## JOB AID- Compliance Checklist for E-Sign-In at CME series



The RSS Dashboard in CloudCME (depicted here) enforces CME compliance by requiring certain documentation to be present before CME credit can be claimed (including E-signin). Sessions that have a status of "In Review", "Pending" or "Incomplete" need your series coordinator (CME Field Agent's) further attention. Only "Approved" sessions are unlocked to permit E-Sign in. NOTE: All compliance items below must be completed in advance of the session to "unlock" it for E-sign-in.

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Home	RSS Dashboard												
Abstracts Activities	Instructions: This screen shows upcoming RSS. If faculty or disclosures are missing the activity is considered incomplete, cannot be approved and credit cannot be awarded. You can edit the activity by clicking its name. To assign faculty, enter a lastname and select a user from the dropdown, then click Add. If no disclosure is on file, the faculty member will be contacted by email to complete it. Use the date selectors if you need to view a different time frame.												
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Finance	Status	D	Series	Торіс	QR	Date	Location	Department	Faculty	Faculty Disclosure	Planners	Upload Presentation	Objectives
) Forms 1. Membership 2. Notes 1. Reports	PENDING	Parent: 13631 Child ID:14681	Surgery Grand Rounds 2019-20	Suroary Srand Rounds 2019-20- 9/24/2020	Single Scan OR	Thursday, September 24, 2020 7:00 O AM - 8:00:00 AM	T	Surgery	Ruce C Friedman MD  Add New Faculty Member  Request Disclosure:	Bruce C Friedman, MD: Nothing to disclose - 09/16/2020 - Disclosure Submitted: 9/16/2020	Add New Planner	T	1 Understand the diversity of Burn Injuries 2 Recognition of organ system physiology and management of burns 3 Overview of Surgical and ICU Care of Major Burn Injuries
	PENOING	Parent: 17386 Child ID:17402	Emergency Medicine Grand Rounds	Emergoncy Medicine Grand Rounds . 101152020	Single Scan OR	Thursday, October 15, 2020 11:00 00 AM - 12:00:00 PM		Emergency Medicine	Suchamita Data MO Sani Garree. Alta Bandiyae. CME Faid Add New Facily Member CME Faid Add New Facily Member	Suchismita Data, MD: Nothing to disclose - 02/18/2020 - Disclosure Submitted 2/16/2020 Sunil George, MD: Nothing to disclose - 02/18/2020 Disclosure Submitted 2/18/2020 Rta Francique, CME Field Agent:	Add New Planner		1 Describe current approaches to diagnosis, evaluation, and management 2 Serve as an educator for patients, the inter- professional team, residents and students 3 Apply current medical literature, best practices and new freatment strategies to the case to improve outcomes

1. At least one faculty must be designated on the series or session.

\_\_\_\_2. Disclosures must be completed by all speakers listed and the faculty Activity Director (using their MyCME dashboard).

\_\_\_\_\_3. Once a disclosure is completed, it will be valid for the series for 1 year. If disclosure is more than a year old, your series will fall out of compliance, and E-sign-in will lock out sessions.

\_\_\_\_\_4. If available, presentation slides should be uploaded into the RSS Dashboard a few days in advance of the session to permit faculty review below.

\_\_\_\_\_5. When commercial relationship exists for either a speaker or course planner/director, this is a conflict, and then the Conflict of Interest Resolution (COIR) Form must be completed.

Note: The COIR form must be completed by an **un-conflicted** individual (physician with no commercial relationships). If your
 Faculty Activity Director has commercial relationships on their Disclosure form, you will need to identify an alternate faculty

member within your department who has **no** commercial relationships, who will review speaker slides and complete the <u>Conflict</u> <u>of Interest Resolution form</u>. This form requires the reviewing faculty member to review the speaker's slides for when reviewing. **You must have slides uploaded for COIR to be completed.** 

6. Once the COIR form is complete, please upload it into your series' Activity Manager Documents tab, and alert the CME office of the session ID to can mark your session as Approved on compliance status. This will unlock E-sign-in for that the session date.

## More information

- View the RSS Dashboard for your series here:
  - o <a href="https://winthrop.cloud-cme.com/admin/Events/RSSStatus.aspx#">https://winthrop.cloud-cme.com/admin/Events/RSSStatus.aspx#</a>
  - (search for series by code or by owner name).
  - You can use tools on the RSS Dashboard to email the speakers about missing compliance documents such as disclosures and slides for your Faculty Director to review.
- For further information on using the RSS Dashboard of CloudCME, please see the official vendor documentation

https://cloudcme.zendesk.com/hc/en-us/articles/360000887212-RSS-Dashboard