

RSS Activity Checklist

 Pre-activity	DISCLOSURE FORM - Obtain a completed Disclosure Form from required individuals. - Save each Disclosure Form; as an <i>individual</i> PDF or Word files (<i>easily accessible to send to CME if requested for accreditation audit</i>). - 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