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.

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

*The exception to documentation being due by 4:00pm the day prior to the RSS session is Monday sessions, which are due by 8:00am on Monday.

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 AMA PRA Category 1 Credit
- AOA Category 1-A and AMA PRA Category 1 credit can be awarded for all RSS sessions. is required to submit faculty documentation by 4:00pm the day prior to the session seeking approval to receive AOA Category 1-A and AMA PRA Category 1 credit. Faculty disclosure is required to receive AOA Category 1-A and AMA PRA Category 1 credits.

Oklahoma State Board of Licensed Social Workers (LCSW) Credit
- LCSW credit can be awarded for all RSS sessions. It is required to submit faculty documentation by 4:00pm the day prior to the session seeking approval to receive LCSW Credit. Faculty disclosure is not required to receive LCSW Credit.

Oklahoma State Board of Psychology (Psychology) Credit
- Psychology credit can be awarded for all RSS sessions. It is required to submit faculty documentation by 4:00pm the day prior to the session seeking approval to receive Psychology credit. Faculty disclosure is not required to receive Psychology credit.

Oklahoma State Board of Behavioral Health Licensure (LPC & LMFT) Credit
- LPC & LMFT credit can be awarded for all RSS sessions. It is required to submit faculty documentation by 4:00pm the day prior to the session seeking approval to receive LPC & LMFT Credit. Faculty disclosure is not required to receive LPC & LMFT Credit.

Board of Certification for the Athletic Trainer (BOC) Credit

- To award BOC credit for the Athletic Training ECHO, ensure the following documentation is submitted to the CME coordinator by the end of the day on the third Thursday of the month prior to the session:
  - Flyer
  - PowerPoint
  - BOC Submission Form: This form must include:
    - Title of the session
    - Faculty presenter(s)
    - Identified practice gap
    - References used for the session content
    - Learning objectives
    - Clinical bottom line
    - Relevant domain

Oklahoma Board of Licensed Alcohol and Drug Counselors (LADC) Credit
- LADC credit will not be awarded after June 30, 2024, unless Project ECHO requests this credit type in the future.

Oklahoma State Board of Pharmacy (Pharmacy) Credit
- Pharmacy credit is not a credit type that OSU-CME will be awarding for RSS Sessions.

National Strength and Conditioning Association (NSCA) Credit
- HPNRI is responsible for applying for this credit type. NSCA credit is awarded for the Strength and Conditioning ECHO line. It is required to submit faculty documentation by 4:00pm the day prior to the session seeking approval to receive NSCA credit. Faculty disclosure is not required to receive NSCA credit.

<div align="center">CME Regular Scheduled Series Requirement for CME Approval</div>

- Each 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 CME Coordinator will expect to see a faculty didactic and faculty case presenter entered into each session before approved for credit.
  - If there is only one presenter, the RSS Coordinator will enter a comment into the RSS Dashboard.
- 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 4:00pm the day prior to the session. The exception is Monday's RSS sessions which are due by 8:00 am.
  - RSS sessions that do not have faculty documentation, disclosure, submitted by the deadline listed above will be eligible for General Attendance, LCSW, and Psychology credits only. AOA and AMA PRA Category 1 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.
    - RSS Coordinators can complete the faculty's disclosure form, if necessary, from the AP side based on their Redcap disclosure form.
    - 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.
      - Power point should be uploaded to the faculty's My CME > Presentations tab.
    - 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.
      - Case study should be uploaded to the faculty's My CME > Presentations tab.
  - 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 to the next day's RSS sessions starting at 4:00 pm, the day prior. The exception is Monday's RSS sessions which will be approved starting at 8:00 am.
- CME reserves the right to request case submissions, including disclosure information, for auditing purposes.
- Planners and Hub Team members

- o Planners and Hub Team members must have an unexpired disclosure on file by 4:00 pm on the day prior to the session to receive approval for AOA Category 1-A and AMA PRA Category 1 credit.
- o 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.

New RSS Parent Process

- An application for a new RSS Parent must be submitted here, https://osu.cloud-cme.com/Application.aspx.
  - o 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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