The key to the definition of RSS is that it is given on a regular basis **AND** that the audience is always the same. Thus, department grand rounds or journal clubs are ideal.

If it is the same educational content delivered to a different audience on more than one date, it is **NOT** RSS. We must manage each occurrence separately.

The **Course Director** is the individual that takes the **lead role** in assessing the learning need, planning, implementing and evaluating this continuing education activity. If the Course Director is a nurse, they must hold a current RN license and have a baccalaureate degree (BSN) or higher in nursing.
“Specialty credit” could include professions for which Rush is not accredited, i.e. Radiologic Technologists or Sonographers. We can obtain these for you.

Generally, only one of these will apply.
Ask yourself, “What am I seeing in practice that I shouldn’t be seeing?” Or “What should I be seeing in practice and I’m not seeing it?” Keep it simple! A sentence or two will do.
This table is meant for a short, one-off event. If all of the content will not fit on this table (for, say, a full-day meeting), then write a set of global learning objectives here. Under “content” below, write “see attached” and send the full agenda as an attachment.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Time</th>
<th>Faculty/Presenter</th>
<th>Teaching method</th>
<th>Learning objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>List learner’s objectives in behavioral terms. (What will the learner do in his/her practice after this course?)</td>
<td>State the timeframe for each objective, if applicable. (Total should be length of credit for entire activity.)</td>
<td>List the faculty for the activity.</td>
<td>Describe the teaching methods, strategies, materials &amp; resources (i.e. lectures, discussion, Q &amp; A, handouts, case reviews, slides)</td>
<td>List or learners provided (i.e. Q &amp; A, discussion, role plays, etc.)</td>
</tr>
</tbody>
</table>

**Example:**
Incorporate nutritional medicine into individualized patient care plans.
EXAMPLE: 30 minutes
EXAMPLE: Dr. Jones
EXAMPLE: Lecture with interactive questions on audience response system
EXAMPLE: Respond and evaluate

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**TOTAL**

Based on the total amount of time the learner will spend to complete the educational activity, it is eligible for _____ number of credits/contact hours. (For RSS, enter credits for a single event.)

**Content:**
Description of the content of this activity that will be provided to meet each learning objective.

-OR-
[ ] Content of the activity is provided with this application (i.e. slide presentations, monographs, etc.)

**Successful Completion** is documented by (Check all that apply):

[ ] Attendance at entire event or session

The “Total” is here for time, since most forms of CE credit are calculated by time. For example, one contact hour = 1 CME credit. Make your best estimate, and we will confirm your calculation based on the type of professional credits you’re requesting.
For an activity to be interprofessional, you should have faculty and/or planners from more than one profession. That does **not** mean physicians from *multiple disciplines* (i.e. one MD from Oncology and another MD from Cardiology). Rather, it means two or more *professions* (i.e. one MD and one clinical nutritionist.)

On rare occasions, the employee of a pharmaceutical or device company may act as faculty.

Nursing is the profession that requires at least one nurse with BSN or higher to be on the planning committee in order to grant professional credit. A nurse may or may not be on faculty, but must be part of planning.
ALL individuals in a position to control content MUST disclose relevant financial relationships that present an actual or potential conflict of interest.

All actual or potential conflicts of interest must be resolved prior to the education occurring. Usually, this is done by the Course Director. If the Course Director has a potential conflict, that conflict can be resolved by another non-conflicted planning committee or faculty member.
Our accreditation criteria require us to oversee the distribution of any form of support provided by a commercial interest. We are not required to collect your funds, but we must document their use.

### Financial Requirements

Rush University is responsible for all financial decisions related to any qualified continuing education activity through the office of IPCE. The IPCE office must review and approve all decisions in concert with course leadership regarding the disposition and disbursement of commercial support in accordance with ACCME, ACPE, ANCC, and IFPDR criteria.

Please review these definitions, then answer the questions below.

- **Commercial interest** is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, or an entity that is owned or controlled by an entity that produces, markets, re-sells or distributes health care goods or services consumed by, or used on, patients. Exceptions are made for non-profit or government organizations and non-health care related companies.

- **Commercial support** is financial or in-kind contributions given by a commercial interest, and which is used to pay all or part of the costs of a CME, CNE or CPE activity.

- A **sponsor** is identified as an organization that does not meet the definition of commercial interest. Sponsorship is financial or in-kind contributions given by an entity that is not a commercial interest, which is used to pay all or part of the costs of a CME, CNE or CPE activity.

- **Commercial exhibits**, along with **advertisers**, are considered commercial promotion, and their proximity to continuing education must be managed in accordance with accreditation criteria. Commercial promotion material or product-specific advertisement of any kind is prohibited in or during CE activities.

Will you be using, or is there a possibility you will be using, any of the following mechanisms to fund your CE activity? (Check all that apply.)

- [ ] Educational grants
- [ ] Exhibit space
- [ ] In-kind donations (i.e. imaging equipment, medical devices)
- [ ] Monetary donations
- [ ] Sponsorship
- [ ] Registration fees
- [ ] Advertising fees
- [ ] Other - Describe

If you selected any of the above funding mechanisms, additional support from the IPCE office is required. Documentation requirements including but not limited to the following will be communicated to you.

- Check the box to agree:
  - Must be a Letter of Agreement, Memo of Understanding, or signature of the individual who is legally authorized to enter into contracts on behalf of Rush.
  - Supporter or sponsor may not participate in any component of educational activity, including:
Learners must always be told at least three things before the education begins:

1) How to complete the activity and claim credit;

2) What did the planners and faculty disclose (even if there is nothing to disclose, learners must be told explicitly that there is nothing to disclose);

3) What commercial interests provided financial or in-kind support for the education.