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.

Breakdown of CME Credit types

General Attendance Credit
- General attendance can be awarded for all RSS sessions. A schedule submitted by the RSS Coordinator is required to award general attendance credit. Faculty documentation is <u>not</u> 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. A schedule submitted by the RSS Coordinator is required to award AOA Category 1-A and AAFP Elective Credit. It is required to submit faculty documentation by the end of the day on the Thursday prior to the session seeking approval to receive AOA Category 1-A and AAFP Elective Credit.

CME Regular Scheduled Series Requirement for CME Approval
- Each month's fully confirmed schedule must be submitted by following this link, https://www.surveymonkey.com/r/RSS-CME, by the end of the day on the 1st Thursday of the preceding month seeking approval.
    - *The RSS Coordinator can submit several months at a time if the schedule is confirmed and available.*
    - *There is a grace period for a late submission, when necessary if the RSS Coordinator informs the CME Coordinator before the monthly schedule is due. The schedule will then be due by the end of the day on the 2nd Thursday of the preceding month seeking approval.*
        - *If a schedule is not submitted by the end of the day on the 2nd Thursday of the preceding month seeking approval, the RSS will be viewed as no sessions occurring.*
    - *For example: suppose a faculty member cancels or changes after the schedule submission deadline of the end of the day on the 1st Thursday of the preceding month seeking approval. In that case, that session will be eligible for General Attendance only.*
- The CME Coordinator will add the faculty members and assign their required documents to CloudCME's RSS Dashboard within 2 business days of the monthly schedule deadline.
    - RSS Coordinators should not add, delete, or edit the faculty column in the RSS Dashboard.
- Faculty documentation, see below, must be completed in CloudCME or sent to the CME Coordinator by the RSS Coordinator by the end of the day on Thursday of the week prior to the session seeking approval.
    - RSS sessions that have all faculty documentation submitted by the deadline listed above will be eligible for applicable credit types, including AOA Category 1-A and AAFP Elective Credit
        - RSS sessions that do not have faculty documentation submitted by the deadline listed above will be eligible for General Attendance only.
    - Faculty Documentation
        - Faculty's Disclosure (*approved for 365 days if there are no changes to the status)
        - Faculty's CV
        - Faculty's Bio-sketch
        - Faculty's PowerPoint Presentation (*If the faculty has a disclosure)

- Sessions, with disclosures requiring peer review 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.
- CME Coordinator will approve and award eligible credit to RSS sessions on Friday of the week prior to the session seeking approval.

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