

Guidance for Using the RSS Monitoring System

General Instructions

1. List each series in the left column, and include four lines per series indicating “Q1,” “Q2,” “Q3,” “Q4”. This will document progress in compliance with each Criterion, on a quarterly basis, over the year.
2. Some Criteria only need to be entered once per year as a result of the annual planning process and they are designated by the symbol “A;” others are monitored on a quarterly basis and those Criteria are designated with a “Q.”
3. Use the legend symbols at the bottom of the monitoring system chart (C, P, SI, NI, N) to indicate levels of compliance for the reporting period. The goal is to get each series to a ‘compliance’ level, and improvements should be shown on a quarterly basis for those series showing levels other than compliant. (use the RSS checklist to document identified areas for improvement)

Documentation That Indicates Compliance by Criterion

Criterion	Documentation that Can Indicate Compliance
<p>②—Gap Analysis (gaps translated into needs; needs form the basis for the topics of each session) (monitor annually)</p>	<ul style="list-style-type: none"> • Gap analysis worksheet • RSS planning document/application in which gaps are listed, defined as the difference between learner ‘current practice’ and expert determination of ‘best practice’ • List of series sessions that relate to the identified gaps • RSS Planning Committee meeting notes or minutes that state the identified gaps and proposed agenda or topics
<p>③—CME Designed to Change Competence, Performance, or Patient Outcomes (C, P, PO) (monitor annually)</p>	<ul style="list-style-type: none"> • RSS planning document that identifies the focus of the series’ intended results in terms of changes in C, P, or PO • Objectives that state outcomes in terms of C, P, or PO
<p>④—Matching Content to Learner Actual or Potential Scope of Practice (monitor annually)</p>	<ul style="list-style-type: none"> • RSS planning document accurately describes the expected and/or targeted audience (i.e., residents, community physicians) and demonstrates a level of complexity appropriate to the scope of practice (specialty audience vs. generalist audience) • List of topics reflects the practice environment of the targeted learners (relates to ACGME/MOC requirements of the specialty board associated with the RSS)

Criterion	Documentation that Can Indicate Compliance
<p>5—Educational formats offered in the series is appropriate to the setting, objectives, and intended results (monitor annually)</p>	<ul style="list-style-type: none"> RSS planning document demonstrates the use of formats appropriate to the type of series (e.g., lecture with case studies, use of simulation in skill-based series, tumor board series utilizes case vignettes)
<p>6—Desirable Physician Attributes (monitor annually)</p>	<ul style="list-style-type: none"> Demonstration of the application of core competencies from the ACGME, ABMS MOC, IOM or Joint Commission patient safety requirements to sessions within the series—as demonstrated in the RSS planning document, list of topics for the series
<p>ACCME Accreditation Statement (monitor each quarter)</p>	<ul style="list-style-type: none"> All flyers or other RSS announcements have the ACCME Accreditation Statement Correct version of the Accreditation Statement is used (direct sponsorship vs. joint sponsorship)
<p>11—Measurement of RSS Outcomes in Terms of C, P, and/or PO (monitor each quarter)</p>	<ul style="list-style-type: none"> Outcomes measurements match designation RSS intention for C, P, PO (submitted evaluation form matches RSS intended results designation) Evidence of outcomes evaluation questionnaire issued quarterly When possible and if gap related to q quality indicator, measurement of actual patient care impact (QA report) Analysis of results of the outcomes survey by the RSS department in terms of the effectiveness of the series in achieving intended results and areas for improvement if appropriate (memo or email with summary, interpretation and analysis)
<p>7 (SCS 2.1)—Disclosure to Provider (monitor each quarter)</p>	<ul style="list-style-type: none"> Faculty, planners, reviewers, and other involved in the content of the RSS have completed and submitted a Financial Disclosure Form (completed forms from submitted with quarterly documentation)
<p>7 (SCS 2.2)—Disqualification (monitor each quarter)</p>	<ul style="list-style-type: none"> Faculty that refused to submit a disclosure form were disqualified (if applicable)
<p>7 (SCS 2.3)—COI collected and resolved (monitor each quarter)</p>	<ul style="list-style-type: none"> COI Resolution Form lists all reported COI (from all sources), and demonstrates a method of resolution when COI is reported (form)
<p>7 (SCS 6.1/2)—Disclosure to Learners (monitor each quarter)</p>	<ul style="list-style-type: none"> COI is made transparent to learners in writing (handout)
<p>7 (SCS 3.1-3.6) (monitor each quarter)</p>	<ul style="list-style-type: none"> Receipt of commercial support is documented through the use of a LOA (letter of agreement). Must be signed prior to session
<p>7 (SCS 6.3-6.5) (monitor each quarter)</p>	<ul style="list-style-type: none"> Receipt of commercial support (actual or in-kind) is made transparent to learners (handout)