DUKE CONTINUING EDUCATION PLANNING MONTHLY SERIES 2024

Ins and Outs of Regularly Schedule Series & Running Reports

Clinical Education & Professional Development
Duke University Health System

Attendance

Text SAVNES to 919.213.8033 & send (active for 24h only)

- Learner Expectations to Assure Attendance is Documented:
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Participants **MUST** have an active OneLink & Duke CE Ethos Account **PRIOR** to the activity to attend & claim education credits.

Verify your account has accurate email and phone number to assure you receive credit.

Register OneLink Account (Non-Duke Learners)

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2. Click **Log In** in the upper right-hand corner
3. Click **OneLink help**
4. Click **Register**
   Verify Email:
5. Go to the **email account** you used to create your OneLink account
6. Open email from Duke OneLink & Click the link in the email to continue
7. Create *username, password, security question*
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Activate OneLink Account & CE Profile (All Learners)

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5. Click **Edit** & complete all 3 Tabs: *Account, Profile, & Mobile* 6.Enter your **date of birth**
6. Click **Save** at the bottom of the page
If you do not have a BOARD NAME or DIPLOMATE NUMBER, please skip

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Duke Continuing Education Credit Planning Monthly Series

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The series will include accreditation requirements as well as topics & techniques to maximize education offerings.

https://duke.zoom.us/j/96479810179

Meeting ID: 964 7981 0179

(Tentative) Topics Schedule	DATE
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Live.Enduring Activity Applications	07/15/2024
Ins and outs of RSS	08/19/2024
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Duke Health Clinical Education and Professional Development is accredited by the International Association for Continuing Education and Training (IACET), and is authorized to issue IACET CEU, and authorized by IACET to offer 0.1 CEUs for this program.

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Mission Statement

The Mission of The Continuing Education Department is to act as consultants in the Development, Propagation, and Implementation of Educational Programming for the Duke University Health System and its esteemed affiliates. We ensure that all Education is rooted in evidence-based practice, Health System Data, and equitably benefits/impacts all members of the Health Care Team.

ACCME Standards

1 Ensure Content is Valid

2 Prevent Commercial Bias & Marketing in Accredited Continuing Education

3 Identify, Mitigate, & Disclose Relevant Financial Relationships

4 Manage Commercial Support Appropriately

5 Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

Join future Duke Continuing Education Credit Planning Monthly Series to learn more about the ACCME Standards

Clinical Education & Professional Development
Duke University Health System

Approval Expectations

Maintaining Standards & Expectations	
ACCME Standards	
Content Validation and Review/Educational Materials	• Recommendations must be based on evidence • HIPPA & copyright compliant
Safeguards against Commercial Bias	• Content, activities & materials must not be promoted by a commercial interest • Financial relationships of the planning committee & presenters will be disclosed to learners prior to the activity • Planning committee & presenters must complete a disclosure prior to the activity and ineligible relationships 'resolved' prior to the activity • Vendor Policies –Duke and ACCME
Grants & Funding/Commercial Support	• Must be reviewed by this office
Promotional Support	• Advertising Requirements for CE Activities • Promotional support must be shared with this office
Measurements of Effectiveness	• Participants must receive an evaluation

OBJECTIVES

- Defining an RSS
- Approval Expectations
- Disclosures
- Grant information
- Running Reports
- Marketing material
- Requirements to maintain your approval
- MOC RSS requirements
- Course reports/Group reports

Regular Scheduled Series & Grand Rounds

What is an RSS?
- Regularly Scheduled Series/Grand Rounds
- Series of multiple, ongoing sessions, primarily planned by & presented to the organization's professional staff.
- Topics vary each offering

Regularly Scheduled Series (RSS) & Grand Rounds Checklist

Please refer to the Course Admin Resources listed under the Help Center on the Duke CEPD Website to find instructional materials and other required documents.

