RSS Operations Checklist

Applies to	Required Item FOR EVERY SESSION	Timeframe for Completion
Yellow Zone items apply to All recognized Regularly Scheduled Series (RSS)	a) **Planning Committee Disclosures filed?**	**When applying for series' annual recognition**
	b) **Session Created in CloudCME?**	**By the CME office when approving series, dates are revised as needed by CMEFA.**
	c) **RSS Communication Flyer was created and filed, containing Speaker disclosures and Planner Disclosures**	**At least 7 days BEFORE session occurs.**
	d) **Electronic Attendance Uploaded?**	**Within 7 days after session occurred.**
Green zone items apply to: **Rounds/Lectures/Speakers only; (not required for Case Conferences, M&M, Tumor Boards, Journal Clubs)**	e) **Confirmation Letter Sent to Speaker?**	**4-6 weeks prior to session date**
	f) **Speaker Disclosure and Conflict of Interest Resolution Form Completed**	**No later than 7 days BEFORE session due to occur**
	g) **Slide presentation was received from speaker and sent to Course Director for review**	**No later than 7 days BEFORE session due to occur**
	h) **Reviewer Attestation/Content Validation Form completed; Slide changes made if needed by COI**	**By activity director, at least 3 days before session occurs**
	i) **Session-Specific Learning Objectives posted in a CloudCME Session listing?**	**At least 7 days BEFORE session occurs**
	j) **Speaker Disclosures Filed in CloudCME/**	**At least 7 days BEORE session occurs**
Blue zone items apply to: M&M, Tumor Boards, Case Conferences	k) **Retrospective Practice Gap documentation?**	**After every applicable session, completed by one attendee**

Revised: October 1, 2019