



# CONTINUING MEDICAL EDUCATION

OSU Center for Health Sciences

## Grand Rounds Regular Scheduled Series Activities

The *Oklahoma State University College of Osteopathic Medicine, Office of Continuing Medical Education (OSU-CME)* reserves the right to determine eligibility of continuing medical education credits based on the *American Osteopathic Association (AOA) CME Sponsors Guidelines*.

### Definition of faculty

- A faculty case presenter or a faculty didactic presenter that is presenting education on a topic. Faculty in this definition does not mean OSU Full-time or Adjunct faculty.

### Breakdown of CME Credit types

#### General Attendance Credit

- General attendance can be awarded for all RSS sessions. Faculty information entered into the RSS Dashboard is required to award general attendance credit. Faculty documentation is not necessary for General attendance credit.

#### AOA Category 1-A Credit and AAFP Elective Credit

- AOA Category 1-A and AAFP Elective credit can be awarded for all RSS sessions. is required to submit faculty documentation by 8:30am the day prior to the session seeking approval to receive AOA Category 1-A and AAFP Elective Credit. Faculty disclosure is required to receive AOA Category 1-A and AAFP Elective Credit.

### CME Regular Scheduled Series Requirement for CME Approval

- The RSS Coordinator will enter the faculty didactic and/or case presenter into the RSS Dashboard as soon as they know who will be presenting.
  - The faculty didactic presenter and faculty case presenter can be entered in at different times.
  - The RSS Coordinator should search to see if the faculty is in the system from the AP side.
    - If the faculty does not have an account, the RSS Coordinator should create an account on the administrative tab
- The RSS Coordinator will enter the Didactic title into the RSS Dashboard.
  - If there is only a case presentation, enter the case title.
  - If there is no session, enter no session.
  - If there is a cancelled session, enter session cancelled.
- Faculty documentation required by 8:30am the day prior to the session.
  - RSS sessions that do not have faculty documentation, disclosure, submitted by the deadline listed above will be eligible for General Attendance only. AOA and AAFP Elective credits will not be awarded.
  - Faculty's Disclosure (\*approved for 365 days if there are no changes to the status)
    - Sessions, with disclosures requiring mitigation will be reviewed and mitigated/deemed non-mitigable by the Director of Continuing Medical

Education on Friday of the week prior to the session seeking approval.

- If the didactic faculty has a COI, then their power point is due to CME by the end of the day on Thursday of the week prior to the session seeking approval.
  - The didactic faculty may be changed to an approved speaker, if the deadline was not met.
- If the case study faculty has a COI, then their case study submission is due to CME by the end of the day on Thursday of the week prior to the session seeking approval.
  - The case presenter faculty should be rescheduled to a later session if this deadline is not met.
- Faculty's CV
  - If unable to secure a CV prior to session it will be due to CME Coordinator by the first Friday of the following month.
- CME Coordinator will approve and award eligible credit on each Monday starting at 8:30am.
- CME reserves the right to request case submissions, including disclosure information, for auditing purposes.
- Planners and Hub Team members
  - Planners and Hub Team members must have an unexpired disclosure on file by 8:30 a.m. the day prior to the session to receive approval for AOA Category 1-A and AAFP Elective Credit.
  - The CME coordinator must be notified immediately by email of any changes to the status of Planners or Hub Team members, such as the addition of a new member or the departure of an existing member.

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Director of Continuing Medical Education  
Oklahoma State University - Center for Health Sciences