

SECTION: 14 Faculty Affairs

AREA: Continuing Medical  
Education

NUMBER: 14.05.05

SUBJECT: Regularly Scheduled Series (RSS) for Continuing Medical Education Activities

## I. Purpose and Scope

- A. This policy outlines the requirements and expectations for the planning, implementation, and evaluation of Regularly Scheduled Series (RSS) accredited by the Tilman J. Fertitta Family College of Medicine (Fertitta College of Medicine). The policy ensures compliance with the Accreditation Council for Continuing Medical Education (ACCME) *Standards for Integrity and Independence in Accredited Continuing Education*.
- B. This policy applies to all course directors, planners, faculty, and staff involved in the development and delivery of RSS activities.

## II. Policy

- A. Each RSS must be appropriately planned, documented, and evaluated to maintain compliance and alignment with the mission of the Fertitta College of Medicine Continuing Medical Education Program and the *Standards for Integrity and Independence in Accredited Education* as established by the ACCME.
- B. To ensure an RSS is planned and implemented in accordance with the ACCME Accreditation Requirements and Policies, including the *Standards for Integrity and Independence in Accredited Continuing Education*, the Course Director, and co-course director, if applicable, of the RSS must agree to the terms and conditions of the following policy prior to commitment by the Office of Continuing Medical Education to newly sponsor or renew sponsorship of an Activity:
  - 1. **Continuing Medical Education Planning Form for AMA PRA Category 1 Credits(s)<sup>TM</sup>:** The *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Planning Form* for an activity must be submitted by the Course Director to the Office of Continuing Medical Education **no less than three (3) months prior to the first RSS activity**. No activity may be held for CME credit unless a signed and fully executed *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Planning Form* is in place first for both a new activity and activity renewals.

2. **Eligibility:** The Course Director of an RSS must be an active faculty member, full-time, part-time, adjunct or voluntary, of the Fertitta College of Medicine.
3. **Planning Committee:** The CME activity is guided by a Planning Committee representing both the prospective audience and the faculty providing education. ***The Course Director and all members of the planning committee must disclose financial relationships as required by the Standards for Integrity and Independence in Accredited Continuing Education.***
  - i. Financial Relationship Disclosure forms from each Planning Committee member, including the activity coordinator, must be completed and included with the submission of the *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Planning Form* to the Office of Continuing Medical Education.
4. **CME Program Mission:** The content and design of the activity must fit the mission of the Continuing Medical Education Program and the Fertitta College of Medicine – a dedication to improving the health and health care of the population of the City of Houston and surrounding areas, the State of Texas and beyond.
5. **Professional Practice Gaps, Needs, Learning Objectives and Educational Design:** The Planning Committee develops a Statement of Need based on their learner's Professional Practice Gaps and an assessment of their audience's educational needs. From this information, global, overall Learning Objectives are codified on the *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Planning Form*. The Planning Committee designs the educational structure most appropriate to affect knowledge, performance, competence and a change behavior as intended by the activity.
6. **Compliance:** The Course Director agrees to comply with all ACCME Accreditation Requirements and Policies, including the *Standards for Integrity and Independence in Accredited Continuing Education*, in accordance with the policies and procedures established by the Continuing Medical Education Program.
7. **Submission of Documentation:** It is the Course Director's responsibility to assure that all required documentation from each activity within the RSS is received by the Office of Continuing Medical Education appropriate deadlines as outlined:

Flyer, Announcement, Brochure	<b>Approval is required by the Office of Continuing Medical Office before each activity flyer in the RSS is distributed to learners</b>
Completed Disclosure documents for faculty/speakers received (one per person, per year)	Due to the Office of Continuing Medical Education <b>2 weeks</b> prior to the activity

Draft syllabus, agenda, course materials, slides for approval prior to distribution/display (for each activity in the RSS)	Due to the Office of Continuing Medical Education <b>7 days</b> before the activity
Attendee Roster (for each activity in the RSS)	Due to the Office of Continuing Medical Education <b>7 days</b> after activity
Evaluation forms and summary	Due to the Office of Continuing Medical Education <b>14 days</b> after activity

**If the required documentation is not received as outlined, CME credit will not be granted for the activity.**

Upon review and subsequent approval of the activity flyer, financial disclosure form and presentation by the Director of Continuing Medical Education, the Office of Continuing Medical Education will insert the appropriate accreditation and disclosure statements on the activity flyer and return to the Course Director and Activity Coordinator for distribution to learners. The disclosure slide will be completed by the Office of Continuing Medical Education and inserted by the Office into the presenter's slide deck upon approval of the presentation. The disclosure slide will be inserted as Slide 2 in the presenter's deck. The approved slide deck will be returned to the Course Director and Activity Coordinator for use by the presenter on the activity date.

