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 email 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 either email a flyer/announcement to your participant group prior to the event date, or print that flyer and present it at your activity. (University of Arizona COM activities can use UA Announcements and/or your own departmental email list.)

- All the required elements that must be disclosed to your attendees 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 the identified conflict of interest. IT IS NOT SUFFICIENT TO SIMPLY DISCLOSE THE CONFLICT TO YOUR ATTENDEES; THE CONFLICT MUST BE RESOLVED WITH OUR HELP PRIOR TO THE PRESENTATION TAKING PLACE.

- 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 having them. [NOTE: Again, it is not sufficient to solely disclose that the conflict exists. The conflict must be resolved/managed prior to the event taking place.]

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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 following the instructions on, and 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.
- On the 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 typed on the sign-in sheet, and each participant should sign or initial next to their typed name.
- We are unable to grant your featured speakers/presenters CME credit for their own presentations. [This does not apply to tumor boards, M & Ms, 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 the main presenter. 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: Grants and Exhibitor/Vendors**

- If you plan on receiving financial support in the form of a grant:
  - You must provide us with a fully executed Letter of Agreement (LOA) signed by all parties BEFORE the activity date.
  - **NOTE:** All grant LOAs must be signed by the University of Arizona Contract & Research Support Program (CRSP).
  - You must send a copy of fully executed grant LOAs to the CME office prior to start date of your event/activity.
- If you plan on receiving commercial support in the form of revenue from exhibitors or vendors:
  - University of Arizona College of Medicine departments and centers must still obtain the signature of a CRSP signatory on these LOAs.
  - Joint providers do NOT need to obtain the signature of a University of Arizona CRSP signatory on these LOAs. You and the exhibitor/vendor can sign, but the University does not need to sign.

**Immediately after each event has taken place (or at least monthly):**

- 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. Conflict of Interest forms for speakers who have **NOT** indicated a conflict.
  4. Survey/Evaluation forms (NOTE: You can survey your audience quarterly if you wish.)

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