

# RSS **Training Session**

Following guidelines while improving practice.

# Disclosures

- Patty Dickerson and Lara Zisblatt have nothing to disclose with regard to commercial interests.

# RSS Contacts

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# Educational Objectives

At the conclusion of this meeting participants will be able to:

- **Explain** the general process for planning and executing Regularly Scheduled Series.
- **Incorporate** elements of the updated criteria with an emphasis on quality and/or performance improvement.
- **Report** planning and needs assessment material.
- **Construct** learner-centered objectives.
- **Implement** strategies to **Recognize** & **Resolve** conflicts of interest .

# RSS LANGUAGE

- Regularly Scheduled Series (RSSs)
  - 4 Common Types:
    - Grand Rounds
    - Case Conferences
    - M&M's
    - Tumor Boards
- **Series** = the entire RSS.
- **Session** = One meeting within the series.

# Implementing Updated Criteria

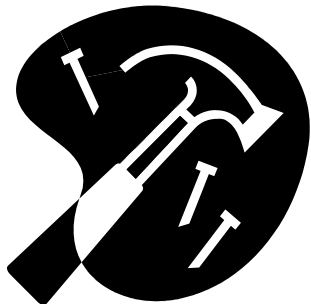
- Standards for Planning CME
  - Educational Needs should be data-centered and based on professional gaps in:
    - Knowledge
    - Competence
    - **Performance**
  - Emphasize **Performance and Quality Improvements.**
  - CME activities are expected to be designed to change:
    - Competence
    - **Performance**
    - Patient Outcomes

# RSS Planning

- Use RSS Application as a **TOOL**

- Each **RSS session** should try to address NEEDS listed on the application:

- What areas do your doctors need more knowledge in?
- What skills do your doctors lack?
- Is there a trend among your patients?



# RSS **Planning**: Needs Assessment

- What type of education do your participants need?
  - KNOWLEDGE, COMPETENCE, or PERFORMANCE
- What do we mean by knowledge, competence, or performance?
  - **Knowledge** = information
    - Ex. Read a book on learning to fly
  - **Competence** = skill set / tools / strategies
    - Ex. Using a Flight simulator
  - **Performance** = application of information, skills, and strategies
    - Ex. Flying a plane

# RSS **Planning**: Needs Assessment

## - How did you determine this need?

- Evaluation data
- Literature Review
- **Chart reviews/patient data**
- National/State Data
- Research
- **QI data**

# Integrating QI and CME<sup>1</sup>

There are **52** hours schedule for an RSS:

- ❖ **26** hours could address identified knowledge/performance gaps
  - New goals and expected results should be incorporated into each.
  
- ❖ **4** areas for improvement (gaps) would be chosen
  - i.e: diabetes, hypertension, asthma, and ADHD
  
- ❖ The remaining **26** hours could be used to address new knowledge and best practices in these areas and improvement of measured performance gaps.

1. Gallis, H. and Noonan, L. *Integrating Quality Improvement and CME in Your Institution: From Partners to Technology*. Carolinas HealthCare System and NIQIE. September 25, 2008.

# QI Emphasis

- ❖ **How many of you are already collecting Quality Data?**
  - ❖ Examples of Quality data:
  - ❖ A1c levels, blood pressure, infection rates, vaccination rates, etc...
  
- ❖ **How many of you use this Quality Data to plan your CME activity?**
  
- ❖ **Performance Improvement Programs**
  - ❖ BU CME programs (Osteoporosis, COPD, ADHD) are based on data from the practice and take place during RSS time slots.
  - ❖ Each program allots specific time for planning and implementing improvements.
  - ❖ BU CME is recruiting a PCP practice for a COPD PI program.

# RSS Packets: Documenting the **Planning** Process

## ■ How to document?

- Memo detailing how needs determined
- Include evaluation information
- Include types of data used to determine need

## - **RSS** Planning Form

- Should be filled out by Course Director or presenters of GRAND ROUNDS.
- Focus on individual **sessions**

# RSS Packets: Documenting the **Planning** Process

- **\*NEW\*** RSS Risk Management Verification Form:
  - MA physicians need risk management credit
  - Course Director can decide if the course meets the criteria for risk management and must fill out form for EACH session that meets the criteria.
  - Topics should include at least ONE of the following:
    - Medical ethics, medical-legal issues, utilization review that directly relates to quality assurance, patient relations, and non-economic aspects of practice management
  - ENTIRE **session** must address Risk Management topics.

# RSS **Planning**: Creating Learner-Centered Objectives

- What is the desired result of the series or individual session?
  - **Knowledge**, **Competence**, or **Performance**
- Objectives should reflect the desired result...
  - Case Conferences, M&Ms, and Tumor Boards should develop objectives that reflect overall desired result of the series and that can be directly applied to individual sessions.
  - Grand Rounds need “session-specific” objectives that reflect the desired result of the individual session. Speakers can create objectives specific to their presentation by filling out the **RSS Planning** form.

