Welcome to the online training manual for regularly scheduled series provided by the Vanderbilt University School of Medicine. Regularly scheduled series (RSS) are educational activities organized with multiple sessions that occur on an ongoing basis (e.g., weekly, monthly, quarterly) that are planned by and presented to an accredited organization’s professional staff. Examples include grand rounds, tumor boards, journal clubs, and case conferences.

The information below is designed to serve as a step-by-step process to guide you through the application for and implementation of your CME-certified activity.

**Designation of Credit**

**Recruitment Materials**

**Faculty Financial Relationships**

**Disclosures to CME Activity Participants**

**Evaluation**

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**Record Retention**

**Designation of Credit**

**NOTE:** An application is required for each regularly scheduled series, not each session. In most cases, applications have been completed and the Vanderbilt Division of CME will advise you when the content needs to be updated. If you are seeking credit for the first time, however, the information in this section applies to you.

An *Application for CME Credit* must be completed before your activity can be considered for credit. In addition to the completed/signed form, the following materials must be submitted to the Vanderbilt Division of CME (VUCME):

- Documentation for performance gap
- Completed/signed *Disclosure of Financial Relationships* forms for each CME Activity Director and (content) Planner
- Preliminary schedule or list of topics

Other requirements include:

- Review of VUCME and Accreditation Council for Continuing Medical Education (ACCME) guidelines
- Registration by the CME Associate on the Create an Account tab of this website.
- Completion of all requirements at least three months prior to activity start date. Credit will not be awarded if applications are submitted less than one month prior to the activity start date.

The Division of CME at Vanderbilt School of Medicine is accredited to provide AMA PRA Category 1 credit for physicians (MDs and DOs).

**Recruitment Materials**

Recruitment materials include:

- Emails
• Flyers
• Websites
Required checklists for each format may be found on the Required Forms tab of this website.

All recruitment materials must be reviewed and approved by the Division of CME prior to distribution.

Faculty Financial Relationships
Anyone in a position to influence the educational content of your CME activity is required by the ACCME to complete and sign a Disclosure of Financial Relationships form. This includes, but is not limited to, all CME Activity Directors, content planners, moderators, and speakers. The purpose of this form is to list any financial relationships the individual may have with a pharmaceutical company and/or medical device manufacturer.

Disclosure forms for CME Activity Directors and content planners must be updated annually.

Anyone in a position to influence the content who refuses to provide financial information cannot be permitted to participate in the CME activity.

Disclosure of Financial Relationships forms for speakers must be submitted to the CME office at least four weeks prior to each RSS session date.

Disclosures to CME Activity Participants
Financial Relationships
If a speaker indicates that a financial relationship relative to the content of his/her presentation exists, the CME Activity Director will receive an email from VUCME indicating that a review of the presentation is required. It is the responsibility of the CME Associate to obtain speaker presentations. Following his/her review, the CME Activity Director will advise VUCME of the results by completing and submitting a Conflict of Interest Review form. Based on the results, the Division of CME will provide the appropriate disclosure verbiage.

Whether or not CME Activity Directors, planners, speakers, moderators, panelists, etc. have financial relationships, the ACCME requires the disclosure of that information to the audience prior to the CME activity.

Information about financial relationships or lack thereof must be presented to the audience in at least one of the following two ways:
• Speaker slide (inserted as the second slide of each Grand Round speaker’s presentation)
• Sign-in sheet

Off-label or Investigational Uses of Drugs or Medical Devices
• Each speaker is required to identify off-label uses or investigational uses of drugs or medical devices when he or she mentions them during a presentation in an approved CME activity.
• An accredited CME provider (Vanderbilt) is required only to inform each speaker that he or she must notify the audience each time that he or she mentions an investigational or off-label use of a product or device.
• The Disclosure of Financial Relationships form contains this notification. Asking speakers to complete and sign the form meets this requirement.

**Commercial Support**
Whether or not your activity receives commercial support, VUCME requires the disclosure of that information to the audience prior to the CME activity.

Information about commercial support must be presented to the audience in the following way:
• Sign-in sheet or slide that contains disclosure

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**Evaluation**
At a minimum, RSS must be evaluated on a quarterly basis, though you may choose to evaluate more often. Not all attendees will return completed evaluation forms, and a 100% response rate is not required.

A sample evaluation form is available, but we encourage you to develop an evaluation strategy that best meets your needs. At a minimum, the following questions must be asked:
• Measurement of the effectiveness of the CME activity in meeting the educational objectives defined on the application for credit.

• Two questions about changing performance: As a result of participating in this CME activity, will you adopt a new strategy or modify an existing strategy for managing patients or accomplishing other work that you do? If your answer is “yes”, would you share with us what you intend to do differently?

• Two questions about bias: Did you detect any bias in presentations in favor of or against any commercial product or service? (Support by a pharmaceutical or medical device company should not be considered a bias in and of itself.) If your answer is “yes”, please describe the bias that you detected.

It is the responsibility of the CME Associate to compile evaluation results and submit a summary at the end of each quarter. You do not need to keep individual evaluation forms after the summary has been submitted.

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**Annual Review**
All regularly scheduled series will be reviewed annually by the Division of CME, the purpose of which is to measure the adherence of your activity to ACCME and VUCME guidelines.

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**Record Retention**
Files and records related to CME planning and implementation must be retained for six years.