Lecture Series

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)

☐ ## Disclosures
Must be provided to the audience prior to the education, can be printed from the *RSS Dashboard* > Topic column > sheet of paper. Can be placed on the tables or create a slide to cycle through.

☐ ## Accounting form
All expenses incurred (food), or income collected from exhibitors, donations, etc. must be reported on the accounting form that can be found at the bottom of the portal *Homepage*, under CME Templates.

☐ ## Contracts, Receipts, and Expenses
Copies of all contracts signed for lectures/ meetings must be uploaded. This includes Exhibitor, Sponsorship, catering, speaker honorariums, parking, venue, gifts, etc.

☐ ## Upload documents in the RSS Dashboard
Speaker Summary form, Save-the-Dates, marketing flyers, PowerPoint Presentation(s), journal articles, rack cards, speaker bios, etc..

☐ ## Calendar Invites
Send calendar invites for the entire year to the CPD calendar (CFD-S.CPD.Department@AdventHealth.com), the CPD Manager (Virginia.Provenza@AdventHealth.com) and your designated CPD Coordinator.

☐ ## Activity Codes
We recommend testing codes prior to each meeting to ensure it's working properly.

☐ ## Attendance
Each lecture has an individual code, all learners **must** record attendance electronically by texting the activity code (not just physicians). As the Activity Coordinator, it is your responsibility to know that recording attendance is required and does not provide CME. Paper sign-in sheets are not accepted. This is the only way for the learner to receive an evaluation. ==If accurate attendance is not captured, awarding credits will be suspended.==

☐ ## Exhibitor(s)
Someone who offers money, and/or to display items specific to a company that provides products for patients, is considered an exhibitor and/or sponsor. These agreements require a **signed** contract. **Contact your CPD Coordinator prior to agreement**. Exhibitors **cannot** be in in the same space as the education, they must be separate either in a different room or with a divider. Exhibitors can answer direct questions but cannot expound about their products.

NOTE: DO NOT provide activity codes in emails but at the time of the education. Codes are date and time specific. They are active 30-minutes **prior** to, **during** the meeting and 60-minutes **after** lectures. The activity code ONLY records attendance and does not provide CME. Instruct your learners to:

**Sign-in by texting XXXXX (activity code) to
(321) 430-2999. Credit can be claimed when 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 (click the arrow to expand each field)

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 of the activity.
   b. Change the location.
   c. Add or change the *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 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.

4. *Trash Can*
   a. DO NOT use this icon to delete an activity.
   b. The CPD Department is required to report on every date during our audit. Please email the CPD Department CFD-S.CPD.Department@AdventHealth.com with the reason a date is cancelled.

QR Code
1. This is used with the CloudCME cellphone app. The app is undergoing changes and should be available in 2025.
2. When used, our Organization Code is: Adventhealth

PLANNERS & COI STATUS (Conflict of Interest Disclosure form) > 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 complete or update their COI.

4. DO NOT change the Reply to Name, when the COI is completed, an email is sent to the CPD Department notifying us it has been completed.

FACULTY

1. Speakers must have a current COI (above), they are good for one (1) year from the date signed.
2. 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
   a. Email the person by selecting the envelope next to their name requesting they update/complete their COI form.
   b. Type the message > Send.

> Disclosure submitted: *N/A*
> Disclosure: NO DISCLOSURE ON FILE

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. **Credits can be withheld if the COI is not completed at least 2 days prior to the education.**

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. If the speaker is from another organization, their logo can be on the first slide only and can not be on all slides.
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. You can change the Target Audience here if needed.

OWNERS/ COORDINATORS

1. Designates who can view the activity RSS Dashboard and reports. Notify the CME Coordinator of changes.

Trouble Shooting   When learners call, go to the 'HELP' option on the portal first prior to referring the learner to the CPD Coordinator. If the concern is not addressed, email the CPD Coordinator mailbox.

> NOTE: The CPD Department reserves the right to suspend awarding credits for the event if attendance, required documentation is not received or completion of evaluations are insufficient to meet auditing purposes.

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:**