

### **Purpose**

The Policy on Regularly Scheduled Series (RSS) exists to provide guidance for staff, NYU SOM faculty, and regional hospitals and medical facilities that obtain CME credit for RSS's from the NYU SOM. This includes guidance regarding the requirements for the planning and execution of RSS's.

A Regularly Scheduled Series (RSS), as defined by the Accreditation Council for Continuing Medical Education, is an activity that

- 1) is planned to have a series with multiple sessions
- 2) occurs on an ongoing basis (offered weekly, monthly, or quarterly)
- 3) is primarily planned by and presented to the accredited organization's professional staff

Examples of RSS's are Grand Rounds, Tumor Boards, & M&M Conferences. RSS's can be both directly provided or jointly provided activities.

### **Policy**

NYU SOM holds its RSS's to the same standards as other CME activities it provides with regard to fulfillment of its CME mission, needs assessment, evaluation, documentation, and compliance with the ACCME Essential Areas and Updated Criteria, as well its policies with regard to the Standards for Commercial Support. The following describes conditions that must be met by all NYU SOM provided Regularly Scheduled Series:

- **Educational Planning.** RSS Course Directors, Planners and Departmental Coordinators are required to participate in an annual planning process in accordance with C2 [See Policy on Educational Planning]. Regularly Scheduled Series provided by the NYU School of Medicine are certified for each academic year. The educational planning process entails:
  - The yearly submission to and approval of an application by the NYU SOM office. This application must link identified educational needs with a desired result, use needs assessment data, and declare a global objective for the RSS in accordance with C3 and C5.
  - An RSS Course Director, RSS Coordinator, and Independent Reviewer must be assigned during the application process. They will be responsible for the planning, session- by-session compliance, and content validation of the RSS in accordance with C2.
  - Conflict of Interest/Disclosure Forms for the Course Director(s), Planner(s) and Independent Reviewer must be provided along with the application so that the Administrative Director can identify and resolve potential conflicts of interest and verify the independence of the RSS educational planning process. For Case Conferences, Tumor Boards and Journal Clubs, all Conflict of Interest/Disclosure forms for the discussants should also be handed in during the application process. (SCS 1, 2, and 6)
  - Meetings with Course Director(s) and Planner(s) may be requested at the behest of the SOM office.
- **RSS Training.** The Administrative Director, Sr. Accreditation Coordinator and the SOM RSS Project Manager will provide Course Directors, Planners and Departmental Coordinators with all relevant policies and procedures for the management of an RSS. RSS Coordinators shall participate in annual update trainings offered by the NYU SOM. All new RSS Coordinators will undergo one-on-one training with the NYU SOM RSS Coordinator.

- **Session-by-Session Compliance.** The departmental RSS coordinator is responsible for ensuring that compliance with the ACCME Elements, Updated Criteria and SCS is achieved throughout the series. The NYU SOM RSS Project Manager is responsible for the oversight of this process. The following are the NYU SOM mechanisms used by Departmental Coordinators that are collected and submitted to the SOM for each session:

- Announcement Form
- Conflict of Interest/Disclosure Form(s)
- Attendance Records
- Letter of Agreement for Commercial Support (If Applicable)
- Clinical Content Review and Validation Form
- A signed Resolution of Conflict of Interest Letter (If Applicable).

Announcement sheets and a mechanism to record attendance must be present and posted prominently at each session. The NYU SOM RSS Project Manager will perform periodic site visits to RSS's provided by the NYU SOM and document compliance with the above policies. These documents are evaluated by the SOM RSS coordinator for adherence to the following criteria:

