



CME POLICIES AND PROCEDURES FOR GRAND ROUNDS

SUNY Downstate's Office of Continuing Medical Education (OCME) certifies more than 100 RSS meetings each year (over 5,000 individual RSS meeting sessions) in addition to over 30 live courses and internet enduring materials.

The CME staff provides accreditation oversight and monitoring, interpretation and development of policies and procedures, as well as staff resources to ensure continued compliance.

Each RSS meeting is required to:

- Address a demonstrated practice gap (clinical/professional problem), identify educational objectives and desired outcomes, and present unbiased educational content.
- Have a dedicated course director and department coordinator (administrator) to provide administrative support. The administrative support is required to prepare meeting documentation to ensure compliance with all CME policies and procedures.
- Collect disclosure and mitigate conflict of interest. Have a flyer prepared prior to each meeting that includes required CME information (a template will be provided).
 - Completed flyers must be distributed/displayed to all meeting participants prior to the start of each meeting (additional information provided in next section).
 - **Sample flyer must be submitted to the Office of CME department WITH submission of application. Failure to comply may result in withdrawal of CME credits.**

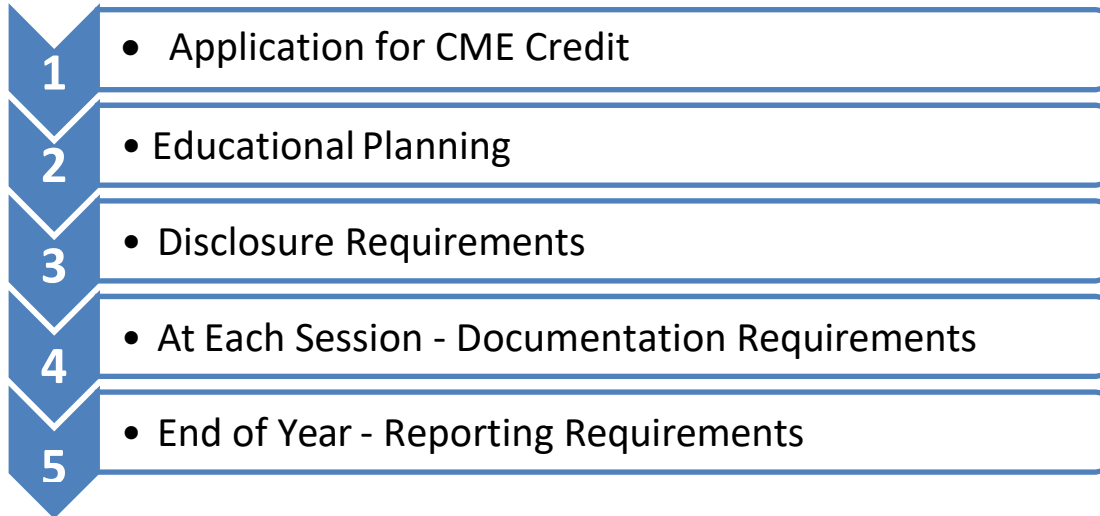
RSS Monitoring and Improvement Plan

All RSS documentation must be received by the Office of CME **monthly**. If documentation is not received within this time frame, an appropriate intervention will take place as identified below. In addition, the below interventions may occur if non-compliance is identified at any point during the CME approval period.

- 1st Intervention: communication/education session with department coordinator(s).
- 2nd Intervention: communication/education session with department coordinator(s) and course director(s).
- 3rd Intervention: withdrawal of CME credits from applicable meeting session(s).
- 4th Intervention: withdrawal of CME credits from applicable meeting session(s) as well as all remaining meeting sessions in the series through the remainder of the approval period (June 30).



RSS PLANNING AND EXECUTION OVERVIEW



APPLICATION for CME CREDIT

An application is required for each regularly scheduled series, not each session. Once an application has been submitted, the SUNY Downstate Office of CME will advise you when content needs to be updated or when the application is approved. Applications are accepted for new CME activities throughout the year. Applications are good for two years. Fees are submitted yearly. Please submit your application at least four (4) weeks prior to the first date of your meeting.

Access My Downstate CME at - <https://www.highmarksce.com/suny/downstate/index.cfm>

- Create an account
- System will ask you to fill-out a disclosure form
- Then you will be able to view the menu to fill-out the application
- Review helpful documents here - *[Access appropriate documents here.](#)

The online CME application form must be completed before your activity can be considered for CME credit. In addition to the completed online application, the following materials must be submitted to the CME department:

- ☐ A completed Conflict of Interest (COI) Disclosure form for each course director and planner identified on the application. Coordinators can complete the form with the application. The system forwards a notice to all planners that they need to fill-out a disclosure form. The



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- disclosure form should be completed online at https://downstate.co1.qualtrics.com/jfe/form/SV_9uj8upj3YPCD274
- Preliminary schedule or list of topics if a set schedule was not indicated on the application (i.e. weekly every Thursday, monthly every 1st Monday, etc.).
- Sample flyer with proper CME wordings
- Sample evaluation if not using the OCME template

An RSS must be officially approved before CME credits can be awarded to the meetings. SUNY Downstate cannot retroactively provide CME credits per the American Medical Association (AMA) who is the owner of the CME credit system. For information on other organizations that provide different types of credit, contact the CME department at ocme@downstate.edu.

Application Cost

- Regularly Schedule Meetings such as grand rounds are \$350 each, per year for Downstate. All others are \$700.
- Annual meetings start at \$1500.
- Additional credits requests for social workers, nurses, dieticians, etc. are at an additional cost. Please contact OCME for more details.
- An invoice will be forwarded. Pay the fee here - <https://sls.downstate.edu/bursar/emarket.html>