UCLA | **David Geffen School of Medicine**

Regularly Scheduled Series (RSS) Management Overview

Our goal is to support the ongoing accreditation of the RSS. All series will be monitored for ongoing compliances throughout the approval year. Non-compliance series may not be renewed.
Thank you for helping us maintain our CME program's compliance and integrity.

Terms
- **Series:** The overall educational program.
- **Session:** The individual educational activities planned and delivered throughout the year.

1 Month Before I Session Reporting & Faculty COI Kit

RSS Session Reporting Form
- This form requests approval for the planned session and assesses pre-session compliance.
- The session must be designed to align with at least **one** of the learning objectives for the series. Sessions that do not align with the overall series will not be approved.
- The total # of approved credits will be based on the duration of the sessions. The maximum will time will be compared to the series application. (Example: 8:00 a.m. – 9:00 a.m. is *1.00 AMA PRA Category 1 CME credit(s)™*).

Faculty Kit/COI Forms
- The Faculty Kit/COI Forms must be sent in advance to prospective faculty presenters (this includes non-physicians, fellows, residents, students, etc.) in enough time to allow for obtaining the subsequent material outlined below.
- Forms must be completed in their entirety. Review the forms for completeness before submitting them to the OCME. Incomplete forms will impact approval and credit for the session.
- Upload the packet for each faculty when submitting the RSS Session Request & Approval Form.
- The Office of CME (OCME) will review and provide an approval decision and advise if a mitigation plan is required. (See below.)

2 Weeks Before the Session I COI Mitigation Implementation & Content Validation

Clinical Content Validation
- Department designee to request a copy of the faculty's content (anything displayed or handed out to the learners as a part of the education).
- Review the content to ensure that it meets the clinical content expectations.
- If any portions do not meet expectations, please get in touch with the OCME via the above email.

Mitigation Plan Implementation
- If an individual discloses a relationship on the COI form, the OCME team will review it to determine if it is mitigatable.
- A mitigation plan will be developed and sent to the course chair for implementation.
- Mitigation strategies could include one or more of the following as determined by the OCME:
  - The speaker/author will not plan/teach in the area of the program where conflicts exist.
  - The course/series chair will notify the speaker/author to present only data and research results, conclusions, and recommendations to be made by faculty without relevant financial relationships (COI).
  - Speaker/author instructed by course/series chair to refrain from recommending products and services.

- o Prospective peer review of faculty content/presentation by experts without relevant financial relationship(s)/COI.
  - o The speaker/author was recused.
- Obtain and review the content, complete and submit the Peer Review Form.

Before the Session I CME Accreditation Statements & Learner Disclosure

CME Statements/Marketing Material
- The following statements must be shared with the audience before the sessions. This can be integrated into the announcement/marketing pieces.
- Do not alter the language, as it must be displayed verbatim.
- Statements should not be combined and kept on separate lines.
- *If your activity has been approved for more than one hour per session, please get in touch with the OCME for the updated statements.
- Add UCLACME-RSS@ucla.mednet.edu to your distribution list for the announcements or marketing to the learners.

CME Language (This is for a 1-hour session.)
The University of California, Los Angeles, School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The University of California, Los Angeles, School of Medicine designates this live activity for a maximum of 1.00 AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Disclosure Slide*
- Disclosure to the learners of the absence or presence of any relevant financial relationships with ineligible companies.
- Displayed the slide to the learners **before** they engage with the education.
- This slide is **only** for sessions without any COIs.
- *For sessions with COIs, the Office of CME will send you the session-specific slide.

Quarterly I Performance Gap & Cultural & Linguistic Competencies (CLC)/Implicit Bias (IB)

Performance Gap Sessions (3 Sessions)
- Performance gaps are identified annually through the RSS CME Application.
- At least one session per quarter should meet the identified performance gap.

Cultural & Linguistic Competencies and Implicit Bias Gap Session (1 Session)
- To meet the requirement for addressing care gaps related to health disparities and implicit biases related to the series gaps, at least one session must be planned and delivered during the reporting year.

Learner Evaluations
- Evaluation of changes in learner competence, performance, and/or patient outcomes must be measured.
- For sessions addressing the performance and CLC/IB gaps, create and distribute evaluations to measure changes in the learner practices related to the gap being addressed.
- Integrate the following questions into your evaluation:
  - o As a result of participating in this series, list **three changes** you have made to your practice.
  - o Were there any improvements to patient outcomes as a result of your participation in this series? (Yes/No)
  - o If so, please describe:

Annual

Series Audit
- An OCME representative may attend one or more sessions to assess compliance.

Content
- Submission of all content presented to learners (e.g., PowerPoint, job aids, articles, etc.)

Marketing Material
- Copies of all marketing material sent to learners for each session.

Disclosures to Learners
- Copies of disclosure statements to learners.

Evidence of Mitigation Plan
- Copies of the demonstrating implementation of the mitigation plan (e.g., peer review).

Evaluations
- Copies of all evaluations distributed and received from learners.
- Summarized data from evaluation outcomes.

Attendees List
- Used to track physicians and non-physician learners for the series.
- Document all learners (physicians, non-physicians, residents, fellows, and medical students).
- The list will be used to apply the credit to the learner profile and produce CME certificates.

Learner Certificates
- CME certificates will be emailed to the department after the series review receipt of all series documentation.
- Urgent requests will be reviewed on a case-by-case basis. The Series Coordinator to email the request via email to UCLACME-RSS@mednet.ucla.edu. Include the learner's name, session date (s), and CME hours per session. Requests are processed in order of receipt and require approval. Please allow up to two (2) weeks.

Templates

The templates below are to be used for the accredited series.

- Announcement/Flyer
- Attendance Roster
- Clinical Content Expectations Guidelines
- COI Disclosure Slides
- Faculty Kit/COI Forms Email
- Peer Review Form
- Performance Session Learner Evaluation

Connect with Us & Feedback

We value you as an educational partner. If you have any questions or concerns throughout the series cycle, please do not hesitate to contact us at UCLACME-RSS@mednet.ucla.edu.