8. **Commercial Support:** Whenever funds are contributed to in support of an activity or a session of the activity, commercial support agreements (typically referred to as "letters of agreement") compliant with the ACCME's *Standards for Integrity and Independence in Accredited Continuing Education* must be appropriately authorized and provided to the Office of Continuing Medical Education along with copies of checks, and a final reconciliation of how the funds were used. **No matter how the funds are received, an ineligible company may NOT pay directly for any expenses related to an accredited education activity (i.e. food, travel, honorarium, etc.) under any circumstances.**
9. **Disclosure of Financial Relationship and Resolution of Conflict of Interest:** Course Directors must ensure each person in control of the educational content for the activity, which includes the Course Director, Co-Course Director, all members of the activity Planning Committee, the Activity Coordinator, and the speaker/presenter, discloses all financial relationships using the *Financial Disclosure Form*. The *Financial Disclosure Form* must be submitted to the Office of Continuing Medical Education for review. The Office of Continuing Medical Education decides what is relevant. If mitigation of disclosed financial relationships is required, the Course Director will assist the Office of Continuing Medical Education to resolve any real or apparent conflicts of interest as discussed in the Office of Continuing Medical Education's Conflict of Interest Mitigation policy. Review of documentation of disclosure and conflict of interest resolution by the Office of Continuing Medical Education will take place prior to each activity in the RSS. Action may be taken by the Office of Continuing Medical Education, as necessary, should there is a concern

about the management of any instance of perceived or actual conflict of interest in the RSS.

Course Directors must ensure that every person in control of educational content completes the *Financial Disclosure Form* and that the form is received by the Office of Continuing Medical Education by the appropriate date.

The Office of Continuing Medical Education will insert the appropriate language on the activity flyer and return to the Course Director and Activity Coordinator.

The Course Director must ensure the presenter verbally discloses at the beginning of his/her presentation one of the following:

- “I do not have any financial relationships to disclose” *or*
- “I have the following financial relationships to disclose:...”

10. **Evaluation Plan:** The Activity Planning Committee will offer a systematic evaluation plan for the Activity with the assistance of the Office of Continuing Medical Education. On a periodic basis the Activity leaders and participants will self-evaluate whether the accredited Activity meets the stated professional practice gaps, needs and global learning objectives as outlined in the *Continuing Medical Education Planning Form* and what improvements, if any, are necessary to the Activity. An annual evaluation is a minimum requirement. The evaluation plan must be accepted by the Office of Continuing Medical Education.
11. **Monitoring:** The Activity will be closely monitored by the Office of Continuing Medical Education for compliance with this RSS Policy and the ACCME accreditation requirements and policies. The Office of Continuing Medical Education will support performance improvement initiatives to ensure compliance when needed. Monitoring of an RSS activity will involve session attendance by an Office of Continuing Medical Education staff member periodically. Deficiency in compliance will be documented and brought to the attention of the Course Director within thirty (30) days of the date the deficiency is noted. The Course Director will be responsible for correcting the deficiency within fourteen (14) days of notification by the Office of Continuing Medical Education.
12. **Improvement Plan:** A plan for improvement will be developed, documented in writing to the Office of Continuing Medical Education and implemented by the Course Director. This plan will be reviewed at the time of the *Continuing Medical Education Planning Form* renewal of the Activity or sooner, if designated by the Office of Continuing Medical Education.
13. **Suspension of an Activity:** Failure to bring the Activity into compliance is cause for suspension of the Activity until such time as the elements for full compliance are demonstrated to be in place. Granting of CME credit for activities which cannot cure defaults may be cancelled. CME credit for individual participants cannot be earned while an Activity is under suspension. Granting of CME credit for an activity not in compliance at a level acceptable to the Office of Continuing Medical Education will not be renewed subject to review by the Fertitta College of Medicine Continuing Medical Education Committee.

