**RSS Information**

**Regularly Scheduled Series (RSS) Definition**

Regular Scheduled Series (RSS) are activities that are planned as a series with multiple sessions that occur on an ongoing basis (daily, weekly, monthly or quarterly).  They are primarily planned by and presented to UMass Chan Medical School/UMMHC staff. Sessions are usually 1-2 hours in length and may focus on clinical topics, research, case presentations, non-clinical topics such as patient-physician communication and other content that meets the educational needs of the hospitals or institution's learners. Examples of activities that are planned and presented as a regularly scheduled series are Grand Rounds, Tumor Boards, and M&M Conferences.

**Initial Planning and Requirements**RSSs are certified for *AMA PRA Category 1 Credit™* on an annual academic year basis. Each clinical department is expected to complete and submit an application for Regularly Scheduled Series (RSS) along with required documentation. Applications are reviewed for completeness by the UMass Chan OCME for approval. If approval is granted, the UMass Chan OCME sends a formal letter of approval to the Activity Medical Director or Administrative Coordinator.

**Speakers**The majority of RSS are conducted by faculty and local speakers. Sponsoring clinical departments make arrangements for speakers. Clinical department coordinators are responsible for obtaining all required forms (Conflict of Interest, etc.) from speakers scheduled for RSS. The medical activity director assures that all appropriate information is disclosed to the audience.

**Disclosure of Relevant Financial Relationships**All individuals with control over CME activity content must inform learners prior to the beginning of an activity whether they have relevant or no relevant financial relationship. When disclosing financial relationships to the learner, the individual’s name, the name of the commercial interest(s) and the nature of the relationship with the commercial interest must be given as well as mitigation action taken. When there is no relevant financial relationship, learners must be informed that no financial relationship exists. Disclosure must never include trade names or product group messages.

There are various ways that can be used to inform learners prior to the beginning of an activity whether they have relevant or no relevant financial relationship exists. Including the information in the activity syllabi, handouts, beginning of presentation on speaker slides or verbal disclosure are appropriate ways to inform learners.

When information about faculty/provider relationships is disclosed to participants verbally or in writing it is required that the activity file include verification that this disclosure to learners occurred at the activity. An example of the written disclosure can be put into the file or a representative of the provider (e.g. Activity Medical Director or designee) who was in attendance at the time of the verbal disclosure must attest in writing: (1) that verbal disclosure did occur based on the information contained on the completed Disclosure of Relevant Financial Relationships Form; and (2) itemize the content of the disclosed information by attaching a completed Disclosure of Relevant Financial Relationships Form.

This statement should be signed and dated by the provider representative.

**Attendance and Record Keeping**The ACCME Essential Areas require documentation and record keeping.
Each CME activity file should have copies of:

- Attendee lists
- Evaluation summaries
- Activity financial reconciliation (if applicable)
- Speaker honorarium contracts (if applicable)
- Conflict of Interest(s)
- All promotional material
- Planning information

These files are to be maintained for six years.

**RSS Evaluation**Evaluation of RSS must be completed at every single session. Collated evaluation results should accompany individual activity files. It is important to demonstrate that evaluation data are used in planning future CME activities.

Standardized evaluation forms are provided by the Office of CME. Each evaluation form should be adjusted to meet individual activity goals and needs. If another evaluation method is used for an activity, a sample must be provided with the initial activity application.

**Program Evaluation Review**As an accredited provider, UMass Chan Medical School-OCME periodically reviews: (1) the extent to which our mission is being achieved by our educational activities; (2) the extent to which educational objectives are being met; (3) the quality of the instructional process; and (4) participants’ perception of enhanced professional effectiveness.

RSS will be monitored periodically by the Office of CME. A representative sample of RSS will be reviewed on an annual basis.