

# Journal Clubs

For auditing purposes, the CPD Department is required to receive the following information before *each* meeting:

Log into the system > [AdventHealth Continuing Education \(cloud-cme.com\)](http://AdventHealth Continuing Education (cloud-cme.com))

- Disclosures** Must be provided to the audience prior to the education, you can print from the RSS Dashboard > Topic column > sheet of paper and place on the tables or create a slide to cycle through.
- Accounting form** All expenses incurred (food) or if income is collected from exhibitors, donations, etc. they must be reported on the accounting form that can be found at the bottom of the Homepage, under CME Templates.
- Contracts, Receipts, and Expenses** Copies of all contracts signed for the lectures/ meetings must be uploaded (catering, speaker honorariums, parking, venue, gifts, etc.).
- Upload documents in the RSS Dashboard** Articles, Speaker Skills Summary form, Save-the-Dates, Marketing Flyers, PowerPoint Presentation, Rack cards/ Bio on the speaker.
- Calendar Invites** Send calendar invites for the entire year to the CPD calendar, CFD-S.CPD.Department@AdventHealth.com, and your designated CPD Coordinator.
- Test Activity Codes** We recommend testing codes a day prior to each meeting to ensure it's working properly.

**Attendance** Each lecture has an individual code, all learners **must** record their attendance by texting the activity code – not just physicians. This is the only way for the learner to receive an evaluation.

**Trouble Shooting Attendance** If you receive a call from a learner unable to claim credit, ask if they texted the code.

- a. If they didn't > they won't receive the evaluation to claim credit.
- b. If they did > the CPD Department will confirm in the system. If it can be verified the CPD Department will add their attendance manually and the learner can complete the evaluation to claim credit.
- c. CME can only be *claimed* by completing the evaluation.

**NOTE:** DO NOT provide the activity codes on marketing materials or in emails but at the time of the education. Codes are date and time specific and active 30-minutes *prior, during* and 1-hour *after* discussions.

When providing the activity code to learners don't refer to the education as CME, or say 'this is the CME code', rather say something like:

**To make sure your attendance is recorded properly, text XXXXX (activity code) to (321) 430-2999. Credit is only claimed by completing the evaluation.**

[Log into the System](#) > adventhealth.cloud-cme.com

- Sign In > Use your OPID and OPID password.
- Go to the bottom of the page, above *CME Templates* > look for the *Administration* option.
- Left side > select the *Activities* option > *RSS Dashboard* option.
- Adjust the date range to the dates you want to view > *Search*.
- You can see and adjust many things from the *RSS Dashboard*.

## RSS Dashboard

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### STATUS

1. Shows the status of the activity.
2. Must show approved to have CME awarded.

APPROVED

### DETAILS

Activity codes are listed for both the parent and child.

1. Parent ID = the code for the entire series.
2. Child ID = the attendance code specific for each date.

### TOPIC > select the Name or Pencil

1. Pencil
  - a. Change the date or time.
  - b. Change the location.
  - c. Add or change *Objectives*.
  - d. Right side > Supporting Documentation > Select and upload copies of receipts, contracts, etc.
  - e. Save and Close
2. *Document or Paper Icon*
  - a. Provides you with a flyer or brochure with ACCME required information based on the data within the system: COI statements, objectives, and accreditation and designation statements.
3. *Calendar Icon*
  - a. This icon currently has a glitch **DO NOT** use it please.
4. *Trash Can*
  - a. DO NOT use this icon to delete an activity.
  - b. During our audit, the CPD Department is responsible for every date on the application, please email [CFD-S.CPD.Department@AdventHealth.com](mailto:CFD-S.CPD.Department@AdventHealth.com) with the intent to cancel a date.

### QR Code

1. This is used with the cellphone app, CloudCME. The app is undergoing changes and not used currently.
2. Organization Code: Adventhealth

## PLANNERS & COI (Conflict of Interest) STATUS > The director and activity coordinator based on the application.

1. This column should show the Planners based on the application.
2. Make sure all COI forms are current and not expired.
3. If one is missing or about to expire, email the person by selecting the envelope next to their name asking they update/complete their COI.
4. DO NOT change the Reply to Name, when the COI is completed, an email is sent notifying the CPD Department it has been completed.

## FACULTY

1. Speakers must have a current COI on file. COI forms are good for one (1) year.
2. You must notify the CPD department if a speaker is added, deleted, or replaced as soon as the decision is made.
3. If there is NO DISCLOSURE ON FILE Disclosure submitted: N/A  
Disclosure: NO DISCLOSURE ON FILE
  - a. Email the person by selecting the envelope next to their name requesting they update/complete their COI form.
  - b. Type the message > Send.
4. ADD or REPLACE a SPEAKER
  - a. If the speaker has a current COI, uncheck the box so the system doesn't automatically send an email.
  - b. If you are unsure, keep the checkmark on *Request Disclosure* before adding the faculty name.
  - c. Add or delete faculty here.
  - d. NEVER delete a speaker from a previous date.
5. Disclosure forms must be received prior to the education. The system date and time stamps the form at the time of electronic completion. **COI not completed at least 2 days prior to the education, credit(s) will be withheld.**

## PRESENTATIONS & COI Status

1. Presentations are not required to have AdventHealth logos on them but if branded, can only have the AdventHealth or AdventHealth co-brand logos.
2. Upload PowerPoint presentations here.
3. Ineligible companies, industry support and/or device company logos are not permitted on presentations in any format.
4. Photos embedded in presentations cannot have visible logos from ineligible companies shown.

## TARGET AUDIENCE

1. Nothing needs to be done here.

## OWNERS/ COORDINATORS

1. Notify the CME Coordinator if any of the Owners/Coordinators have changed.

NOTE: The CPD Department reserves the right to suspend the activity at any time if attendance and completion of evaluations are insufficient to meet auditing purposes.f

**I agree to the requirements above and acknowledge failure to provide required documentation may result in credit(s) being withheld or future activities suspended.**

**Department Coordinator:**

**Date:**

**CPD Department Coordinator:**

**Date:**