

**SIU School of Medicine  
Office of Continuing Medical Education**

**Regularly Scheduled Conferences  
Jointly Sponsored with Other Organization(s)**

The Office of CME at SIU School of Medicine accredits two kinds of Regularly Scheduled Series (RSS'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. You must complete an application annually.
2. All presenting faculty or discussants must complete our Faculty Disclosure and Attestation Form prior to their participation in the educational activity. It is the primary responsibility of the RSS 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 RSS must be approved by the Office of CME. The RSS coordinator must obtain a Letter of Agreement between SIU School of Medicine, the joint sponsor, and the commercial supporter or the activity. (The SIU/SM Letter of Agreement for Commercial Support should be revised to show that the agreement is among the commercial supporter, SIU/SM, and the joint sponsor. The letter should indicate that payment should be made to the joint sponsor, as delegated by SIU/SM. See the attached sample letter, which has the revisions in italics.) All expenses and faculty honoraria for which the funds were received must be paid by the joint sponsor.
4. The receipt of commercial support for any aspect of the overall RSS 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. 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 RSS's.
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 joint sponsor for 6 years.
7. A summary of participant attendance for the overall yearly activity will be prepared by the joint sponsor and submitted to the Office of CME at the end of the fiscal year (June 30).
8. Evaluation forms for the RSS must be prepared in compliance with the Office of CME guidelines and include our required elements. The Office of CME will provide you with an evaluation template and can assist in the preparation of the evaluation forms, if requested.

9. Evaluation forms for the RSS will be made available to all attendees and collected by the RSS Coordinator. These evaluation forms will be summarized by the RSS Coordinator and submitted to the Office of CME. The evaluation summaries must be archived for 6 years by the joint sponsor.

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

1. Objectives for each RSS session must be written.
2. Announcements, flyers, and invitations for each session must contain the information shown on the sample announcement.
3. The announcement must be displayed next to the sign-in sheet at each RSS session to assure that all participants have been given advance notice 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 RSS that is a case-based conference, such as tumor boards, clinical conferences, and morbidity and mortality reviews:

1. Global objectives for the overall yearly sessions which constitute the RSS 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 sample announcement.
3. The announcement must be displayed next to the sign-in sheet at each RSS session to assure that all participants have been given advance notice 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 RSS with a fixed agenda must be met.
5. The evaluation of the overall RSS can be done on a quarterly basis. All faculty who participated in the RSS 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. Please keep a log of cases presented at each RSS session. The log should include the type of case/patient presented and the individual presenting. Submit a copy of the log to the Office of CME annually. **Please delete all patient identifying information before you submit the cases.** Archive your copy for 6 years.