

**RSS/Grand Rounds Session Checklist**

**Is this session a TOPIC or CASE REVIEW? If Case Review, skip to Post-Activity Section.**

**For TOPIC sessions:**

**At least 2 weeks PRIOR to the activity, submit:**

* RSS/Grand Rounds Topic Based Activity Form with
  + Learner Objective(s) for approval
  + Speakers’ Disclosure of Financial Relationship form(s) – additionally, if CV or Resume if Speaker is not SLUHN staff
  + Conflict of Interest (COI) Resolution form if there are disclosures identified – this must be done PRIOR to the activity, and the CME office can assist with this.
  + Flyer or Email Announcement for approval before distribution – a flyer template is available in the CME Office
    - Objectives listed on announcement
    - Accreditation statement on announcement
    - Target Audience on announcement (optional)
* Presentations (to be reviewed for commercial) bias **OR** Content Validation Form
* Agenda for session (if more than one topic/speaker or other non-education time included)

**POST-ACTIVITY -- After each activity, whether TOPIC or CASE REVIEW:**

* If Case Review, complete the Case-Based Planning Documentation form
* RSS/Grand Rounds Post-Activity Documentation Form
* Please submit the following information/document(s):
  + Attendance sheets - be sure these are legible and include printed name and credentials
  + Disclosure/CME Verification Form with proof of announcement
  + Expenses, if applicable, and how was this paid – fund or department monies
  + Agenda or Abstract of Cases Reviewed (if Case-Based)
  + Journal Article(s) (If Journal Club)
  + Content Validation Acknowledgement (if presentation not sent in advance).

**All documentation must be returned to the CME office within ONE WEEK of the activity or we may not be able to issue credit for the session.**