

Policy for Regularly Scheduled Series (RSS)

Purpose

The purpose of this policy is to establish standardized procedures for the planning, implementation, evaluation, and documentation of Regularly Scheduled Series (RSS) in alignment with the Accreditation Council for Continuing Medical Education (ACCME) criteria and standards. This ensures the integrity, independence, and educational effectiveness of these activities.

Definition of RSS

Per the ACCME, a Regularly Scheduled Series (RSS) is a series of live CME activities that:

- Occur on a regular, ongoing basis (e.g., weekly, monthly)
 - Are primarily planned by and presented to the accredited organization's professional staff
 - Are intended for the same target audience (e.g., department-based Grand Rounds, Tumor Boards, M&M conferences)
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Scope

This policy applies to all departments, divisions, and units that plan and implement RSS under the auspices of Southern Illinois University School of Medicine's CME accreditation.

Policy Requirements

1. Educational Planning and Content Development

Each RSS must:

- Be designed to address a practice gap (knowledge, competence, performance, or patient outcomes)
- Include needs assessment data from sources such as quality data, literature, learner input, or performance metrics
- Have clearly defined:
 - Educational objectives

- Target audience
- Content areas
- Desired results (outcomes)

Planning must be documented and occur in advance of the activity.

2. Compliance with ACCME Standards

All RSS activities must comply with the ACCME Standards for Integrity and Independence, including:

- Disclosure and mitigation of relevant financial relationships
- Content free of commercial bias
- Use of evidence-based references
- Independence from commercial influence

3. RSS Activity Leadership and Responsibilities

Each RSS must have a **Course Director** (or equivalent), who is responsible for:

- Ensuring compliance with CME policies
- Reviewing disclosures and implementing mitigation strategies
- Ensuring educational integrity and alignment with identified needs
- Coordinating with the CME Office for documentation and reporting

Each RSS must also have an **RSS Coordinator**, who is responsible for the administrative components of the RSS. This position works closely with the Office of Continuing Professional (OCPD) Development and must complete RSS Coordinator Training from OCPD before assuming their role. See RSS Coordinator Job Description.

4. Documentation Requirements

The following must be submitted to the CME Office **annually** and/or prior to the start of the new series cycle:

- RSS credit application
- Financial disclosure forms for course directors and planners of the overall series
- Mitigation documentation (as applicable)
- Session dates

Each session must also have:

- Attendance records
- Learning objectives

- Financial disclosure forms for all individuals in control of content (planners, speakers, etc).
- Mitigation documentation (as applicable)
- Confirmation of disclosure to learners

5. Commercial Support and Exhibits

Contact the Office of Continuing Professional Development BEFORE accepting any commercial support. All commercial support must be overseen by OCPD.

Exhibits and marketing materials are prohibited in the education space (in-person or virtual) per ACCME guidelines.

6. Credit Designation

The CME Office will review all required materials before accrediting the course. Credit is designated only for sessions that meet all ACCME and institutional requirements.

Learners must be informed of the number and type of credit(s) offered per session.

7. Evaluation and Outcomes

All RSS activities must be evaluated a minimum of 4 times per year for:

- Relevance and quality of content
- Effectiveness in meeting learning objectives
- Impact on competence, performance, or patient outcomes

The CME Office may request outcome data (e.g., quality improvement metrics) to support ACCME's focus on continuous improvement.

8. Recordkeeping

The sponsoring department is responsible for maintaining:

- Attendance logs for six years
- Copies of planning documents, disclosures, evaluations, and agendas

The CME Office will retain core documentation to support accreditation reporting.

9. Non-Compliance

Failure to adhere to RSS and CME policies may result in:

- Suspension or termination of CME credit for the RSS
- Removal of CME credit designation for specific sessions

Annual Review and Renewal

All RSS must be reviewed and renewed annually. Continued approval is contingent upon full compliance with this policy and current ACCME requirements.

Last updated: January 2026