

## Outline for 2025 RSS Application Submission Requirements

### 1. Activity Planning and Approval Form

- **Filling Out the Form:**
  - **Use PDF Format:** Ensure all sections are filled directly in the PDF form to avoid discrepancies and delays.
  - **No Handwritten Submissions:** Avoid handwritten information as it may cause delays or inaccuracies in processing.
  - **Sections to Complete:**
    - **General Information:** Complete all required sections thoroughly.
    - **Fee Section:** Skip speed type and fee-based sections as RSS activities are not fee-based.
    - **Activity Term:** Specify that the RSS runs on a calendar year (January-December).
    - **RSS Activity Code:** For existing RSS activities, include the assigned RSS activity code.
- **ACCME Compliance:**
  - **Financial Disclosures:** Collect and submit financial disclosures for all planning committee members and anyone controlling content.
  - **Discipline Representation:** To offer AMA PRA Category 1 Credits, nursing contact hours, or other specialty credit, include representatives from these disciplines on the planning committee.
- **MOC Requests:**
  - Currently, Maintenance of Certification (MOC) requests for RSS activities are on hold. Do not include MOC requests in the application.
- **Signatures:**
  - The application must be signed by the Chair or Activity Director before submission.
- **Incomplete Applications:** Incomplete applications will be returned for completion, causing potential delays. Multiple submissions with incomplete data may result in the application being denied, and credit will not be considered.

### 2. Activity Planner / Peer Reviewer Financial Relationship Disclosure Form / Attestation Form

- **Who Must Complete:**
  - Required for activity directors, planning committee members, and anyone who controls content. Speakers use a different form.
- **Form Requirements:**

- Both forms must be signed and dated.
- All forms must include the 2024-footer; **forms without this will not be accepted.**
- **An updated financial disclosure is required for each calendar year.**

### 3. Speaker / Moderator Financial Relationship Disclosure Form

- **Who Must Complete:**
  - This form is exclusively for speakers and moderators.
- **Form Requirements:**
  - Ensure the form is signed and dated.
  - All forms must have the 2024-footer to be accepted.
  - Inform Emory CME of any speaker financial disclosures received that have noted a financial relationship and/or have disclosed an employee relationship with a commercial interest/ineligible company.

### 4. Worksheet for the Identification and Mitigation of Financial Relationships of Activity Directors and Planners

- **Purpose:**
  - To identify and mitigate financial relationships for those in control of content.
- **Instructions:**
  - Complete columns A, B, and C:
    - **Column A:** Name of Individual.
    - **Column B:** Individual's Role(s) in Activity (e.g., Planner, Reviewer, Speaker, Author, Moderator, Panelist).
    - **Column C:** Name of Ineligible Company(s).
  - **Office Completion:** Columns D and E will be completed by the office if mitigation is required.

### 5. 2025 Agenda/Calendar

- **Details to Include:**
  - **Session Information:** Include session start time, end time, and duration.
  - **Series Program Title:** Provide the title as it should appear on the certificate.
  - **Department & RSS Activity Code:** Include the department and RSS activity code.
  - **Location & Total Sessions:** Specify the location and the total number of sessions being held in 2025. Also note if the activity is virtual or hybrid (in-person and virtual.)

## 6. RSS Verification/Update Form

- **Purpose:**
  - To verify or update the information for your team and their roles for the RSS Course Director and RSS Coordinator(s) for the year 2025.
- **Required Information:**
  - Ensure that all team members' roles and contact information are accurate and up to date to maintain accurate records.

## 7. Emory Office of Continuing Medical Education (OCME) Guidelines

- **Accreditation:**
  - Emory University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide *AMA PRA Category 1*<sup>TM</sup> credits for physicians.
- **Definition of RSS:**
  - A regularly scheduled series (RSS) is a series of multiple, ongoing sessions primarily planned by and presented to the organization's professional staff. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.
- **Interprofessional Education:**
  - Emory OCME values interprofessional education and encourages attendance from multidisciplinary teams.
  - Currently, only hours of instruction can be provided to health professionals other than physicians attending RSS.
  - RSS activities are intended for Emory faculty/professionals only, not non-Emory healthcare professionals.
- **Marketing Requirements:**
  - Ensure all marketing materials include the following:
    - **Accreditation Statement**
  - The Emory University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians
    - **Credit Designation Statement**
  - The Emory University School of Medicine designates this Regularly Scheduled Series (RSS) CME Activity for 1 credit per session for a maximum of XX.X *AMA PRA Category 1 Credits*<sup>TM</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.
  - - **Disclosure Statement** (if applicable based on financial relationships disclosed)

If no faculty disclosed financial relationships use:

None of the planners or speakers for this educational activity have relevant financial relationship(s) to disclose with ineligible companies. Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

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- If there ARE relevant financial relationships: Disclose name(s) of the individuals, name of the ineligible company(ies) with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.
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- Example: Nicolas Garcia, faculty for this educational event, is on the speakers' bureau for XYZ Device Company. Dr. Yvonne Gbeho, planner for this educational event, has received a research grant from ABC Pharmaceuticals. All relevant financial relationships listed for these individuals have been mitigated.

Reference: <https://accme.org/rule/identify-mitigate-and-disclose-relevant-financial-relationships/>

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- **Proof Required:** Provide proof of how this information was communicated to your audience.
- **Include copy of email communication and promotional flyer.** Make sure the marketing requirements above are included in the promotional piece for each session.