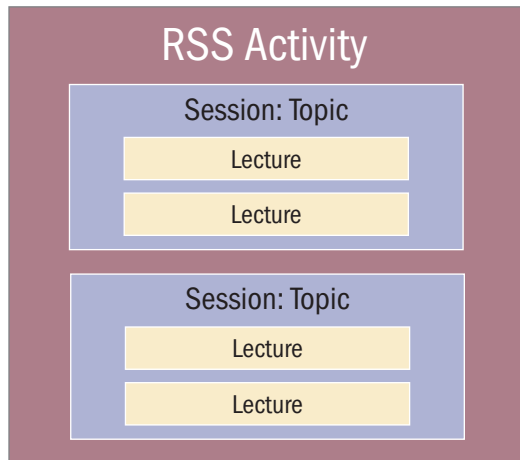


Helpful Things to Know

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

***Note: Single activities that include both planned lectures & case discussions will default to a lecture-based RSS to ensure appropriate conflict of interest management.*

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, which indicates if the relationships are relevant to CME content, is completed every time an individual is assigned a role.
- The COI Manager is the person responsible for reviewing and resolving conflicts of interest.
- The COI Summary Report 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.

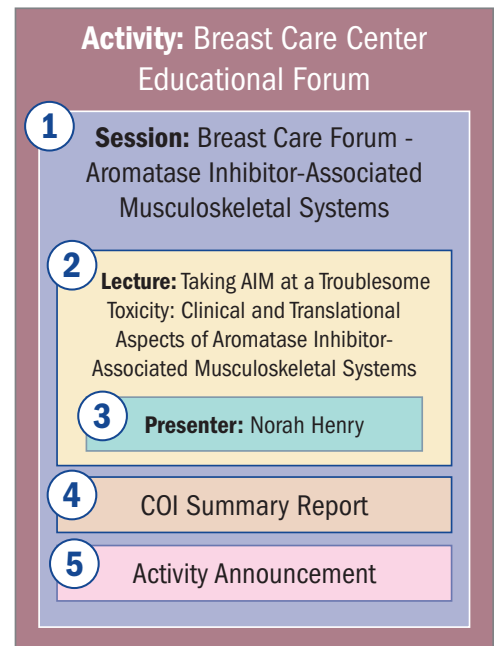
- **Assigning Presenters is what triggers MiCME to send the disclosure forms for you.**
- You can add and assign presenters from both inside and outside U-M.

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.
- Remind participants to scan the QR code 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**.
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