**Activity Director and RSS Coordinator Responsibilities**

**ACTIVITY DIRECTORS AND RSS COORDINATORS:** Please review this document and complete the signature block on the last page. This document must be uploaded as part of the Activity Planning Form submission in Qualtrics. Please contact the Center for Continuing and Outreach Education ([ccoe@rbhs.rutgers.edu](mailto:ccoe@rbhs.rutgers.edu)) with any questions.

**Activity Directors, with the support of the RSS Coordinators, are responsible for ensuring that the educational activity is educationally sound, free of commercial influence, and fiscally responsible. Specific responsibilities include:**

* Developing an educational intervention to improve the skills, strategies, and performance of healthcare team members and designed to promote interprofessional and discipline-specific collaborative care that is quality focused, safe, patient-centered, and evidence-based.
* Ensuring the educational activity is developed consistent with the following:
* **Joint Accreditation for Interprofessional Continuing Education** *Accreditation Criteria* <https://www.jointaccreditation.org/joint-accreditation-criteria-0>
* **AMA** *Physician’s Recognition Award*

<https://www.ama-assn.org/sites/default/files/media-browser/public/cme/pra-booklet_0.pdf>

* **OIG** *Compliance Program Guidance for Pharmaceutical Manufacturers*

<https://oig.hhs.gov/documents/compliance-guidance/799/050503FRCPGPharmac.pdf>

* **FDA** *Guidance for Industry: Industry-Supported Scientific and Educational Activities*

<http://www.fda.gov/downloads/RegulatoryInformation/Guidances/UCM125602.pdf>

* **PhRMA** *Code on Interactions with Healthcare Professional*

<https://cdn.aglty.io/phrma/global/resources/import/pdfs/PhRMA%20Code%20-%20Final.pdf>

* **AdvaMed** *Code of Ethics on Interactions with Health Care Professionals*

<https://www.advamed.org/wp-content/uploads/2021/05/AdvaMed-Code-of-Ethics-2021.pdf>

* Validating the clinical content of the series to ensure:
* All patient care recommendations in the activity are based on current science, evidence, and clinical reasoning while giving a fair and balanced view of diagnostic and therapeutic options.
* All scientific research referred to, reported, or used in the activity in support or justification of a patient care recommendation conforms to the generally accepted standards of experimental design, data collection, and analysis.
* If new and evolving topics are discussed, faculty are identifying them as such and are not advocating for or promoting practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
* Education cannot promote recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in treating patients.
* Selecting and confirming faculty that are competent in the subject area and aware of the course objectives and needs of the target audience, overseeing curriculum development, and assuring that the format supports the program’s educational goals.
* Reviewing each faculty’s disclosure, identifying and mitigating relevant financial relationships through a peer review process, and excluding owners or employees of [ACCME-defined ineligible companies](https://accme.org/faq/what-accmes-definition-ineligible-company) from participating as faculty.
* Ensuring that faculty and planners’ relationships with [ACCME-defined ineligible companies](https://accme.org/faq/what-accmes-definition-ineligible-company), or lack thereof, are disclosed to participants before the educational activity.
* Informing faculty that they must disclose investigational and off-label uses of drugs, biologics, and medical devices to participants.
* Ensuring that all sessions are free of commercial bias and marketing.
  + Faculty will be encouraged to use generic names. Any mention of trade or brand names should be used in conjunction of the generic name and include all products within a class of pharmaceuticals or devices.
  + Faculty may not promote or sell products or services that serve their professional or financial interests.
  + Marketing or other sales activity in the same space in which the activity is conducted is prohibited.
* Precluding [ACCME-defined ineligible companies](https://accme.org/faq/what-accmes-definition-ineligible-company) from participating in any aspects of activity planning, development, implementation, and evaluation including but not limited to: (a) identification of CE needs; (b) determination of educational objectives; (c) selection and presentation of content; (d) selection of all persons and organizations including planners and faculty that will be in a position to control the content; (e) selection of educational methods; and (f) evaluation of the activity.
* Ensuring all payments and reimbursement from a commercial supporter are not given directly to the director of the activity, planning committee members, faculty, or any others involved with the series.
* Ensuring that all budget assumptions and honoraria payments are reasonable and comply with all organizational policies**.**

**Activity Directors, with the support of the RSS Coordinators, are responsible for ensuring that for credit to be offered for a specific session, the following actions must be performed BEFORE the start of the session:**

