Norton HEALTHCARE

RSS Activity Checklist

✔ Pre-activity

DISCLOSURE FORM
- Obtain a completed Disclosure Form from required individuals.
- Save each Disclosure Form; as an *individual* PDF or Word files (*easily accessible to send to CME if requested for accreditation audit)*.
- If there is a commercial relationship, follow the mitigation process outlined on the Disclosure Form.
- If applicable, save Attestation form of individual(s) with relationships.

DISCLOSURE GRID
- Add disclosure information to the disclosure grid, including mitigation strategy/status if applicable.

CONTENT VALIDITY FORM
- Have speaker review Content Validation section of the Disclosure Form (page 3).

COMMERCIAL SUPPORT
- If commercial support is being received for the RSS, a Letter of Agreement (LOA) is required – contact the Center for Continuing Medical Education.

MARKETING & EMAIL NOTIFICATION OF RSS SESSION
- Include the CME accreditation/designation statement (noted on pre-talk slide).
- Copy your CME contact on email RSS notifications.

OTHER
- If journal articles are to be utilized as a part of the education, save a copy the article.

✔ Activity Day

PRE-ACTIVITY INFORMATION
- Display prior to the RSS session.
- Can be shared as a Power Point slide or printed handout.
- The required information includes:
  - QR code with the session's activity date/code for credit
  - Disclosure information
  - CME accreditation/designation statements

✔ Post-Activity

SUBMIT QUARTERLY
- Disclosure grid
- Copy of updated pre-talk slide from one of your RSS sessions with its corresponding activity date/code and required statements.

Email quarterly information to cme@nortonhealthcare.org