- No product-promotion or product-specific advertisements are juxtaposed with educational materials (C9)(SCS 4/3.3c)
- Signed written agreements between provider and commercial supporter are present (C8) (SCS 3 / RSS-D / 3.3 d)
- The purpose/objectives of the RSS's were communicated to the learners prior to the RSS's (C3)
- The ACCME accreditation statement is correct and displayed appropriately (ACCME Policy: Accreditation Statement)
- Relevant (or no) financial relationships of those in a position to control the content were disclosed to the participants prior to the RSS session (C7)
- Disclosure to the learners of the source of the commercial support is made prior to the start of the RSS session (C8) (SCS 6/3.3a)
- Learner participation can be recorded and retrieved (ACCME Policy: Records Retention)
- The critical data and information elements are included (i.e., learner, name of RSS, date, units of credit): (ACCME Policy: Regularly Scheduled Conferences )
- The content was reviewed and approved by an independent reviewer prior to the session. (C10)
- Content Validity Value Statements were adhered to (ACCME Policy: CME Content)
- Presenter's commercial relationships have been disclosed properly (C7)
- All individuals in a position to control content disclosed relevant financial relationships to provider (C7)(SCS 2)
- **Management of Commercial Support.** NYU SOM Policy on Commercial Support as well as its Policy on Faculty Honoraria and Faculty Reimbursement of Travel and Accommodations are provided to RSS Departmental Coordinators as a reference guide concerning SOM policies and ACCME Standards for Commercial Support.
  - NYU SOM requires that Departmental Coordinators notify the SOM office in writing whether they will be requesting commercial support to cover guest faculty expenses or other related approved expenses. The NYU SOM Grant Request Letter template should be utilized by Departmental Coordinators when approaching possible grantors. In cases where joint provided activities are seeking commercial support, all grant requests are to be submitted by the SOM to the potential commercial supporter.
  - NYU SOM must be directly involved in the contractual process between the Department and the organization providing commercial support. As such, an NYU SOM approved Letter of Agreement must be utilized whenever a series receives commercial support. Letters of Agreement should be submitted to the SOM office no less than 2 weeks before the session is scheduled to allow enough time for review and resolution of possible conflicts.
  - In the case of online grant requests, Departmental Coordinators should use NYU School of Medicine as the accredited provider and themselves as the contact. Copies of online grant requests should be submitted to the SOM office for review before submission whenever possible.

- Departmental RSS Coordinators shall acknowledge the receipt of grant monies and provide copies of checks to the SOM office to demonstrate said receipt.
- **Identification and Resolution of COI.** [See the Policy on Disclosure and the Policy on Collection and Resolution of Conflicts of Interest (COI)] The Departmental Coordinator shall be responsible for the collection of completed online disclosure forms and submission to NYU SOM. Potential Conflicts of Interest, as outlined on the Policy on Collection and Resolution of Conflicts of Interest, must be brought to the attention of the Administrative Director.
- **Evaluation.** A yearly participant evaluation is mandatory for all RSS's. The evaluation is conducted online, and each coordinator is notified when the evaluation period opens and closes. The NYU SOM will conduct an annual analysis of the evaluation summaries and provide feedback on the performance of the series to the RSS Course Director regarding RSS effectiveness of meeting its global objective, participant perception of bias, and change in learner knowledge and/or performance.
- **Attendance.** It is the responsibility of all Departmental RSS Coordinators to maintain accurate attendance records. Attendance should be tracked and recorded within a table or spreadsheet according to academic year. The table or spreadsheet should be emailed to the SOM RSS Project Manager within 45 days of the last session of the academic year.
- **Letters of Credit.** The SOM RSS Project Manager will release CME Credits on a yearly basis once all session packets are reviewed for the academic year. Departmental Coordinators are notified of the maximum number of credits available for attendees of their RSS. Departmental Coordinators are responsible for submitting a list of participant names and credits earned. The SOM RSS Project Manager is responsible for releasing credits online and informing departmental coordinators of their availability.
- **Financial Reconciliation.** It is the responsibility of all Departmental RSS Coordinators to track receipt of grant funding, honorarium payments, and other expenses on an academic year basis using the NYU RSS Budget template or an internal financial reporting spreadsheet or program wherein the income and expenditures for the RSS are clearly outlined. The RSS Budget or financial report must be submitted to the SOM office no later than 60 days after the close of the academic year. The RSS Project Manager will review all Budgets submitted to ensure compliance with SCS 3.