

USING CPD@JeffLEARN™ to MANAGE RSS: WHAT YOU NEED TO DO FOR EACH SESSION

What to do at least 30 days before the session

- **Edit** the session in the CPD@JeffLearn system, and be sure to click YES, to send it to the NEW Session Registration Database (SRD)
- **Request** speaker to complete Conflict of Interest (COI) and follow-up with the speaker to obtain and/or enter COI information. Resources to help you with this, including a sample email with instructions for presenters, can be found at: <http://jeffline.jefferson.edu/jeffcme/rsc/forms.cfm>

NOTE: The process for collecting COI has changed!!!!

- **Speakers now must register in the CPD@JeffLEARN System to access the new CME Conflict of Interest database (CME-COI).**
- **Note that we no longer require a “web ID”. CME COI will be matched on speaker name/email and date of session.**
- **The spelling and names/emails used in the Speaker registration must be identical to the one you use when setting up the session, or the systems will not recognize the CME COI as completed.**

Provide the speaker with the following (downloadable from <http://jeffline.jefferson.edu/jeffcme/rsc/forms.cfm>)

- **How to register in CPD@JeffLEARN**
- **How to submit a CME Conflict of Interest**
- **CME Content Guidance Information**
- **CME Faculty COI Information**
- **If presenter comes from outside of Philadelphia, provide a copy of the Philadelphia Business Privilege License Information (available on our website)**
- **Note- You may not register or change a session after it is over. Be sure to customize each session with the speakers/topics as soon as you know them!**

Day Before the session

- Check the SRD and make sure the Topic and Speaker information is accurate
- Print out the required forms from the New Session Registration Database (http://jeffline.jefferson.edu/jeffcme/ethosce/srd_login.cfm)
 - Session Documentation Form (SDF)
 - COI Summary
- Prepare the posting for the required ATTENDANCE SMS CODE to be made available to participants ONLY at specified times during the session. It is not to be distributed via email or other wide-ranging method. Only people who are at the session should have access to the SMS Code!
 - Use the OCME Standard SMS FORMAT (in powerpoint), and customize it to your session. This form is available on our website at <http://jeffline.jefferson.edu/jeffcme/rsc/forms.cfm>). It can be printed and also used as a welcome slide before the session begins
- If receiving commercial support for the session, submit the required Letter of Agreement (LOA) to the OCME for review and signature.
 - NOTE: All LOAs must be signed by the supporter and the Assistant Dean for CME- Jeanne Cole or designee PRIOR to the start of the session in order for the session to qualify for CME credit.

On the Day of the Session

Participants need to be able to view the following items before the session starts! POST THESE ITEMS

- The Session Documentation Form
 - **Be sure to acknowledge commercial support on the SDF that is posted**
- The CME COI Summary form when it is needed*
 - ***ONLY if presenter(s) and/or planners have disclosed a relevant relationship***
- The SMS CODE to TEXT IN for attendance for the Session
 - **THIS SMS CODE is DIFFERENT for EVERY Session!!**

AND, be sure to...

- Still use a paper attendance sheet - the CPD@JeffLEARN Attendance Template Form!
- This is our back-up/failsafe for attendance verification (in the event of technical difficulties with the SMS system, cell phone failures, or other unforeseen circumstances.)

After the session

- If any of your attendees did not use their cell phone for recording their attendance, you can update their attendance manually (Contact the OCME for help with this).
- Otherwise, just keep your Day of Session documentation in an organized file. If the OCME needs to access these records, we will contact you.
 - **We recommend a loose-leaf binder, stapling the session documents together, and putting in chronological order.**
 - **Your documentation may be subject to random audit for compliance.**

We no longer require “session reporting” on each session, nor do we require a Speaker Evaluation if there was a conflict present!