Project ECHO 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 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. 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.

LCSW Credit
- LCSW credit can be awarded for specific RSS sessions. A schedule submitted by the RSS Coordinator is required to indicate which sessions should be awarded LCSW credit. It is required to submit faculty documentation by the end of the day on Thursday of the week prior to the session seeking approval to receive LCSW Credit.

Psychology Credit
- Psychology credit can be awarded for specific RSS sessions. A schedule submitted by the RSS Coordinator is required to indicate which sessions should be awarded Psychology credit. It is required to submit faculty documentation by the end of the day on Thursday of the week prior to the session seeking approval to receive Psychology Credit.

LADC Credit
- LADC credit can be awarded for specific RSS sessions. A schedule submitted by the RSS Coordinator is required to indicate which sessions should be awarded LADC credit. It is required to submit faculty documentation by the end of the day on Thursday of the week prior to the session seeking approval to receive LADC Credit.

Pharmacy Credit
- Pharmacy credit is not a credit type that OSU-CME will be awarding for RSS Sessions.

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.
  - *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.*
- 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 have all faculty documentation submitted by the deadline listed above will be eligible for the following credit types, if the credits were marked on the monthly schedule submission: Psychology, LCSW, and LADC.
    - 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)
  - *The ability to switch a speaker for an approved speaker (all documentation is on file with the CME office and the speaker has no conflict of interest indicated on their disclosure form) will be granted if the CME Coordinator is notified by the end of the day on Thursday of the week prior to the session seeking approval.*
    - *If a speaker change occurs after the deadline listed immediately above, then only General attendance will be awarded.*
- 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.

New RSS Parent Process

- An application for a new RSS Parent must be submitted here, https://osu.cloud-cme.com/Application.aspx.
  - All planners must be listed and have a disclosure on file before submitting an application for review.
- Applications take up to 10 business days for approval. Once approved, then the RSS Parent would be eligible to begin submitting their monthly schedule by following the requirements listed above. If the schedule submission deadline is missed, then General Attendance would be awarded until CME RSS Requirements for CME approval can be met.

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