UPMC Center for Continuing Education in the Health Sciences



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RSS Update

A newsletter designed to keep you updated with the latest news and offer resources to support the management of your Regularly Schedules Series

What's NEW in 2025?

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Need help?

RSS Resources: https://cce.upmc.com/RSS

FAQs: https://cce.upmc.com/faq

Email: cmeseries@upmc.edu

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Series Timeline

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Series Timeline

- 2026 Applications (Oct-Dec 2025)
- Learner Evaluations (Fall 2025)
- 2026 Renewal (Winter 2025)

Fun Facts

of active series in 2025: 578

of sessions approved in 2024: 15,010

Total attendance for RSS activities in 2024: 148,779 (counts each time a learner

records attendance)

2025 Regularly Scheduled Series Timeline

The application window for NEW 2026 Regularly Scheduled Series will be from **October 1** through **December 15**, **2025**.

- Learner Evaluation September 22, 2025 through October 24, 2025
- Application Period for NEW 2026 Series October 1, 2025 through December 15, 2025
- 2026 Renewal Period for Existing Series November 3, 2025 through December 19, 2025

RSS Learner Evaluations

- Completion of the evaluation is mandatory for the activity to continue receiving CME credit
- The evaluation is designed to evaluate the entire series (i.e. not that particular day)
- The last, open-ended question must be answered with two responses

The information we receive from the assessments is important. The data collected is used to assess the effectiveness of our activities_and to continuously improve the quality of education offered to our target audiences.

More information will be emailed to contacts and learners in mid-September. The evaluation for each series will open September 22, 2025 and be open through October 24, 2025.

2026 Renewal Period for Existing Series

- For existing series looking to renew for 2026, the renewal application period will begin
 on November 3, 2025 and run through December 19, 2025. You will be notified when
 the 2026 renewal application is added to your series homepage and emailed instructions for further guidance
- Sessions for 2026 <u>should not</u> be submitted until the 2026 RSS renewal process has been completed. Instructions and more information about the renewal will be emailed to the contact in the beginning of November.
- Mandatory usage of the new COI form will begin during the 2026 RSS Renewal (see page 5)

Application Period for NEW 2026 Series

• Our **Application Period for NEW 2026 Series** will open <u>October 1, 2025</u> and remain open through <u>December 15, 2025</u>. Credit will begin to be awarded for these activities January 1, 2026

^{*}Please do not submit a NEW COURSE APPLICATION for existing series, these will go through the renewal application process*

Attendance Requirements

Activities that are offered for credit are expected to capture attendance records for **all learners** regardless of the type of credit approved for the series.

- •ALL attendees should text the SMS code for each session to record their attendance, whether or not they need the credit being awarded.
- •Your series will be flagged if at least 75% of the attendees are not recording attendance. Series with low attendance may not be renewed.

Example:

The series is approved for AMA and ANCC credit. Average attendance is 10 nurses (ANCC credit),10 physicians (AMA credit) and 10 other learners (e.g., medical students, social workers). The total audience is 30 attendees, there should be an average of at least 23 audience members texting the code and recording their attendance through out the year.

How can you help?

- •Please encourage all attendees to text the SMS code for each session whether or not they need the credit being awarded.
- <u>Reminder:</u> contacts have the ability to <u>manually add a learner's attendance</u>.

<u>Updating Series Contact and Series Director</u>

- If a new Course Director is taking over your series, please submit our <u>Course Director</u>
 <u>Change</u> webform so we can update our records.
- If a new administrative contact needs access to submit sessions please submit a RSS Contact Change and we'll provide access to the requested series.
- *Both webforms are also accessible directly in the **RSS Coordinator Resources** tab on https://cce.upmc.com/.

NEW - <u>COI Forms</u>

New-Updated COI form

Course Directors, planners, speakers, moderators, should be completing their own forms.

The new COI form is accessible above and in the RSS Coordinator tab.

Mandatory usage of the new COI form will begin this winter during the 2026 RSS Renewal and NEW RSS Application period.

