made. Contact rsc@umn.edu for more information.

- You must ensure that you provide your learners with access to the information on the flyer prior to the start of the each session. They must see the accreditation language and the financial disclosure summary before the session starts per accreditation rules.

- Provide the Child ID# for approved sessions to all attendees using the Welcome Slide template. Be sure to communicate that every individual in attendance, regardless of their profession-type, should text in their attendance/claim credit in the CE Portal within 24 hours of the session. This is the only way we have record of their attendance/CE credits.

- If a learner needs support accessing their CE Portal account, direct them to email rsc@umn.edu for support.

- The RSS Guidelines webpage is where you can find updates and resources for all things RSS.