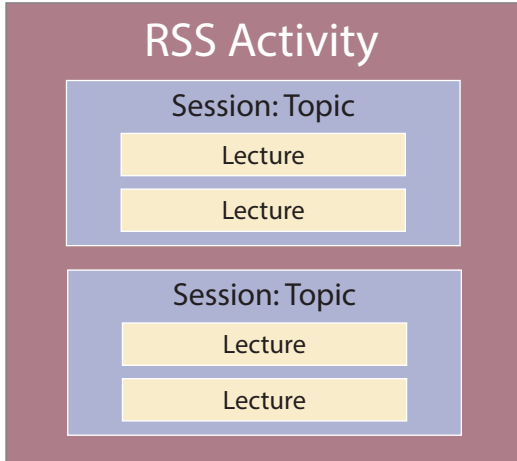


# Helpful Things to Know

## Regularly Scheduled Series (RSS)

### New Terminology: RSS Activity, Session, Lecture



**RSS Activity:** An educational program with multiple sessions occurring on an ongoing basis (i.e., weekly, monthly, quarterly), planned by and presented to our own faculty and staff.

**Session:** A block of time for which participants can claim credit. For an RSS activity, each meeting date is a single session.

**Topic:** A general description of the session, included in the session title. The topic will appear on participants' CME certificates and transcripts.

**Lectures:** One or more presentations given on a particular topic during a session. Lectures can have more than one presenter assigned to them.

### Types of Regularly Scheduled Series (RSS)

Case-Based RSS		Lecture-Based RSS**	
<b>Definition:</b>	A series of topics determined shortly before the session based on current cases or journal articles.	<b>Definition:</b>	A series of specific lectures scheduled well in advance.
<b>Examples:</b>	Case Conferences, Morbidity & Mortality, Journal Clubs	<b>Examples:</b>	Grand Rounds, Research Conferences, Visiting Professors
<b>Key Changes in MiCME:</b>	<ul style="list-style-type: none"> <li>• Conflict of Interest Identification and Management (i.e., disclosure process) for Planners, Co-planners, and Facilitators happens during the application.</li> <li>• Participants who bring cases to discuss during the RSS sessions are considered learners. Therefore, they do not need to undergo COI Management.</li> <li>• An Activity Information sheet should be shared with participants before each session.</li> </ul>	<b>Key Changes in MiCME:</b>	<ul style="list-style-type: none"> <li>• Conflict of Interest Identification and Management (i.e., disclosure process) for Planners, Co-planners, and Facilitators happens during the application.</li> <li>• Conflict of Interest Identification and Management for Presenters happens for every presenter before each session.</li> <li>• An Activity Information sheet should be shared with participants before each session.</li> </ul>

### Highlights: Online Conflict of Interest Management (Disclosures)

- The My Financial Relationships form is completed ONCE per year. MiCME will automatically track and notify the person when it's time to update their form.

*Note: Current M-Inform data is pre-populated on this form for faculty required to use M-Inform.*

- The COI Identification Tool indicates if the relationships are relevant to the planned CME content and is completed each time an individual is assigned a role. The COI manager will review and resolve conflicts of interest and is the educational planner unless they have a conflict; in which case will be the department chair.
- The COI Management Summary is available for you to use to track forms that have not been submitted.

# Lecture-Based RSS Session Overview (Grand Rounds, Research Conferences, Visiting Professors)

## Step 1: Create a Session by entering:

- **A Title** (*a general topic of session*) - The Session name is what appears on transcripts, so be specific when you can.
- **Start/end date and time**
- **Location and Room** (*optional*)

## Step 2: Add Lecture(s) by including:

- **Title** (*specific lecture title provided by the Presenter*)
- **Start/end date** (*prepopulated with date of session*) and **time** (*prepopulated with time of session; can be changed if there are multiple lectures*)

## Step 3: Assign Presenter(s) using their first name, last name, and email.

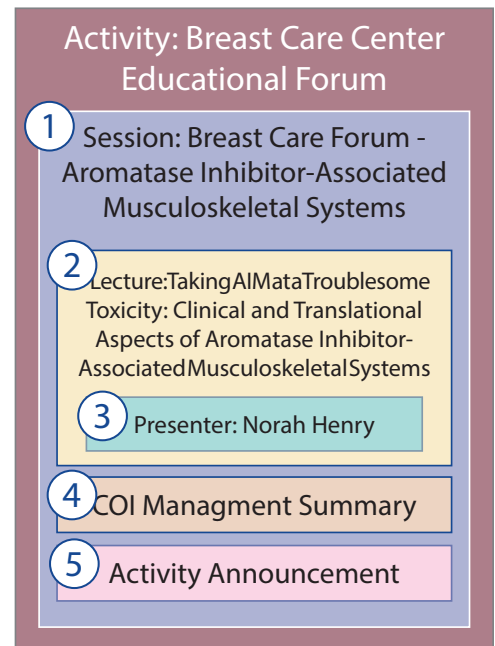
- **Assigning Presenters is what triggers MiCME to send the disclosure forms to them.**
- You can add and assign presenters Internal and External to U-M.

## Step 4: Use COI Summary Report to monitor disclosures:

- Presenters who haven't submitted their forms can be nudged by using the **"Contact Now"** link.
- **No Conflicts?** Move on to Step 5.
- **Conflicts?** In MiCME, assign the COI Manager to document resolution of conflicts of interest identified by Presenters. Outside of MiCME, notify the COI Manager to let them know the form (listing all conflicted presenters) is ready for their review.

## Step 5: Run the Activity Announcement report so participants can review the required CME information before the activity starts.

- MiCME collects and stores the information you've added to the session and creates a "report" that contains **everything needed to provide CME credit to participants.**
- \* Print the PDF and post it at door or sign-in desk, provide as a handout, or email it **so participants can review the required CME information before the activity starts.**
- Remind participants to claim credit.



# Case-Based RSS Session Overview (Case Conferences, Morbidity & Mortality, Journal Clubs)

## Step 1: Create a Session by entering:

- **A Title** (*a general topic of session*) - The Session name appears on transcripts. A general description of the medical condition/diagnosis should be used.
- **Start/end date and time**
- **Location and Room** (*optional*)

## Step 2: Add Lecture(s) by including:

- **Title** - List cases/articles to be discussed, followed by the name of the learner bringing the content for discussion.
- **Start/end date** (*prepopulated with date of session*) and **time** (*prepopulated with time of session; can be changed if there are multiple lectures*)

## Step 3: Run the Activity Announcement

- MiCME collects and stores the information you've added to the session and creates a "report" that contains **everything needed to provide CME credit to participants.**
- Print the PDF and post it at door or sign-in desk, provide as a handout, or email it **so participants can review the required CME information before the activity starts.**
- Remind participants to claim credit.