* CCOE will train new RSS Coordinators in Rutgers CloudCME when no one else is the department has been trained on CloudCME. If someone in the department is already trained on CloudCME, the expectation is that individual will be responsible for training any new employees who will be accessing CloudCME and also address any departmental processes that have already been established. If the department still requests that CCOE train these individuals, CCOE will charge the department a training fee and training will be scheduled at the convenience of CCOE.
  + If departments have multiple RSS coordinators, coordinators must be trained simultaneously. Otherwise, CCOE will charge the department for each additional training.
* RSS Coordinator populates the RSS Dashboard in Rutgers CloudCME with the required session details, i.e., session name, date, time, location, speaker(s), speaker agreement(s), and flyer.
  + Electronic signatures from speakers should be obtained using tools such as DocuSign or Adobe Sign, or by having the speaker affix a scanned or digitized image of their handwritten signature to the speaker agreement. Typed signatures on the speaker agreement will not be accepted.
* Planners and presenters complete and submit their disclosure form before assuming their roles.
  + All disclosure forms must be completed and submitted in Rutgers CloudCME.
  + Individuals will be disqualified from the activity if they fail to complete a disclosure form and credit will not be awarded.
* Presenters with a financial relationship provide their content (e.g., slide presentation) for peer review.
  + The presenter will be disqualified from participating if the content is not submitted for peer review.
* When a presenter has a financial relationship, the RSS Coordinator uploads the presenter’s content to Rutgers CloudCME, and CCOE triggers the peer review process.
* One of the individuals without a financial relationship who was identified as a peer reviewer on this Activity Planning Form conducts peer review through Rutgers CloudCME.
  + If any concerns are noted during the review, the Activity Director or Peer Reviewer must contact the presenter to discuss the appropriate corrective action. The presenter will be disqualified from participating if corrective action is not addressed.
* CCOE reviews and approves each session in Rutgers CloudCME.
* CCOE will only review sessions that have a status of “in review” (with the content uploaded) or “pending” in Rutgers CloudCME.
* All sessions must be in pending status with the flyer and signed agreement uploaded three business days before the session date. The flyer must follow the approved template.
* CCOE will review “in review” and “pending” sessions in the RSS Dashboard Mondays-Fridays, 8:00am-4:00pm.
  + The RSS Dashboard will not be reviewed outside of this timeframe.
  + Sessions cannot be reviewed or approved once the session begins.
  + If a session is in pending status less than three business days before a session, there is no guarantee of review.
* Presenters’ and planners’ disclosure declarations are reported to the audience before the start of the presentation by distributing the session flyer that CCOE has approved in CloudCME. Sessions flyers that have not been approved by CCOE cannot be distributed.

**Activity Directors, with the support of the RSS Coordinators, are responsible for ensuring that learners are made aware of the process of claiming credit for learners’ participation in a session.**

* Learners must be notified and reminded of how to claim credit and view CloudCME transcripts. CCOE developed a document to be shared by the sponsoring department/division with the learners: <https://rutgers.cloud-cme.com/assets/rutgers/pdf/RSS%20Texting%20Attendance.pdf>
* All credit must be claimed directly by the learner within the specified time frame by texting their attendance from their mobile phone or using the Claim Credit Form available in the Rutgers CloudCME Attendee Portal or mobile app. If learners are texting their attendance, they must have a CloudCME profile that includes their mobile phone number in the mobile phone field.
* If an individual does not claim credit within the texting window, CCOE will add credit for individuals for up to three sessions in the academic year (Jul-Jun). Requests to add credit must be submitted to CCOE by the RSS Coordinator using the credit request form available at: <https://ccoe.rbhs.rutgers.edu/rsscreditrequests/>.
  + Once the academic year concludes, CCOE will not accept any requests to add individuals who did not claim credit during the previous year.

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| Activity Director(s) | | |
| * I attest that the activity planning form was completed accurately and attest to the validity of the information contained within. * I agree to collaborate with CCOE to ensure that the planning and implementation of the series are consistent with the continuing education policies of Rutgers, CCOE, and the agencies that regulate continuing education. * I understand that CCOE reserves the right to withdraw approval for CE accreditation at any time should it become apparent that there have been significant deviations from the CE requirements and/or remedial action is not implemented as directed by CCOE. * If I wish to offer MOC credit for this activity, I reviewed and understand the specialty board’s requirements provided in the MOC section of the activity planning form. * I read and understand my responsibilities as Activity Director and the responsibilities of the RSS Coordinator. | | |
| Name (Please Print ) | | |
| Signature | | Date |
| Name (Please Print ) | | |
| Signature | | Date |
| RSS Coordinator(s) | | |
| * I read and understand my responsibilities as an RSS Coordinator | | |
| Name (Please Print) | | |
| Signature | Date | |
| Name (Please Print) | | |
| Signature | Date | |
| Name (Please Print) | | |
| Signature | Date | |

**Electronic signatures obtained using tools such as DocuSign or Adobe Sign, or a scanned or digitized image of a handwritten signature are permitted.**

**Typed signatures will not be accepted.**

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