

Date: December 2021

Subject: Regularly Scheduled Series Update

From: Office of Continuing Professional Development

Happy New Year!

As 2021 comes to a close, we want to recognize your work in implementing the new FY22 RSS process and online tool. We are very pleased with the efficiencies and enhanced levels of customer service provided by the CE Portal and hope that you have found the RSS Dashboard and related administrative tasks to be streamlined as well. We also wanted to provide you with some important reminders and updates:

- Please be sure to stress in your announcements and other communications to every person, regardless of their profession type, who participates in your RSS sessions that the only way their attendance/CE credit is recorded is for them to text their attendance or claim credit via their CE Portal Account within 24 hours of your sessions. We provide you with the Welcome Slide Template on the RSS page, but have heard that many RSS Coordinators are having the information announced verbally during speaker introductions and/or using the chat feature on the webinar to reiterate the importance of this for everyone, not just those seeking CE credit. Please continue to message this to your learners to ensure we have accurate attendance/CE credit records.
- Evaluations our office conducts evaluations of each RSS twice annually. We are in the midst of conducting the first round of evaluations now. Your learners will receive an email prompt to complete our standard evaluation. We will share summary reports when they are finalized.
- The Accreditation Council for Continuing Medical Education (ACCME) has issued updated Standards effective **January 1, 2022**. Formerly known as the Standards for Commercial Support, the Standards for Integrity and Independence in Accredited Continuing Education require your review. [We ask that all Course Directors, Planners and RSS Coordinators review the resource we have created regarding the changes.](#)
 - What does this mean for you?
 - Our financial disclosure form has been updated to reflect the new Standards. **Any speakers added after 1/1/22** will have to complete a new disclosure form even if they already have one on file. Be sure to allow sufficient time for all speakers to submit their financial disclosures.
 - Per the new Standards, speakers must disclose ALL financial relationships and it is our responsibility to determine which are relevant to their content. OCPD staff will work with Course Directors to make relevance determinations and peer review will continue to be the default mechanism for mitigation of identified potential conflicts of interest. We anticipate that the change may result in an increased volume of reviews so please be sure to allow for sufficient time for those to take place. Reminder that the session has be ready for OCPD's final review a minimum of 24 hours prior to the start of the session.
 - The disclosure is now for 24 months instead of 12.
 - The disclosure no longer includes spouse/partner.
 - If speakers or members of your team have any questions about the new form or the Standards themselves, direct them to reach out to OCPD directly at rsc@umn.edu.
- Remember to find [RSS Guidelines and Resources on our webpage](#)