Prior to Submitting the Application

☐ Applications:
- RSS/Grand Rounds are approved for by the calendar year (January thru December).
- Submit all RSS & Grand Rounds Applications for upcoming calendar year by November 1 every year.
- Include finalized dates & times for all sessions for at least the first 6 months of the year. You may include the entire year's dates and times if they are known.
- Disclosures:
  - All planning members & presenters must Complete the Duke Continuing Education Disclosure form.
  - Applications will not be approved until disclosures are complete.
  - View completed disclosures on the CE Disclosure Dashboard.
  - We understand speakers for RSS's often change or are decided the week of the session. Once a speaker is selected, they need to complete a disclosure form and the CE office must be notified if there is any financial relationships prior to the presentation.

☐ Grant Funding: If your event involves grant funding, please submit all grants (without redaction) as soon as possible.

8 Weeks before the First Session

☐ Marketing Materials: including brochures, "save-the-date" flyers, and website announcements. Marketing must be approved and contain the correct accreditation statement(s), logo(s), and Credit Amount.

☐ Grant Agreements: Signed and Co-Signed by Duke CE. (You may not provide grant information on marketing materials/syllabus unless the Duke CE Office has a fully executed the grant agreement).

Before each individual Session

☐ Email speaker updates and topics to: Duke Continuing Education Department - CEPD-JAC@dm.duke.edu.

☐ Mitigation: The Duke CE Office will provide mitigation steps for the Course Admin to relay to the presenters.

☐ Please make sure that learners know the Duke Continuing Education website address of https://ja.dh.duke.edu/ to be able to log in to their account.
  Duke users can login with their Net ID & password. Non-Duke Attendees must Register A Duke OneLink Account & Activate Duke CE Profile.

☐ Attendance: If learners request credit, their attendance documentation is required. Please ensure that learners know the Duke CE text phone number (919) 213-8033 and RSS Text Code for each session.

Requirements must be maintained at all times to prevent credit being revoked.

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Disclosures

- All planning members & presenters must Complete the **Duke Continuing Education Disclosure** form.

- Applications will not be approved until disclosures are complete.

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- We understand speakers for RSS's often change; once a speaker is selected, they need to complete a disclosure form and the CE office must be notified if there is any financial relationship(s) prior to the presentation.

Grants

- If your event involves educational grant funding, please submit a copy (without redaction) to our office as soon as possible.

- Educational Grant Agreements: Signed and Co-Signed by Duke CE.

- You may not provide educational grant information on marketing materials/syllabus unless the Duke

- CE Office has a fully executed copy of the agreement.

Marketing materials

- Send to CE Office for approval before distributing

- Examples: Brochures, "save-the-date" flyers, website announcements

- Marketing must be approved and contain the correct accreditation statement(s), logo(s), and Credit Amount

Before Each Session

- **Email speaker updates and topics to**: Duke Continuing Education Department - CEPD-JAC@dm.duke.edu

- Check that disclosures are current on the [CE Disclosure Dashboard](#) - without current disclosures, no credit will be awarded

- If Mitigation is needed, the Duke CE Office will provide steps for the associate to relay to the presenters

- Any other changes (adding speakers, changing dates, etc.) should also be sent

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Duke University Health System

Maintaining MOC for Regularly Scheduled Series

- If your course includes MOC, please have your learners make sure their CE Ethos profiles are complete and updated to include their diplomate and birthdates.

- Without this information, MOC credits will not transfer over to their boards correctly.

- RSS/Grand Rounds: One Peer Review Form (for each specialty) may be submitted for the entire RSS/Grand Rounds (including all dates for the series)

- Onsite Moderators Report: must be completed & submitted for each weekly session within 30 days

- MOC Documentation Form: must be completed & submitted for each weekly session within 30 days

MOC profile example

PROFILE FOR PATRICIA BAILEY

VIEW **EDIT** ASSIGN CREDITS BOOKMARKS COURSE CREDIT LOG DELETED CREDIT MY

REVISIONS COMMITMENTS COUPONS REPORTED CREDIT

Account **Profile** Mobile

DUKE UNIQUE ID

0415770

☑ Do NOT share my contact information with companies/vendors

MARKETING CAMPAIGN

SPECIALTY BOARD
Select each appropriate board and supply your diplomate number for each board.

