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**Responsibilities of RSS Physician Director and RSS Administrative Liaison for Regularly Scheduled Series and the** Center for Learning and Professional Development

The Dartmouth-Hitchcock Medical Center (DHMC), and the Center for Learning and Professional Development (CLPD) has responsibility for all Regularly Scheduled Series (RSS) approved for AMA PRA Category 1 Credit. To this end, all activities requesting CME credit must meet the Accreditation Council for Continuing Medical Education (ACCME) requirements and guidelines.

**Regularly Scheduled Series: Physician Director Responsibilities**

1. Assures compliance with ACCME accreditation standards
2. Identifies physician learning needs and supplies two forms of documentation (Needs Assessment) for the accreditation file.
3. Identifies practice gaps, course purpose and objectives that describe learning outcomes in terms of performance or patient health.
4. Assures that education design and content is appropriate for target audience.

2. Formulates educational content based on the stated objectives and identified needs.

3. Completes, reviews and signs CME application and documentation.

4. Secures and confirms faculty topics and time commitments.

5. Responsible for making sure that no product-promotion or product-specific advertisements are juxtaposed with educational materials. Commercial support is **strongly** discouraged for RSS support.

6. Supervises actual course sessions or designates personnel.

7. Assures that yearly evaluation is used to assess the extent to which educational objectives are met, and to   
 ascertain changes in knowledge and practice and whenever possible, improvements in clinical outcomes   
 and population health.

8. Oversees the quality of the instructional process.

9. Addresses participants’ perception of enhanced professional effectiveness and whether or not commercial   
 bias was noted.

10. Accountable for adhering to all D-H, Geisel School of Medicine and Dartmouth College financial policies and procedures related to the series.

**Regularly Scheduled Series: Administrative Liaison Responsibilities**

1. Follows guidelines that comply with the ACCME and the D-H CLPD for Regularly Scheduled Series regulations.

2. In cooperation with the Activity Director, completes and submits an annual application on the described deadline.

3. Submits DHMC Conflict of Interest/Resolution Disclosure Forms for:

1. All Planning Committee members with the application.
2. Case Discussion type RSS - All persons who regularly attend need to submit completed COI/resolution forms with application in November.
3. Traditional Single Lecturer type RSS – submit completed COI/resolution form attached to attendance sheet along with the signed and dated attestation form at the end of the year.

4. With the Activity Director, makes arrangements for in-house and outside speakers (including travel arrangements). [Download Grand Rounds Speaker Information Document](https://dhmc.community360.net/content/DHMC/documents/2015_other_documents/GR_Speaker_Info.doc)

5. Promotes course to appropriate audience. *Please note: The Accreditation Statement, Credit Designation*

*Statement, overall course objectives, and target audience must be printed in a readable format on all*

*promotional material.*

6. Distributes annual ACCME required evaluation to participants, CLPD will provide survey.

7. Although commercial support for RSS is **strongly discouraged**:

1. Assists in procuring Letters of Agreement from commercial supporters (including third party agreements)
2. Submits signed forms to CLPD for signature prior to the activity.
3. Corresponds with speakers and commercial supporters.
4. Completes Vendor Tracking form if commercial funds received throughout the year and submits to CLPD at year end.

8. Manages attendance:

1. Creates sessions in CME360
2. Prepares attendance documents, and manages attendance on-site
3. Collects COI forms as necessary
4. Collects Attestation forms as necessary (for Traditional/lecture series)
5. Attends training sessions

9. At year end, completes the Accreditation Completion Summary Sheet for CLPD. This includes:

* 1. The total number of times the series met.
  2. The attendance sheets for the year.
  3. Completed COI/Resolution forms for all speakers (unless case style format in which case they were submitted with application).
  4. Attestation forms (if traditional format).
  5. Complete Financial Summary for those RSS meetings receiving departmental and/or commercial support.

**Regularly Scheduled Series: Center for Learning and Professional Development Responsibilities**

1. Program Planning
2. Provides appropriate forms for developing the conceptual framework and logical considerations of the CME activity including the target audience, purpose and learning objectives, program description, faculty, etc.
3. Designates appropriate number of AMA PRA Category 1 Credit.
4. Provides annual ACCME required evaluation/survey.
5. Distributes results of annual survey to RSSALs and Activity Directors.
6. Provides IS support for session creation in CME360.

2. Commercial Support

1. Assures compliance with the ACCME Standards for Commercial Support.
2. Receives completed Letters of Agreement for Commercial Support prior to the lecture.

3. Program Promotion

1. Reviews all promotional materials for compliance with ACCME guidelines.
2. Ensures correct use of accreditation and credit designation statement.

4. Maintenance of Records

1. Reviews and maintains financial records and evaluation summaries.
2. Retains Attendance Summaries.

5. Responds to inquires regarding credit.

12/17/14