

Planning a Regularly Scheduled Series

Regularly scheduled series (RSS) is defined as an accredited activity that is planned to have:

1. a series with multiple sessions that
2. occur on an ongoing basis (e.g. offered weekly, monthly, quarterly) and
3. primarily planned by and presented to the Sunrise Health System's medical staff.

RSS activities include tumor boards, case conferences, M&Ms, grand rounds, and journal clubs.

Planning Process

The Sunrise Health System Office of CME is committed to providing accredited activities that are scientifically valid and free from commercial, personal, professional and organizational bias. To ensure this, you must complete a series of steps over the course of the year to apply for your activity and maintain CME credit:

1. Submit Initial Paperwork
2. Before Each Session
3. At Each Session
4. After Each Session (within 30 days)
5. Submit Annual Paperwork

Step 1: Submit Initial Paperwork

We accept applications for new CME activities throughout the year. Submit your Planning Documents at least three months prior to your activity date.

Submit the completed:

- Conflict of Interest forms for the Activity Director, Planning Committee, and Activity Coordinator
- Planning Document,
- Preliminary Budget,
- Joint providership application fee payment (if applicable), and
- all subsequent documents by email, fax, or mail to:

Amber Carter, CHCP
Amber@SunriseCME.com
Amber.Carter2@HCAHealthcare.com
Fax: 877-567-1075

Sunrise Hospital and Medical Center
Office of Continuing Medical Education
3186 S. Maryland Parkway
Las Vegas, NV 89109

If the program director has financial relationships with companies relevant to your planned activity, the departmental CME committee - including at least two members without financial relationships - must assume responsibility for needs assessment, establishing objective(s), content development and speaker selection.

Fees

Non Sunrise Health System entities pay a non-refundable application fee of \$250 (applied to final balance), \$2,500 for a 12-month period, and \$500 for each additional series.

Sunrise Health System entities pay no fee to start or maintain credit. All office supply costs of printing CME documents will be the responsibility of the requesting department.

Need More Help?

Request a Consultation

Step 2: Before Each Session

Prepare notices, emails, or announcements that include:

1. The program's educational objective(s)
2. Accreditation statement (provided by the CME Office)
3. Designation statement (provided by the CME Office)
4. Disclosure summary

Send the Office of CME all announcements for approval prior to printing and/or distributing electronically. Your publicity materials must include the information listed above to satisfy ACCME requirements. The Office of CME will provide a sample announcement.

The Office of CME will post activity information on the Sunrise CME website including registration and contact information. If pre-registration is required for your activity, participants will need to register with your designee rather than the Office of CME.

Submit the Necessary Forms

Submit to the Office of CME for all speakers':

- Speaker Conflict of Interest and Disclosure Form – must be received no later than 14 days prior to the activity. Announcements cannot be distributed until this information is received and reviewed by the Activity Director or Office of CME staff
- Conflict of Interest/Disclosure Documentation Form
- Clinical Content Review and Validation Form

Use the "Conflict of Interest/Disclosure Documentation Form," to access guidelines for interpreting a conflict of interest and the prescribed action for resolution. If the speaker has relevant relationships, then the planning committee must resolve it and complete a Clinical Content Review and Validation form describing how the conflict of interest was resolved to ensure the validity and independence of the activity's content. You may consider strategies such as these or others to resolve bias:

- Preview the content and assess the data on which recommendations are based.
- Advise the speaker to change the presentation's focus, scope or objective - e.g., less emphasis on a particular therapy, procedure or drug and more discussion of the pros and cons of alternatives.
- Select a different speaker who is unbiased or one whose presentation a trusted Sunrise Health System faculty member heard at a national or significant professional meeting.

The Activity Director or member of the planning committee who has no relationships with companies must sign and submit the completed Clinical Content Review and Validation Form ([link](#)) to the Office of CME.

Step 3: At Each Session

Prior to the start of the activity, use the CME Disclosure PowerPoint presentation (will be provided by the Office of CME) on a continuous loop for at least 10 minutes. Utilize attendance sheets (template provided by the Office of CME staff) which includes the necessary disclosure statement.

Inform the audience what the presenter has written on his or her disclosure form. The Activity Director, a designee from your professional staff, or the speaker should verify one of the following for the audience:

- That all financial relationships with companies are identified on the disclosure form, *or*
- That the speaker has no relationships with any company whose products may be discussed - even generally - during the educational session, *or*
- That the speaker refused to disclose relevant financial relationships and CME will not be available for that speaker's presentation

This declaration is required at all CME activities, including those without commercial support and with "internal" presenters.

If applicable, distribute the evaluation forms (provided by the Office of CME) to participants. In order to claim credit for participating in the session, the evaluation form must be completed and returned to the Office of CME.

Step 4: After Each Session (within 30 Days)

Send the CME Office the following:

- Attendance sheets
- Completed evaluation forms (if applicable)
- A copy of the final announcement
- Completed Conflict of Interest and Disclosure Forms
- If the speaker has conflicts of interest, the signed Clinical Content Review and Validation Form showing how the planning committee resolved the situation
- Handouts including references to the literature (if any)

Participants rely on CME transcripts to renew their privileges and in many cases to maintain board certification. So we can provide them with the most accurate accounting of their CME credits possible, you must submit your paperwork **at least monthly** to ensure proper credit is awarded.

CME credit for your activity will be revoked if you fail to comply with the monthly submission requirement, after 3 months of non-compliance. You will be required to re-apply with the CME office if you wish to re-establish credit.

Step 5: Submit Annual Paperwork

To comply with ACCME requirements and to maintain your ability to provide credit, please submit the following annual paperwork by October 1 of each year:

- Conflict of Interest and Disclosure forms for the activity director, planning committee members, and the activity coordinator (note that forms for speakers must be submitted throughout the year)
- Annual Budget form If you have no budget, submit this form with "0" entered on the top line and bottom lines
- Activity Summary. Summary of results which includes several elements:
 - Participants' assessment of the program's clinical, educational or professional impact
 - Suggestions from participants
 - Rating of scientific validity and independence of content

You do not need to evaluate each session. Your annual summary will assess your series as a whole.

If you plan to renew your series for the following year, please submit the RSS Renewal Form paperwork. You do not need to create a new, separate planning document in order to renew. Initial renewal requests will be valid for a two-year period. Subsequent renewals will be valid for a four-year period. Conflict of Interest and Disclosure forms and an annual budget will need to be submitted every 12-months.

Failure to submit the forms listed above by October 1 will result in suspension of CME credit for your activity.