

The **RSS Activity Coordinator** is responsible for the following:

- Submit** completed RSS Activity Application for CME with supporting documentation to Melissa Craig / CraigM@uthscsa.edu in the Office of CME prior to beginning of annual series
- Provide** current SurveyMonkey link for the Speaker/Planner Financial Disclosure forms to planners/speakers
- **PLEASE NOTE: Beginning FY21-22 Academic Year, financial disclosures will now be valid for a period of 2 years from date of completion**
 - For planners – this should be completed before the first session begins
 - For speakers – this should be completed at least 5 days prior to their lecture
 - For speakers that you believe may be providing a presentation anytime during the upcoming academic year, we suggest requesting that they all complete a disclosure prior to the beginning of the academic year. Having the speakers complete their financial disclosures at the beginning of the academic year will save you time as you prepare your flyers/meeting invites/etc each week to distribute.
 - For planners and speakers – be sure to instruct them to note the name of your grand rounds/M&M/tumor board/case conference in the Activity Title when they are completing their disclosure.
- Review** weekly master financial disclosure spreadsheet sent each Monday by Melissa Craig for financial disclosure information for your marketing materials.
- Submit** Marketing Materials (flyers/meeting invites/etc) to Melissa Craig / CraigM@uthscsa.edu prior to distribution for review/approval for compliance.
 - All marketing materials **MUST** contain
 - disclosure statements for planning committee members and speakers
 - Continuing Medical Education statements (accreditation and credit designation statements)
 - **SUBJECT LINE MUST INCLUDE YOUR ACTIVITY TITLE AND DATE:**
 - Medicine Grand Rounds 1/1/2021, 1/7/2021, etc

The **RSS Activity Coordinator** is responsible for the following:

Submit presentations **ONLY** when:

- **UTHSA or Non-UTHSA faculty** disclose financial relationships
- **Non-UTHSA (visiting) faculty** are presenting at your activity

These presentations should be submitted to Melissa Craig in advance (3 days minimum) of the lecture for review/approval. (Draft version is acceptable.)

- Ensure Conflict of Interest (COI) form is completed by RSS chair or their delegate **AND** that the completed form is returned to Melissa Craig / CraigM@uthscsa.edu

Provide attendance mechanism – either by providing a “CME Credit via TEXT” Activity Code to the attendees of your RSS or providing Melissa Craig a roster of attendees (by using the Attendance Roster template on the CME website under Forms and Resources/Regularly Scheduled Series), with spreadsheet labeled with name of RSS activity and date of session.

- Activity code is **valid only** for “day of” your session as it expires at midnight.
- Attendees must have an account in our database to use attendance system.

Distribute the annual RSS Overall Series Evaluation to your activity attendees when requested.