



Regularly Scheduled Series (RSS) Guidelines

Do not allow an employee of a pharmaceutical company or device manufacturer - or founding/other members of companies that are developing treatments/agents/devices - to present content at CME-approved activities. This is strictly forbidden. Call the OCME with any questions.

The Office of CME (OCME) provides you with [RSS event management templates](#). You must use these templates so that all required information is collected and disclosed. On the templates, you must customize the items **written in red** with the specific information that pertains to your event.

Please ensure that all RSS activity management documents (flyers/announcements, sign-in sheets, survey/ evaluation forms) use the same title for your activity that was submitted to the CME Office and approved by us. [Your event title is included on the approval letter you received.] You can include a subtitle if you wish, such as the topic of the day, but you must include the formal title of your activity so that we can file all documents appropriately.

RSS Flyers/Announcements

- The OCME must receive a copy of each flyer/announcement for each event you conduct.
- You must email a flyer/announcement to your participant group prior to the event date. You can use "[UA Announcements](#)" and/or your own departmental email list.
- All required elements that must be disclosed to your audience are included on the Direct or Joint RSS flyer template. In particular, the event objectives, the accreditation/designation statements, and the conflict of interest disclosure information (including when no conflict exists).

Speaker/Presenter Conflict of Interest (COI) Disclosure forms

- You must collect a COI form from each featured speaker at any of your events. When you have identified speaker/presenter conflicts of interest, you **must** alert the OCME BEFORE the event takes place AND follow the procedures below to manage/resolve and disclose the identified conflict.
- You must collect COI forms prior to the activity taking place so that:
 - 1.) Your flyer/announcement includes the correct disclosure information (including disclosing NO conflicts of interest, when that is relevant), and
 - 2.) There is time to resolve/manage any conflicts of interest for speakers who disclose them. **[NOTE: It is NOT sufficient to solely disclose that the conflict exists. The conflict must be resolved/managed prior to the event, and that must be disclosed as well.]**
- If a conflict DOES exist, here are the steps to resolve/manage the conflict:
 - 1.) Request the speaker's slide deck at least 1 week in advance of the event date.

- 2.) Have your Activity Director review the slides for evidence of bias by completing the “Conflict of Interest Resolution Form.”
- 3.) Send the OCME the conflicted speaker’s COI disclosure form, the slide deck, and the completed Conflict of Interest Resolution Form at least 3 days prior to the start of the activity. We must verify and document that the conflict was resolved and disclosed correctly.

Sign-in Sheets

- The OCME must receive sign-in sheets for each event you conduct. If we can’t read the name of the attendee, CME credit for that person will not be documented in our CME transcript database.
- In the space provided on our sign-in sheet template, print the name of the speaker, the topic of the day (or title of the presentation, where relevant). This information is used by our office for multiple purposes.
- Please ensure that all participants print/sign legibly. If we cannot read a participant’s name on the sign-in sheet, they will not receive CME credit. If you know who your regular attendees are, then those names should be printed (typed) on the sign-in sheet, and each participant should sign or initial next to their printed name.
- We are unable to grant your featured speakers/presenters CME credit for their *own* presentations. [This does not apply to RSS activities, such as tumor boards or case conferences where, usually, no single speaker is featured, and where it is possible that all attendees might comment upon one or more cases.] Please do not allow featured speakers/presenters to sign the sign-in sheet on the dates that they are teaching. If featured speakers/presenters want CME credit for their own presentations, they can apply directly to the AMA for twice the amount of credit as the time of their presentation. [**Example:** 1 hour presentation = 2 credits of CME.] See [this AMA web page](#) for details:

Commercial Support

- If you plan on receiving commercial support in the form of grants or exhibitor/vendor fees, then:
 - You must provide us with a fully executed Letter of Agreement (LOA) signed BEFORE the activity date. [**NOTE:** All LOAs, which are available at <http://cme.arizona.edu>, for *University of Arizona departments* must be signed by the [Contract & Research Support Program \(CRSP\)](#). This does NOT apply to Joint providers (all providers except University of Arizona College of Medicine departments.)]
 - Both Direct and Joint providers must send a copy of fully executed LOAs to the CME office prior to start date of your event/activity.

At least monthly, After Each Event of Your RSS Activity Has Taken Place:

- At the conclusion of each event, send the following to the CME office:
 1. Flyer/Announcements for each event you conduct,
 2. Sign-in sheets (with legible names),
 3. Survey/Evaluation forms (*you can actually survey your audience quarterly*),
 4. Conflict of Interest forms for speakers who have **NOT** indicated a conflict.

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