Board name *

- Select a value -

Diplomate number *

REMOVE

ADD ANOTHER

DATE OF BIRTH *
Date of birth is required for awarding credit to boards.

DATE *
E.g., 08/02/2024

02/23/2024

Remember to SAVE any changes made!

SAVE

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What does the course/group report include?

- Course Name
- User ID
- Username
- E-mail
- First Name, Last Name of Attendee
- Status of completion (Post-Activity Evaluation, Quiz, or Complete)
- Date started
- Date Completed
- Credits
- Credit Type

|	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Node ID	Course	SKU	User ID	Username	E-mail	First nam	Last name	Status	Date Start	Date Com	Credits	Credit type	
2	188968	Live and Enduring A		234473	415770	patricia.b	Patricia	Bailey	Complete	07/15/20	07/15/20	1	JA Credit - AH	
3														
4														

Post Activity Evaluation - Report

These reports are given based on request for Live and Enduring Courses Only.

- Summary of Post Evaluation results
- Statistics of evaluations (using pie chart and graphs in analysis of evaluations)

Will you attempt to address these barriers in order to implement changes in your competence, performance, and/or patients' outcomes?

Chart options »
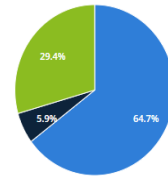
Result details

N/A	11
No	1
Yes, Please explain..	5 (view)

How will you integrate interprofessional teamwork behaviors and functions in the care of your patients

Chart options »

0.0%

100.0%
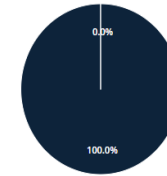
Result details

Left Blank	0
User entered value	17
Average submission length in words (ex blanks)	5.29
continue to study and learn new medications	
I have a better understanding of cancer basics.	

How might the format of this activity be improved for the content presented (select all that apply)?

Chart options »
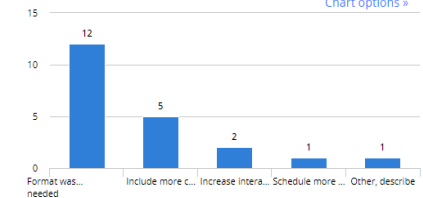
Result details

Format was appropriate; no changes needed	12
Include more case-based presentations	5
Increase interactivity with attendees	2
Schedule more time for Q and A	1
Other, describe	1 (view)

Post Activity Evaluation: Webform results

Download PDF

This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the "Add analysis components" fieldset.

Please rate the impact of the following objectives:

Chart options »

Describing the pathophysiology, diagnosis, and classification of cancer   Discussing the major treatment modalities of cancer and nursing implications

■ Strongly Disagree ■ Disagree ■ Neutral ■ Agree ■ Strongly Agree
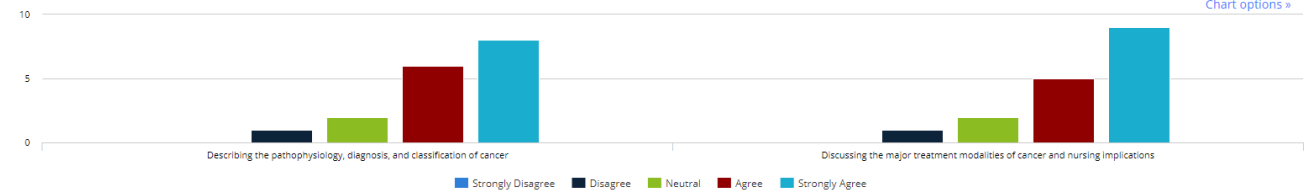
Individual Transcripts

Name of activity
Format
Number of credits
Type of Credit
Designations
Event Date
Date completed
Downloadable Certificate

More information

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Questions/Comments