Regularly Schedule Series (RSS) Administrative Coordinator Responsibilities

As the designated RSS Administrative Coordinator for this series, please review the following responsibilities.

- ☐ Coordinate and submit complete and accurate documentation online in advance of each session through the RSS workflow process [PLEASE NOTE: Sessions and corresponding documentation must be submitted to the CCEHS for review and approval at least 3 days prior to the session. Credit cannot be awarded retroactively and the CCEHS does not conduct final approval during non-business hours.].

- ☐ Communicate any program changes in a timely manner and work with the assigned CCEHS contact to ensure they are acceptable.

- ☐ Ensure learners are provided with proper instructions for claiming credit (e.g. distribution of the SMS code) and completing any additional requirements as applicable (e.g. quizzes, evaluations).

- ☐ Monitor that learners are recording their attendance and claiming credit through the CCE website so that participation is being accurately captured.

- ☐ Complete supplemental documentation as requested to assist with the operational and administrative support of the series (e.g. completion of the annual RSS Renewal Application).

- ☐ Ensure that participants are encouraged to complete the annual evaluation process (activities without an evaluation response will not be considered for accreditation for future iterations).

- ☐ Keep up-to-date on posted RSS Coordinator Resources, http://cce.upmc.com/rss.

- ☐ Serve as the liaison between the CCEHS and the Course Director(s)/Planning Committee and engage them as needed in decision making for the series.