Before uploading a COI onto	
a session, be sure there is	
Matching Series Title at the top of the form	
A checked box indicating their relation to the series (planner, speaker, other)	
A checked box indicating whether they have any financial relationships with an ineligible company (relationships listed if applicable)	
Both attestation boxes are checked	
Attestation date is within 1 year of the session date	
The attestation date cannot be a future date	
A signed date of 12/12/2025, would be valid for sessions until 12/13/2026)	

Managing Sessions

Adding Statement

For series approved for AMA PRA Category 1 Credit

 As an update to your RSS workflow process, please add the bolded statement below in the code box under 'attendance' in credit settings

This activity is approved for AMA PRA Category 1 Credit™

Attendance (Active Increments: 0.25 Min: 0.00 Max: 1.00 Code: Th
Active
☐ Variable credit
Increments 0.25 Min 0.00 Max 1.00
Code
This activity is approved for AMA PRA Category 1 Credit™

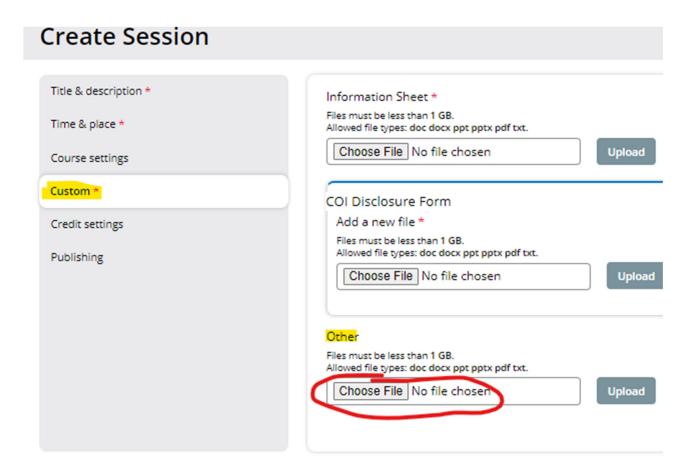
Naming Sessions

- All clinical sessions, please incorporate topic in session title.
- Example: Medicine Grand Rounds: Update on Hypertension

^{*}This does not apply to committees, case conferences, tumor boards*

Committee Agenda

- For each series identified as a committee, please upload an agenda for the session in the field titled 'other' in the custom tab. *Shown Below*
- The agenda must be inclusive of topics and times. A sample template is provided here: Committee Agenda Template.
- If you're unsure of your activity type, please check on your series homepage.



Managing Rescheduled/Canceled Sessions

If an approved session has been rescheduled

Go into the approved session, (1) update the session to the rescheduled date and time in **Edit** → **Time & Place** (2) the uploaded information sheet will need an updated session date (top right corner). In **Edit** → **Custom**, the uploaded information sheet will need to be removed and the updated information sheet will need to be uploaded, be sure to save or changes will be lost

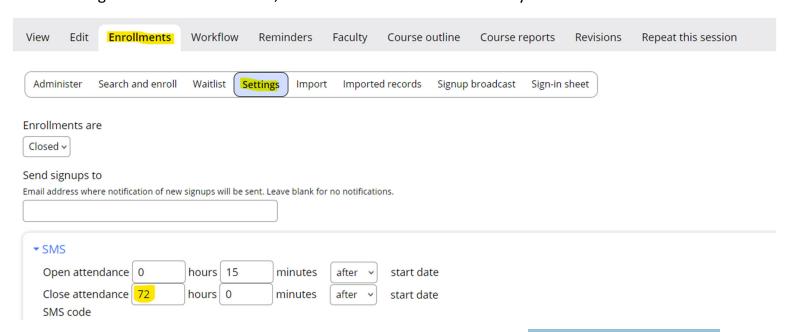
If an approved session has been canceled

Go into the session, there's a red delete button at the bottom of the Edit tab

Extending SMS code timeframe

The default duration for the SMS code to be accepted is 2 hours after the session starts. When creating the session, you can set the duration of time for the code to be accepted

- -In Enrollments → Settings → SMS, the entered time in closed attendance controls this timeframe. The example below shows the code would be accepted for 72 hours from the start of the session. Be sure to select Save Configuration at the bottom of this tab or these changes will be lost
- -The longest should be 336 hours, which would allow learners 14 days to submit the code



^{*}Not removing canceled session will impact the average attendance per session

General Reminders

- Please submit sessions 3 days in advance of the session date, we can approve up to 90 days in advance
- In credit settings, activate 'Attendance' and add awarded credit amount in 'max'.
 This allows attendees outside of the awarded credit to obtain a certificate of attendance
- Be sure to <u>mark learners attended</u> when '<u>manually adding a learner's attendance</u>, otherwise the credit will not appear in the learner's account
- In Edit → Course Settings, don't check mark the box 'Show on catalog', the only box that should be checked is 'show on transcript'
- Add a Certificate in the course outline tab, otherwise users wont have a certificate in their transcript when they claim credit
- Don't <u>repeat</u> sessions past the current year we are in
- In addition to the attendance requirements, series need to meet at least quarterly to remain active
- If relationship has been disclosed and mitigated, don't forget to add the Mitigation date on Information Sheet in Step 3C