

RENEWAL FORM FOR REGULARLY SCHEDULED SERIES – FY16

A regularly scheduled Series (RSS) is defined as an activity that is planned to have:

- a series with multiple sessions that
- occur on an ongoing basis (offered weekly, monthly, or quarterly) and
- are primarily planned and presented to the accredited organization’s professional staff.

Title of Activity (RSS)				
Location	Day Of The Week	Time	Frequency	Length In Time
RSS Activity Director		E-Mail Address		Phone
RSS Activity Coordinator		E-Mail Address		Phone

Conflict of Interest and Disclosure Attached for:		(Both must be submitted with the renewal form)
	Activity Director	
	Activity Coordinator	

Faculty Disclosure: Each planner and presenter must complete a Conflict of Interest disclosure form.

If a speaker has a financial relationship to disclose, the speaker’s presentation should be reviewed by the RSS Activity Director, or designee, prior to the presentation to determine if a conflict exists. If bias is found, the speaker should be notified to modify his or her presentation.

Disclosure of Interest to the audience is required at each session. The easiest way to accomplish this is to include the disclosure in the promotional materials, e.g., “Dr. Maslow states that she has nothing to disclose” or “Dr. Johnson states that he owns stock in Jackson Pharma.”

If you have questions about what needs to be disclosed please contact the Office of Continuing Medical Education at 702-731-8777 or Amber.Carter2@hcahealthcare.com.

Please list the names & email addresses of any individuals involved in the planning committee and/or those in control of content for FY16 sessions:

Name	Role in RSS	Date COI Signed

How will disclosure be communicated to the participants? (please check all that apply)	
	Disclosure PowerPoint Presentation
	Verbally
	In writing
	Other, specify:

Type of RSS:	
<input type="checkbox"/>	Speaker-based: Activity in which each session generally has 1 or 2 persons presenting a topic, such as in grand rounds.
<input type="checkbox"/>	Case-based/Discussion: Case conferences, tumor boards, or journal clubs in which there may be 1 or more individual presenting or moderating, but any and all attendees may be involved in the discussion.
<input type="checkbox"/>	M&M: Provides a safe venue for presentation of cases by learners with possible untoward outcomes. Allows peer interaction with current problems in practice.

Will commercial support be received for this activity?

_____ YES _____ NO

- It is the policy of Sunrise Health System Office of CME to not certify commercially-supported activities. This means neither a joint-provider nor the Sunrise Health System OCME can submit grant requests or receive funding from a commercial interest to support any portion of the CME program.

Evaluation and Outcomes

All activities must include a comprehensive evaluation component that measures learners' change. Methods for evaluation can include multiple-choice, fill-in-the-blank, or case vignettes; written or shared responses; or other formative and summative content-relevant exercises that evaluate the effectiveness of the learning.

All live activities must utilize evaluation methods which identify a passing standard, and include feedback to the learner that includes the rationale for correct answers with relevant citations.

Identify the outcome measurement tool to be utilized to assess overall efficacy in changing the learner's competence, performance, and/or patient outcomes.

Competence

- Focus Groups – Qualitative measurement to collect more data
- Learner Interviews – Measures intent-to-change/actual change
- Pre-/Post-Test questions – Measures application of knowledge
- Responses to Case Vignettes – Measures application of knowledge
- Simulation Demonstration – Demonstrates competency/skill
- Survey – Measures attitudes/competence
- Other (please list):

Performance

- Adherence to Guidelines – Measures actual change
- Commitment to Change – Measures intent-to-change; Follow up needed to collect more data
- Focus Groups – Qualitative measurement to collect more data
- Learner Interviews – Measures intent-to-change/actual change
- Periodic Post-activity Survey – Measures intent-to-change/actual change
- Other (please list):

Patient Outcomes

- Chart Audits
- Mortality and Morbidity Rates
- Patient Feedback or Surveys
- Quality Indicators/Performance Reports – observed changes in health status measures
- Other (please list):

Finalized Budget – FY15		
Income Category	Final Cost	Description/Comments
Registration fees: # Participants @ \$		
Other, Specify		
Expense Category	Final Cost	Description/Comments
Save the date card		
Brochures		
Postage		
Handouts		
Faculty Honoraria		
Faculty Travel Expenses		
Other, Specify		
Other, Specify		
Total		

Summary of ACCME Commercial Support Requirements

Definition: ACCME defines a *commercial interest* as “any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.” The ACCME does not consider providers of clinical service directly to patients to be commercial interests – unless the provider of clinical services is owned, or controlled by, an ACCME-defined commercial interest.

Within the context of this definition and limitation, the ACCME considers the following types of organizations to be free to control the content of CME:

- 501-C Non-profit organizations (Note, ACCME screens 501c organizations for eligibility. Those that advocate for commercial interests as a 501c organization are not eligible for accreditation in the ACCME system. They cannot serve in the role of joint provider, but they can be a commercial supporter.)
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

Independence: All aspects of the design and implementation of an educational activity, accredited for CME, must be made free of the control, or suggestion, of commercial interests. This includes:

- Identification of the needs assessment
- Selection of speaker and content
- Selection of educational design
- Evaluation of the activity
- Selection of persons in position to control educational design and content

Resolution of potential conflict of interest: This requirement applies to all educational activities accredited for CME. All speakers and planners must provide a disclosure that includes support from commercial interests received within the 12 month period prior to the activity. In cases where a speaker or planner discloses a potential conflict of interest a planner or the program director, who has no financial relationships to disclose, must manage the potential conflict of interest by completing a “speaker’s checklist”. (provided by the Sunrise Health System Office of CME)

- All speakers and planners must disclose, to the audience, whether or not they have a financial relationship(s) with a commercial interest(s) prior to the activity. The education provider must be able to document that the appropriate disclosures have been made and include the documentation with the sign-in sheets for the activity date.

Advertising: Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.

Expenses: A commercial interest may **NOT** pay expenses associated with a CME activity directly to a vendor or speaker under any circumstances. (This includes providing food or other enticements for a CME activity)

It is the policy of Sunrise Health System Office of CME to not certify commercially-supported activities. This means neither a joint-provider nor the Sunrise Health System OCME can submit grant requests, receive funding from a commercial interest, or accept exhibit fees to support any portion of the CME program.

As Activity Director, I will ensure that this series complies with the ACCME Standards for Commercial Support and the Sunrise Health System Honorarium Policy.

Activity Director Signature

Date