

# The 2022-2023 Fiscal Year will be here soon!!

## Requirements and Due Dates

On the next page you will find the checklist of tasks to be completed and documents to be submitted before your department's Regularly Scheduled Series (RSS) can be certified for fiscal year 2022-2023.

The 2022-2023 RSS Application Form follows the checklist. Please use the checklist to help organize your documents and time in preparation for submitting your application.

## What's new for 2022-2023?

The Promotional Flyer template and the Into Slides powerpoint have both been updated for fiscal year 2022-2023. Using them will both save time and help ensure that all verbiage/text requirements are being met.

- The Flyer and Intro Slides templates contain the verbiage/text required by the Accreditation Council for Continuing Medical Education ([accme.org](http://accme.org)) and Joint Accreditation ([jointaccreditation.org](http://jointaccreditation.org)).
- Download the templates from the Regularly Scheduled Series/Grand Rounds website: <https://www.unmc.edu/cce/catalog/rss-grandrounds/forms-coordinators.html>
- Customize the details that are specific to your meeting as indicated by the **red text**.

## Useful References

The 2022 – 2023 fiscal year begins July 1. Below is a list of information and references you may find helpful both during the application process and beyond.

### Email:

- Whenever you email [rss@unmc.edu](mailto:rss@unmc.edu), put your RSS's Master CID in the subject line. The Master CID is each RSS's main identifier in the CME Tracker system.
- Always address email to [rss@unmc.edu](mailto:rss@unmc.edu) (that box is monitored daily).
- If the matter is urgent, please feel free to cc [whitney.vanarsdall@unmc.edu](mailto:whitney.vanarsdall@unmc.edu) and/or [julie.huglin@unmc.edu](mailto:julie.huglin@unmc.edu), but *always* address the email to [rss@unmc.edu](mailto:rss@unmc.edu).

### Websites:

- Center for Continuing Education (CCE) website: [www.unmc.edu/cce](http://www.unmc.edu/cce)
- Regularly Scheduled Series/Grand Rounds website (can also be accessed through the CCE website): [www.unmc.edu/cce/catalog/rss-grandrounds/index.html](http://www.unmc.edu/cce/catalog/rss-grandrounds/index.html)
- Accreditation Council for Continuing Medical Education (ACCME): [accme.org](http://accme.org)
- Joint Accreditation: [jointaccreditation.org](http://jointaccreditation.org)

As always, if you have questions, please don't hesitate to email [RSS@unmc.edu](mailto:RSS@unmc.edu). We're here to help!

**Thank you for all you do to coordinate RSS each and every year for your department. We couldn't do it without you!**

# 2022-2023 RSS Application Checklist

## We are here to help you!

Below is a list of tasks to be completed and documents to be submitted in order for the Center for Continuing Education (CCE) to renew your department's Regularly Scheduled Series (RSS) for fiscal year 2022 - 2023.

### 1. RSS Application – Must be submitted by **Friday, May 20, 2022**

The completed 2022-2023 RSS Application must be accompanied by **current** Conflict of Interest (COI) forms for the following people:

- RSS Course Director(s)
- RSS Coordinator(s)
- Planning Committee member(s)

Please download the [current COI form](#) the [Regularly Scheduled Series/Grand Rounds](#) page on the Center for Continuing Education (CCE) [website](#). You will find it under [Forms for Coordinators](#).



Applications will not be processed unless accompanied by the necessary COIs.  
If COIs are not included, the application will be returned to you for corrections.



### 2. Master CID & Activity Codes

Please allow **up to 3 weeks** for application processing. During this time, CCE will enter your activity information into our CME Tracker database to ensure accreditation compliance and attendance tracking.

Once processing is complete, [RSS@unmc.edu](mailto:RSS@unmc.edu) will email your Activity Code sheet, which will include the following:

- Your 2022-2023 Master CID
- Your 2022-2023 meeting dates and their corresponding Activity Codes
- Your RSS activity's 2022-2023 Sharepoint Folder link
- The link to the [Regularly Scheduled Series/Grand Rounds](#) web page

The **Master CID** is a five-digit code that your activity's main identifier in the CME Tracker system. Please put the Master CID on the subject line of every email you send to [RSS@unmc.edu](mailto:RSS@unmc.edu).

