

Regularly Scheduled Series (RSS) CloudCME Management Guide

April 2024

Table of Contents

RSS Dashboard Introduction	2
RSS Icons and Status Definitions	7
Using the RSS Dashboard	9
SMS Texting	12
QR Code Scanning	13
Resources.....	14

RSS Dashboard Introduction

The RSS Dashboard is for users who want to easily manage RSS child (sessions) activities. In the RSS Dashboard, users can view the child status, activity details, presentations and COI status, and target audience. Users can also edit the activity's time, date, location, and email Planners, Faculty, and Owners/Coordinators as well as upload and download presentations and generate flyers.

First, log into CloudCME®. Click the appropriate sign in method, and then click the **Login** button.

[SIGN IN](#) [LIVE COURSES](#) [ONLINE COURSES](#) [RSS](#) [PLANNERS](#) [CONTACT US](#) [HELP](#)



Enter your email and password to login:

Email

Login >

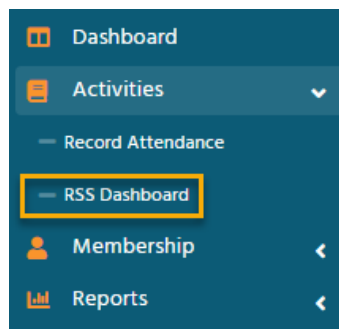
New to HCA Healthcare? Create an Account:

Create New Account >

At the bottom of the screen, click the **Administration** link.



Then, from the main menu, go to **Activities > RSS Dashboard**.



The **RSS Dashboard** screen will display.

The RSS Dashboard provides a view to easily manage RSS activities. Coordinators will see all activities that they have been assigned as Owner by the Administrator.

There are a variety of ways to search the RSS Dashboard. Search by the **Activity Name**, **Date Range**, **Status**, **Owner**, **Administrator**, **Location**, **Department**, **Planner**, **Faculty** or **Specialty**.

Click **Search** to display results in the dashboard.

☐ Parents Only

Date Range:
 Status:
 Owner:
 Administrator:

Location:
 Department:
 Planner:
 Faculty:
 Specialty:

Child Status	Details	Topic	QR	Planners & COI Status	Faculty
IN REVIEW	Series Name: Cardiology Grand Rounds Friday, September 30, 2022 8:00 AM - 9:00 AM Location: N/A Department: N/A Parent ID: 986 Child ID: 1374	Cardiology Grand Rounds - 9/30/2022 	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Planners (1)"/> <div> Nicole Younce, MD (Activity Administrator) Disclosure submitted: 5/11/2022 Disclosure: Nothing to disclose - 05/11/2022 </div>	<input type="button" value="Manage Faculty (1)"/> <div> Angela Vassalle, MD, PhD Disclosure submitted: 9/23/2022 Disclosure: Consulting Fee-Oticon Medical/Advisor-Abbott (Any division) (Relationship has ended) - 09/23/2022 </div>

RSS Dashboard Columns

The data table contains several columns to assist the Coordinator in managing the RSS activity planning process.

The following columns are included in the RSS Dashboard:

1. **Child Status** - As the RSS child activity goes through the approval process, this column will continuously update the status to **Incomplete**, **Pending**, **Approved**, **Rejected** or **In Review**.



In Review - This status displays if faculty have been added with a completed disclosure and at least one financial relationship has been declared, triggering a COI Mitigation process needed. If one faculty member is rejected, and other faculty have been approved, the **Child Status** will remain **In Review**.

A **Review Disclosures** indicator will display in the **Status** column if a user has submitted a new Disclosure prior to the activity starting. There may be a new potential COI relationship that needs to be reviewed. Once the COI status has been addressed, the RSS status icon will update to the proper status and the indicator will be cleared.



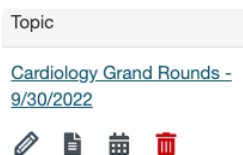
Faculty Added After Approval - This indicator will appear in the **Status** column to notify Administrators that faculty members have been added to an activity after it has been approved. The status will automatically revert back to IN REVIEW.



2. **Details** - This column will display the **Series Name**, the date and time of the child activity, **Location**, **Department**, **Parent ID** and **Child ID**.

