

REGULARLY SCHEDULED SERIES (RSS)

I. Purpose

To outline the procedure for approving and evaluating outcomes of Regularly Scheduled Series (RSS).

II. Policy

All RSS activities will be planned, implemented, and be in compliance with all accreditation criteria.

III. Exceptions

None.

IV. Definition

ACCME – Accreditation Council for Continuing Medical Education is the nationally recognized accrediting agency for continuing medical education

AMA – American Medical Association

AMA PRA Category 1 Credit™ – AMA’s Physician’s Recognition Award Credit System.

CMA – California Medical Association is an advocacy organization active in the legal, legislative, reimbursement and regulatory areas on behalf of California physicians and their patients.

IMQ – A subsidiary of the CMA that is responsible for various accreditations including CME accreditations within the State of California, Alaska, and Hawaii.

APPLICANT – Person/department applying for Category 1 credit.

CME – Continuing Medical Education

CME COORDINATOR – Person responsible for the CME accreditation

REGULARLY SCHEDULED SERIES (RSS) – An activity that is planned to have:

1. a series with multiple sessions that
2. occur on an ongoing basis (offered weekly, monthly, or quarterly) and;
3. are planned by and presented to the accredited organization’s professional staff.

Examples of activities that are planned and presented as a RSS are Tumor Boards, Cardiac Cath Conferences, and M&M Conferences.

Hospitals, health systems, and medical schools are the types of CME providers that

typically offer RSS' because each of these organization types has in-house professional staff. RSS' are only offered as directly-sponsored activities to the accredited organization's professional staff. It is not permissible to enter into a joint-providership with RSS activities.

V. Procedure

RSS Moderator/Coordinator:

1. Complete and submit "Application for CME Credit" to CME Coordinator annually.
2. Use a flyer for the activity that meets accreditation criteria
3. Use an evaluation form for the activity that meets criteria
4. Participate in the evaluation of outcomes at each session as well as annually
5. Complete a "Case Selection & Outcomes" form at each session (completed by one person – moderator or coordinator)
6. Complete and submit "Annual Evaluation and Outcome" form to CME Coordinator annually

CME Coordinator:

1. Assist RSS applicant complete the "Application for CME Credit"
2. Submit the application to the CME Committee
3. Assist RSS applicant complete the "Annual Evaluation and Outcome" form
4. Submit the "Annual Evaluation and Outcome" form to CME Committee at the end of the year

CME Committee:

1. Review "Application for CME Credit" and if appropriate award CME credit for one year
2. Review reports to determine if RSS is on track and in compliance with accreditation criteria
3. Review "Annual Evaluation and Outcome" form to determine if RSS activity accomplished what it was designed to accomplish (increase in physician competence, performance and/or improved patient care)

VI. References

1. IMQ/CMA CME Accreditation Standards
2. ACCME Accreditation Standards

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