# RSS **Planning**: Creating Learner-Centered Objectives

- How to create objectives:
  - Use the Tips Sheet
- Before listing, include the phrase:
  - “At the conclusion of this activity, participants will be able to...”
- List objectives on:
  1. Promotional Materials
  2. Sign-in Sheets
  3. Evaluations.

# RSS Packets: Documenting **Planning**- Objectives

## I. Promotion:

- Use objectives from **RSS** Planning Form for promotions
- Information on the checklist is required by the ACCME to be included in ALL promotions:
  - Flyers, emails, websites, etc.

## 2. Sign-in Sheets:

- ACCME requires some form of documentation of participation for each **session**.

# RSS Packets: Documenting **Planning**- Objectives

## 3. Evaluations: REQUIRED for all **sessions**.

- MUST include question about commercial bias.
  - ❖ Example: In your opinion, did you perceive any commercial bias in the presentation?
- An **RSS** Evaluation Template is available on our website:
  - Individual **session** objectives need to be inserted.
  - Question #6 (suggestions for future topics) can be used as a needs assessment for future sessions.
- Evaluation forms are just one method to measure the effectiveness of your activities...please also consider submitting data.

# DISCLOSURE

- It's about providing an unbiased and objective activity.
- Normal bias happens when someone is involved with their research.
- Resolving Conflicts of Interest is about:
  - Starting a discussion
  - Setting the stage for unbiased education

# ACCME Requirements

- On September 28, 2004, ACCME announced its adoption of the “2004 Updated ACCME Standards for Commercial Support,” effective for all CME activities after May 2005
- Main emphasis was on identifying and resolving conflicts of interest (COI).

# ACCME Requirements

- The ACCME requires that accredited providers establish mechanisms to identify and resolve COI.
- Not about simply disclosing...
  - Must show necessary interventions to resolve COI implemented **BEFORE** the activity
  - **BUT** the monitoring and managing of COI must continue **DURING** and **AFTER** the activity



# DISCLOSURE

- Everyone in a position to control the content of a **session** must fill-out and sign Disclosure Form **PRIOR** to day of **session**.
  - This includes Course Directors and planning committee members.
  - This also includes ALL participants for series that are Case Conferences, M&Ms, and Tumor Boards.

# RSS Packets: Documenting Disclosure

- **EACH** Disclosure Form must be reviewed for any conflict of interest **PRIOR** to day of **session**.
  - “To Be Completed by Department” Section **MUST** be filled-out on bottom of 2<sup>nd</sup> Page.

| To be completed by department |   |
|-------------------------------|---|
| Action taken:                 | <input type="checkbox"/> No relationships exist.  |
|                               | <input type="checkbox"/> Relationships exist, reviewed by Course Director, No conflict of interest exists   |
|                               | <input type="checkbox"/> Relationships exist, reviewed by Course Director, a conflict of interest exists. (If this option is checked, please complete and submit the Conflict of Interest Resolution Form.) |

# RSS Packets: Documenting Disclosure

## Resolution of Conflict of Interest Form

- Please do at least one intervention BEFORE the activity:
  - C.D. reviews presentation outline, Powerpoint slides, etc..
  - C.D. speaks to presenter about COI.
- During the Activity and Post-Activity options are a way to monitor your success
  - Course Coordinators should review evaluation whether or not there is a conflict of interest and should notify the course director if over 5% of the audience detected commercial bias.

# RSS Commercial Support

- Requirements:
  - Need signed Letters of Agreement (LOA).
  - Checks must go through CME.
  - Need to disclose commercial support to the audience and note how the disclosure was made on the Packet Checklist.
- If you are considering seeking commercial support for an activity call us to review the guidelines.

# RSS Commercial Support

- EACH department is responsible for keeping up-to-date with the requirements and follow-up required by companies for grants.
  - **This includes providing companies with budget reconciliations after completion of the program.**
- THIS can jeopardize the funding of future CME programs for our ENTIRE office.

# RSS Commercial Support

- BUMC Requirements:

\*Food provided by commercial interests is no longer allowed @ **ANY** RSS Activities on Boston Medical Campus.\*



# Packet Materials

- Packets should include:
  - RSS Packet Checklist
  - RSS Participant List
  - Copies of Promotional Material
  - Original sign-in sheets
  - Disclosure forms
    - Resolution of Conflict of Interest Forms (if necessary).
  - Risk Management Verification Forms (optional)
  - RSS **Session** List
  - Planning Form
  - Handouts
  - **Session** Evaluations

# Deadlines

## ■ FINAL PACKETS:

- ❖ January-August 2008 **Sessions** (Spring & Summer Semesters)  
DUE: **October 1, 2008**
- ❖ September-December 2008 **Sessions** (Fall Semester)  
DUE: **February 1, 2009**
  - Feel free to submit the Spring Packets early if you do not hold summer sessions

## ■ APPLICATIONS: Due **ANNUALLY** August 1st.

# Electronic Forms

- All forms and guidelines can be downloaded from our website:

<http://www.bu.edu/cme/activities/rss.html>



**THANK YOU!**

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