The Activity Codes are what learners use to register their attendance in the CME Tracker system.

The Sharepoint folder is where all your RSS documentation will be uploaded and stored.

The [Regularly Scheduled Series/Grand Rounds](#) page contains information and downloadable resources for both RSS Coordinators *and* the learners who attend RSS Activities.

## 2022-2023 Regularly Scheduled Series (RSS) Application

**Joint Accreditation** defines **RSS** as:

A course that is planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly; and is primarily planned by and presented to the accredited organization's professional staff. Examples: grand rounds, tumor boards, and morbidity and mortality conferences.

RSS activities are now eligible for multiple types of credits to accommodate your health care teams. In order to receive *AMA PRA Category 1 Credit™* or ANCC contact hours, the University of Nebraska Medical Center (UNMC) must adhere to the Joint Accreditation criteria, which include ACCME, ANCC, and ACPE standards, which are outlined at [Regularly Scheduled Series/Grand Rounds \[www.unmc.edu/cce/rss\]](http://www.unmc.edu/cce/rss).

**Application and COIs must be emailed to [RSS@unmc.edu](mailto:RSS@unmc.edu) by May 20, 2022.**

**This application form is fillable. Please download and save it to your computer.**

### RSS TITLE and FORMAT

RSS Title: \_\_\_\_\_

Department and/or Affiliation: \_\_\_\_\_

Was this RSS offered in 2021-2022?      Yes: What was the 2021-2022 Master CID: \_\_\_\_\_

No: This RSS is new for 2022-2023

Which format best describes this RSS activity?

Lecture-based (Grand Rounds)

Patient-based (Case Conferences, Tumor Boards, M&M, Patient Safety/Quality Committees)

Journal Club (Review and discuss peer-reviewed journal articles)

### TARGET AUDIENCE

Who is your target audience? *(Indicate all that apply)*

Physicians

Physician Assistants

Fellows/Residents

Pharmacists

Nurses

Nurse Practitioners

Allied Health Professionals

Social Workers

Counselors

Students

Other: *(Please specify)*

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**ACTIVITY SCHEDULE – Fiscal Year begins July 1, 2022 and ends June 30, 2023**

**How often does your RSS take place?**

**Weekly on:** Mo Tu Wed Th Fr

Start Time: : What is the date your **first** meeting?  
 End Time: : Start Date: ,

**Monthly (Once per month) on the:**

	Mon	Tue	Wed	Thu	Fri
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

Start Time: :  
 End Time: :  
 What is the date of your **first** meeting?  
 Start Date: ,

**Bi-Weekly (Twice per month / Once every other week. For example, the 1st & 3rd Tuesday) on the:**

	Mon	Tue	Wed	Thu	Fri
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

Start Time: :  
 End Time: :  
 What is the date of your **first** meeting?  
 Start Date: ,

If your schedule is complicated or confusing, please explain (for example, 1st Thursday, 3rd Tuesday):

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**Other/ List activity dates here (A minimum of 4 activities per year is required to qualify as an RSS):**

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**COURSE DIRECTOR(S), RSS COORDINATOR(S) & PLANNING COMMITTEE MEMBER(S)**

**ACCME Standards for Integrity and Independence in Accredited Continuing Education**  
**Standard 3:** Collect information from all planners, faculty, and others in control of educational content about **all** their financial relationships with ineligible companies **within the past 24 months**. Individuals must disclose regardless of their view of the relevance of the relationship to the education.  
*i* <https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-3-identify-mitigate-and-disclose-relevant-financial-relationships>

The **Course Director** determines education/activity content and speaker selection.

Course Director: \_\_\_\_\_  
Please include Full Name & Credentials as they should appear in promotional materials and presentations.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ COI: \_\_\_\_\_

Co-Director: \_\_\_\_\_  
(if applicable) Please include Full Name & Credentials as they should appear in promotional materials and presentations.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ COI: \_\_\_\_\_

The **RSS Coordinator** creates and/or obtains activity documentation and uploads it to Sharepoint. This includes (but is not limited to): speaker COIs and Resolution of COI when applicable, flyers and/or promotional emails, and speaker PowerPoints). Please list the primary contact as RSS Coordinator.

