# Tumor Boards and Case Conferences

This document outlines the responsibilities of the department requesting the education. The CPD Department is required to receive the following information prior to *each* meeting:

You can log into the system by clicking the link – [AdventHealth Continuing Education (cloud-cme.com)](https://adventhealth.cloud-cme.com/default.aspx)

[ ]  Case Summary Page

 Indicates the number of cases discussed.

[ ]  Disclosures

 Disclosure must be received and provided to the audience prior to the education. The CPD Department verifies, or creates, a disclosure slide to be used.

[ ]  Accounting form

 **All** expenses and/or income must be reported on the accounting form found at the bottom of the portal *Homepage*, under CME Templates.

 **NOTE: Vendors cannot pay for, or supply, food without talking to the CPD Department first.**

[ ]  Contracts, Receipts, and Expenses

 Copies of all signed contracts must be uploaded. This includes exhibitors, sponsorship, catering, speaker honorariums, parking, venue, gifts, donations, etc.

 **NOTE: Vendors cannot pay for, or supply, food without talking to the CPD Department first.**

[ ]  Upload documents in the RSS Dashboard

Speaker Summary form, Save-the-Dates, marketing flyers, PowerPoint Presentation(s), journal articles, rack cards, speaker bios, etc. can be uploaded via the *RSS Dashboard.*

[ ]  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). It is the Activity Administrator’s responsibility to know that **recording attendance is required** and does not provide CME. Paper sign-in sheets are not accepted. Texting is the only way the learner is eligible to receive credit. **If accurate attendance is not captured, awarding credits can be suspended.**

[ ]  Exhibitor(s)

ANYONE who offers money to display items specific to a company is considered an exhibitor. **Contact your CPD Coordinator prior to accepting their offer,** there must be a **signed agreement prior** to allowing company reps to be in the education space. Exhibitors **cannot** set up in the same space as the education but must be in a separate room or divided space. Exhibitors can discuss their products with learners outside the educational space.

 **NOTE: Vendors cannot pay for, or supply, food without talking to the CPD Department first.**

**NOTE:** DO NOT provide activity codes in emails but at the time of the education. Codes are date and time specific and 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.**

[Log into the System](https://adventhealth.cloud-cme.com/default.aspx) > adventhealth.cloud-cme.com

* Sign-in with your OPID and OPID password (the same login used for Epic).
* At the bottom of the page, above *CME Templates* > look for the *Administration* option.
* On the left side > select the *Activities* option > *RSS Dashboard* option.
* Adjust the date range to the dates you want to view > *Search.*
* You can view and adjust many things from the *RSS Dashboard.*

# RSS Dashboard – How to use each Column (click the arrow to expand each field)

## STATUS

1. Activity status indicator must show

## DETAILS > Department Responsibility

Provides the Activity code for each date (called the parent and child relationship).

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 > Department Responsibility

1. ***Pencil***
	1. Change the date or time of the activity.
	2. Change the location.
	3. Add or change the *Objectives.*
	4. On the right side > Supporting Documentation > Upload copies of receipts, contracts, etc.
	5. Save and Close
2. ***Document or Paper Icon***
	1. Can generate a flyer or brochure with the required ACCME information based on the data in the system: COI statements, objectives, and accreditation and designation statements.
3. ***Calendar Icon***
	1. This icon currently has a glitch **DO NOT** use it.
4. ***Trash Can***
	1. DO NOT use this icon to delete an activity.
	2. 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 but can be downloaded from the cellphone carrier App Store.
2. Once downloaded, the Organization Code is: Adventhealth

## PLANNERS & COI STATUS (Conflict of Interest Disclosure form)

1. This column should show the Planners based on the application.
2. Make sure all COI forms are current and not expired.
3. If a COI is missing, or about to expire, email the person by selecting the envelope next to their name asking them to 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. COIs are good for one (1) year from the date signed.
2. Notify the CPD department if a speaker is added, deleted, or replaced when the decision is made.
3. If there is NO DISCLOSURE ON FILE
	* 1. Email the person by selecting the envelope next to their name requesting they update/complete their COI form.
		2. Type the message > Send.
4. Select *Manage Faculty* to ADD or REPLACE a SPEAKER
	* 1. If the speaker has a current COI, uncheck the box so the system doesn’t automatically send an email.
		2. If you are unsure, keep the checkmark on *Request Disclosure* before adding the faculty name.
		3. Add or delete faculty here.
		4. 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 not on all slides.
2. Select the paper with + to upload PowerPoint presentations.
3. Logos of ineligible companies, industry support and/or device companies are not permitted on presentations.
4. Embedded photos in presentations cannot show logos from ineligible companies shown.

## TARGET AUDIENCE

1. This comes from the application. If changes are needed go to the *Topic* column > select the title > go to the bottom of the form and make the changes.

## OWNERS/ COORDINATORS

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

**Trouble Shooting** Before referring the learner to CPD office, go to the ‘HELP’ section of the portal. If the concern isn’t addressed, contact the CPD general mailbox.

NOTE: The CPD Department reserves the right to suspend credits if attendance and/or

 required documentation is 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:**