**Regularly Scheduled Series (RSS)**

**Course Director’s Agreement**

**University of Louisville School of Medicine**

**Office of Continuing Medical Education & Professional Development**

**Title of RSS CME Program: <Insert Program Name Here>**

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The University of Louisville School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME). As an accredited provider of regularly scheduled series (RSS), programming the office of Continuing Medical Education and Professional Development (CME & PD) is required to follow all ACCME essentials, criteria and standards for commercial support. This includes identifying an **RSS Course Director** for each RSS program and charging her/him with responsibilities that include:

* oversight of the planning and development of effective CME-RSS topics.
* selection and vetting of qualified presenters.
* review and approval of presentations that are free of commercial bias.
* collection and maintenance of appropriate outcomes data records.
* appointment and oversight of a qualified RSS Course Coordinator.

Each of these responsibilities is executed with a full regard for, and adherence to, the stated mission of our UofL CME & PD program:

***The mission of the University of Louisville Continuing Medical Education and Professional Development program (CME & PD) is to address the educational needs of physicians and other healthcare team members as they seek self-improvement through life-long learning. Accredited CME, developed and implemented by the University of Louisville, is rooted in evidence-based medicine and seeks to enhance patient care. Expected results of the University of Louisville CME program are to improve the professional competence of physicians and other healthcare team members which ultimately improves performance as well as outcomes in patient care.***

Given this charge, the Office of CME & PD requires that each individual assuming the role of **RSS Course Director** agree to the following responsibilities at the time of their appointment, or at least biennially, when the RSS application is presented for approval:

* As the **RSS Course Director** I agree to assume the primary role in organizing a planning committee and will conduct, with that committee - at least annually, a planning session for the purpose of selecting topics and speakers that will carry out the stated objectives and address the practice gaps as described in the biennial RSS application. I further agree that this process will be guided by feedback from learners who attended previous offerings of this program as well as a literature review of current best practices in the field of medicine represented in this RSS discipline.
* As the **RSS Course Director** I will assume responsibility, or delegate same, for review of the Disclosure of Financial Relationships document (required of the presenter for each RSS session) prior to the time of the session presentation. Should a conflict of interest be disclosed by the presenter, relevant to the topic being presented, I will assume the responsibility, or delegate same, for the peer-review of the conflicted presenter’s presentation materials (e.g. slide set, narrative outline), and document the findings using the CME & PD Content Peer-Review form. If commercial bias or lack of fairness/balance is found in the presentation materials, the presenter will be directed to make appropriate changes prior to the RSS session presentation.
* For the purpose of validating our mission, as described above, as the **RSS Course Directo**r for this program, I agree that I will manage and provide outcomes data documentation to the CME & PD office at least once annually, the process to include the following:

1. Create and implement a data collection plan, at a minimum to include evaluation of each RSS session.

2. Process the aggregated evaluation data and provide periodic reports to the CME & PD office.

3. Periodically, attempt to ascertain changes in patient outcomes related to RSS interventions and communicate those results with the RSS planning committee and with the CME & PD office.

I fully understand and accept my role as a University of Louisville School of Medicine Continuing Medical Education and Professional Development **RSS Course Director**.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_