RSS Coordinator: \_\_\_\_\_  
Please include Full Name & Credentials as they should appear in promotional materials and presentations.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ COI: \_\_\_\_\_

Co-Coordinator: \_\_\_\_\_  
(if applicable) Please include Full Name & Credentials as they should appear in promotional materials and presentations.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ COI: \_\_\_\_\_

The **Planning Committee** (if applicable) assists the Course Director in selecting content and speakers.

Please include Full Name & Credentials as they should appear in promotional materials and presentations.

Planning Committee: \_\_\_\_\_

Planning Committee: \_\_\_\_\_

Planning Committee: \_\_\_\_\_

Planning Committee: \_\_\_\_\_

Planning Committee: \_\_\_\_\_

## ADMINISTRATIVE FEES

<b>Fee Structure:</b>	
First Credit:	<b>\$700</b>
Each Additional Credit:	<b>\$300</b>

**For example:**

AMA PRA Category 1 Credit™ **only**

ANCC Credit **only**

AMA PRA Category 1 Credit™ **plus** ANCC Credit

**The fee is:**

\$700

\$700

\$1,000

Select desired credit type(s): *(Indicate all that apply)*

AMA PRA Category 1 Credit™ (most common)

ANCC Credit (As a jointly accredited provider, ANCC Credit will be administered through the College of Nursing)

If UNMC/Nebraska Medicine, what is your cost center number: \_\_\_\_\_

If other affiliation, who is your financial contact:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## EDUCATIONAL GRANTS

 If you intend to apply for educational grants to support this RSS, please be aware that UNMC Center for Continuing Education (CCE) must be the entity that requests the grant. 

Will this RSS be seeking educational grant support/commercial support?      Yes      No

### ACCME Standards for Integrity and Independence in Accredited Continuing Education Standard 4

 <https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/standard-4-manage-commercial-support-appropriately>

- UNMC CCE must be the requestor of all educational grants to support this RSS
- The Board of Regents of the University of Nebraska designated signor must review/sign all letters of agreement for educational grant funds
- Request for educational grant funds must be made 6 months prior to the educational activity
- UNMC CCE administrative fee: \$250 per each educational grant application submitted, plus 5% of grant funds secured
- All marketing materials for which educational grant funds are received must acknowledge the educational grant support

## COURSE DESCRIPTION AND OBJECTIVES

**① JA Criterion 4:** <https://www.jointaccrreditation.org/joint-accrreditation-criteria-0>

State the educational needs (knowledge, skills/strategy, or performance) that underlie professional practice gaps and/or the individual members' knowledge, skills/strategy, or performance as members of the health care team.

*What IS happening vs. what SHOULD BE happening.*

**① JA Criterion 5:** <https://www.jointaccrreditation.org/joint-accrreditation-criteria-0>

Describe how this activity is designed to change the skills/strategy, or performance of the health care team, and/or patient outcomes as described in its mission statement.

*How will this activity address professional practice gaps?*

**① JA Criterion 7:** <https://www.jointaccrreditation.org/joint-accrreditation-criteria-0>

Explain how this activity's educational format is designed to promote active learning – so that teams learn from, with, and about each other – consistent with the desired results of the activity.

*Why was this format chosen? How will it meet learners' needs and educational goals?*

**① Learning Objectives:** [https://www.jointaccrreditation.org/definitions#letter\\_o](https://www.jointaccrreditation.org/definitions#letter_o)

Describe what the learner can expect to know or do after the completion of the RSS Activity. Begin with a measurable verb: List, Discuss, Decipher, Review, Describe, Explain, Identify, etc. Avoid "Understand".

*What anticipated changes will be made as a result of this activity?*

1.

2.

3.

4.

5.

## SUBMISSION REQUIREMENTS

Submission of this application serves as affirmation that:

*(Please initial)*

\_\_\_\_\_ I have read the submission requirements

\_\_\_\_\_ I understand that failure to include both the completed application form **and** the necessary COIs will result in rejection of this application

\_\_\_\_\_ I understand that failure to upload required documentation to my activity's sharepoint folder will result in the revocation of this RSS activity's accreditation

\_\_\_\_\_ The course director has given approval for the submission of this application

Submitted by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Course Director Signature: \_\_\_\_\_

If you have any questions, please email [RSS@unmc.edu](mailto:RSS@unmc.edu) for assistance. Thank you!