

# Regularly Scheduled Conferences Sponsored by SIU School of Medicine Departments

The Office of CME at SIU School of Medicine accredits two kinds of Regularly Scheduled Conferences (RSC's): Those which have a fixed agenda, usually with a specific topic covered in a didactic presentation, and those which are case-based conferences, in which clinical cases are presented to the attendees and discussed by departmental faculty.

## **Requirements common to both types of conferences are as follows:**

1. Applications must be submitted to the Office of Continuing Medical Education annually.
2. All presenting faculty or discussants must complete our Faculty Disclosure and FDA Assurance statements prior to their participation in the educational activity. It is the primary responsibility of the Coordinator or Course Director to acquire and submit these documents to our Office.
3. All fund requests from commercial entities, i.e., pharmaceutical companies, medical device manufacturers, etc., solicited for support of any aspect of the RSC must be approved by the Office of CME. The RSC coordinator must obtain a Letter of Agreement between SIU School of Medicine and the commercial supporter or the activity. All funds must be directed to the Office of Continuing Medical Education, unless otherwise approved by the Office of CME. All expenses and faculty honoraria related to the particular activity for which the funds were received, must be paid by the Office of Continuing Medical Education, unless otherwise approved by the Office of CME. Documentation with original receipts is required for reimbursement. We must have the home address and Social Security number for all visiting faculty for the purposes of issuing their honorarium.

4. The receipt of commercial support for any aspect of the overall RSC activity or for support of any individual session must be made known to all attendees. This is best accomplished by including the information on the announcement/flyer/invitation (see attached). This information can also be made known to participants verbally at the start of the session.
5. Honoraria cannot be paid to SIU School of Medicine faculty members presenting at SIU School of Medicine -accredited RSCs.
6. All attendees must sign the attendance list to receive credit for the individual activity. Attendance sheets for each individual activity must be archived by the Department for 6 years.
7. A summary of participant attendance for the overall yearly activity will be prepared by each Department and submitted to the Office of Continuing Medical Education when requested at the end of the academic year.
8. Evaluation forms must be prepared in compliance with the Office of CME guidelines and include our required elements. The Office of CME will assist in the preparation of the evaluation forms, if requested.
9. Evaluation forms for the RSC will be made available to all attendees and collected by the Department presenting the RSC. These evaluation forms will be summarized by the RSC Coordinator and submitted to the Office of Continuing Medical Education. The evaluation summaries must be archived for 6 years by the Department.

**Requirements specific to a RSC with a fixed agenda, such as grand rounds:**

1. Objectives for each RSC session must be prepared, and submitted to the Office of CME prior to the occurrence of the activity.
2. Announcements, flyers, and invitations for each session must contain the information shown on the attached sample announcement.

3. The above announcement must be displayed next to the sign-in sheet at each RSC session to assure that all participants have been given advanced notification of the subject matter, faculty, faculty disclosures, and course objectives.
4. An evaluation form for each session must be prepared and made available to all attendees.

**Requirements specific to a RSC which is a case-based conference, such as tumor boards:**

1. Global objectives for the overall yearly sessions which constitute the RSC activity must be prepared as part of the original CME application.
2. Announcements/flyers/invitations for each session must contain the information shown on the attached sample announcement.
3. The above announcement must be displayed next to the sign-in sheet at each RSC session to assure that all participants have been given advanced notification of the subject matter, faculty, faculty disclosures, and course objectives.
4. If a guest faculty participates in an individual session and presents a didactic presentation, then that session must be treated as an activity with a fixed agenda, and all the above requirements for a RSC with a fixed agenda must be met.
5. The evaluation of the overall RSC can be done on a quarterly basis. All faculty who participated in the RSC over the year on an ongoing basis must be included in the evaluation. If a guest faculty presents a didactic presentation at any of the individual sessions, that session should be evaluated separately.
6. A log of cases presented at each RSC session must be kept. This must include the type of case/patient presented and the individual

presenting. A copy of the log must be submitted to the Office of CME annually along with the participant attendance summary report. The department should archive their copy for 6 years following our yearly audit of the RSC.

SAMPLE FLYER  
NOTICE FOR A RSC WITH FIXED AGENDA

Conference Name

CME Course Director

Location

Date/Time

Title of Session

Presenting Faculty Name

Academic Title(s)

Affiliated Institution

Faculty Disclosure

Accreditation/ Support

Credit

Objective

Accreditation/Designation

SIU School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

SIU School of Medicine designates this activity for a maximum of \_\_\_\_\_ Category 1 credits toward the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he or she actually spent in the educational activity.

Unapproved Uses of Drugs/Devices

In accordance with the Accreditation Council for Continuing Medical Education Standards for Commercial Support, the audience is advised that information presented in this continuing medical education activity may references to unlabeled or unapproved uses of drugs or devices. (Please refer to the FDS approved package insert for each drug/device for full prescribing/utilization information.) The ACCME requires that faculty disclose when he/she intend to discuss off-label uses in a presentation.

SAMPLE FLYER  
NOTICE FOR A RSC WITH A CASE-BASED FORMAT

Conference Name

CME Course Director

Location

Date/Time

Objectives

Participating Departmental Faculty with Disclosures

Accreditation/Designation

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