14. **Attendance Transcripts:** The Office of Continuing Medical Education will provide learners with current, accurate data on their participation in the Activity in the form of a transcript. Attendance data will be maintained for ten (10) years.
15. **Annual RSS Program Evaluation:** The Office of Continuing Medical Education will review its performance and the performance of each of its sponsored activities annually and report its findings for review and evaluation to the Fertitta College of Medicine Continuing Medical Education Committee. For all RSSs where the Fertitta College of Medicine's Office of Continuing Medical Education is the accredited sponsor, the Office of Continuing Medical Education will take full responsibility for every session of an RSS during its annual term of sponsorship. Instances may occur where guest faculty appearances for an individual session of an RSS are offered through an outside accredited CME provider such as a medical education company or medical school. In such instances, the outside accredited CME provider may not become the primary sponsor of the individual session. The outside accredited provider may only offer the guest faculty appearance in a venue outside the RSS

### III. Definitions

- A. **RSS (Regularly Scheduled Series):** A recurring educational activity (e.g., Grand Rounds, Case Conferences, Tumor Boards) designed for the College's professional staff and faculty. An RSS is an activity that occurs on a regular basis with global, overall learning objectives with different material presented at each activity.
- B. **Course Director:** A faculty member responsible for the oversight and planning of the educational and administrative elements of an RSS.
- C. **Activity Coordinator:** The Activity (or Course) Coordinator manages all of the activity logistics such as room reservation, sending out activity announcements, printing activity materials, ordering catering, etc.
- D. **Planning Committee:** A group of individuals representing the target audience and faculty, responsible for needs assessment and educational design. The Planning Committee is in control of the educational content of the RSS.

### IV. Supporting Policy Information

- A. **Activity Approval:**  
All RSS activities must submit a *Continuing Medical Education Planning Form* to the Office of Continuing Medical Education at least three (3) months prior to the first activity of the RSS. Activities will not be approved or accredited without a fully executed planning agreement.
- B. **Course Director Eligibility:**  
The RSS Course Director must be an active faculty full time or voluntary faculty member at the Fertitta College of Medicine.
- C. **Planning Committee Requirements:**  
Each RSS must have a Planning Committee representing the audience and faculty. All

committee members must disclose financial relationships, which must be reviewed for conflicts of interest by the Office of Continuing Medical Education.

**D. Alignment with CME Mission:**

The content and delivery of each RSS must align with the goals and mission of the College's Continuing Medical Education program.

**E. Educational Design:**

Planning must be based on identified practice gaps and learner needs. Global, overall learning objectives and session-level learning objectives and design must support performance and behavioral improvements and change.

**F. Compliance with Accreditation Requirements:**

The Course Director agrees to comply with all ACCME requirements and Fertitta College of Medicine continuing medical education policies.

**G. Documentation Submission:**

All documentation (e.g., attendance records, disclosures, evaluations) must be submitted to the Office of Continuing Medical Education within the timeline outlined in II.7. Late documentation will result in forfeiture of CME credit.

**H. Commercial Support:**

All commercial support must be disclosed via formal agreements and submitted with budget documentation. **Under no circumstances may an ineligible company directly pay for CME expenses.**

**I. Conflict of Interest Management:**

All faculty and planners must complete disclosure and attestation forms. Conflicts of interest must be identified and mitigated in accordance with the College's continuing medical education policies. Verbal disclosure must occur at the beginning of each presentation.

**J. Evaluation:**

Each RSS must include a formal evaluation plan. At minimum, an annual assessment of effectiveness must be submitted and reviewed.

**K. Monitoring:**

The Office of Continuing Medical Education may, at any time, observe RSS sessions and will document any deficiencies in compliance. These will be reported to the Course Director within thirty (30) days.

**L. Improvement Plan:**

If compliance issues arise, an action plan must be submitted and approved. This plan will be reviewed during renewal or sooner if deemed necessary.

**M. Suspension of Activities:**

Non-compliant activities may be suspended, and CME credit will not be awarded during the suspension period. Renewals will not be approved without demonstration of remediation.

**N. Attendance Transcripts:**

The Office of Continuing Medical Education will maintain attendance records and provide transcripts to learners. Attendance data will be retained for a minimum of ten (10) years.

**O. Guest Faculty and External Providers:**

Guest speakers supported by external CME providers may not replace the Fertitta College

of Medicine as the accredited sponsor for an RSS session. These presentations may occur only outside the RSS framework.

## V. Disciplinary Action for Non-Compliance

- A. Failure to meet the above requirements may result in loss of CME sponsorship, forfeiture of credit, or suspension of the RSS.

## VI. Review and Responsibility

Responsible Party: Director, Continuing Medical Education

Review: Every 2 years

Date Issued: 01/01/2023

Date Approved: 10/06/2025

Next Review Date: 10/06/2027

Responsible Office(s): Office of Continuing Medical Education  
Fertitta College of Medicine

### *Revision and Approval History:*

*Dean's Cabinet Approval Date* 10/06/2025

*Date Approved by CMEC:* 07/30/2025

*Revised to reflect current best practices in CME Operations* 03/01/2025