Details
Series Name: Cardiology Grand Rounds
Friday, September 30, 2022 8:00 AM - 9:00 AM
Location: N/A
Department: N/A
Parent ID: 986
Child ID: 1374

3. **Topic** - This column displays the name of the RSS child activity as well as the option to edit or create a flyer, view recurrence settings, and delete the activity.



3. **QR** - Single Scan QR is used for recording attendance by users logged in to the CloudCME[®] mobile app and tapping the *Scan Attendance* button. This feature can only be used through the mobile app.

QR



4. **Faculty** - This column displays Faculty assigned to the RSS child activity. The Disclosure status will display beneath each faculty name along with their Disclosure submission date. If more than 3 faculty members are assigned to the child activity, there will be a "**View All**" link that when clicked, will expand to show all assigned Faculty, or roll up the listing view.

Faculty




[Angela Vassalle, MD, PhD](#)  

Disclosure submitted: 9/23/2022

Disclosure: Consulting Fee-Oticon Medical|Advisor-Abbott (Any division)
(Relationship has ended) - 09/23/2022


- Clicking the **Manage Faculty** button will display a pop-up screen that allows RSS Coordinators to email, view, add or remove faculty, request disclosures and file uploads, and export faculty member information.
- To add a faculty member to the activity, type and select the member's name in the drop-down box. Click the **Add Faculty** button. The new faculty member will be added to the activity and the member's information will display in the **Manage Faculty** table.

Manage Faculty for Cardiology Grand Rounds - 9/30/2022 (1374)



+ Add Faculty
☒ Request Disclosure? ☐ Request Presentation?

Export XLS

	Full Name	Email	Disclosure Date	Disclosure	
<input type="checkbox"/>	Angela Vassalle, MD, PhD	avassalle@multiweb.com	9/23/2022	Consulting Fee-Oticon Medical Advisor-Abbott (Any division) (Relationship has ended) - 09/23/2022	

Email Selected Faculty

- Click the faculty member's name to request Disclosures, presentation files and other optional information, edit a user's profile, and view uploaded files and past courses.

Assigned Forms
Photo & Profile
Uploaded Files
Past Courses

☒ Disclosure of Financial Relationships
☒ Upload Presentation Files

Honorarium (optional): \$0.00


HotelNights (optional): 0.0




Comments (optional):

Update

- This column displays a faculty members' status, COI status, as well as icons to **Upload**, **Download** and **Remove** a faculty presentation. To upload a presentation, click the **Upload** icon, complete the Attestation, and select the file that will be uploaded. Once a file has been uploaded, the download and delete icons will display.

Presentations & COI Status

 **Angela Vassalle, MD, PhD**
Professions and Degrees
07 02 2020.pdf

- Target Audience** - This column displays the **Specialties** and **Professions** that were selected during the parent activity setup. These can be revised on the **RSS Activity Editor** when the **Pencil** icon is selected.


Target Audience

Specialties

- Cardiovascular Disease

- Owners/Coordinators** - This column displays the child activity Owners' and/or Coordinators' names as well as the option to send emails.

Owners / Coordinators



 Send

Owners:



- Ang Vass

RSS Icons and Status Definitions




The following icons (1-4) can be found in the **Topic** column of the RSS Dashboard:






1.  **Pencil** - This icon opens the **RSS Activity Editor**. Here, a user can edit the child activity information.
2.  **RSS Flyer** - The system will generate an RSS flyer for distribution. Faculty must be assigned to the activity before a flyer can be generated. The flyer template can also be customized for a unique RSS child or parent activity. The template can be applied to all child activities of the parent. This must be in word
 - To associate the revised flyer to the RSS parent for use per each child activity of the parent, click the **Upload Flyer** button, select the revised flyer from your desktop, and check the **Use flyer/template for Parent?** checkbox.

NOTE: The RSS flyer will be saved in the **Documents** tab in **Activity Manager** for the RSS activity.



3.  **Calendar** - Click this icon to view and edit scheduled RSS child sessions.
4.  **Trash** - Click this icon to deactivate/delete an RSS child activity. A pop-up window will display to confirmation deletion.

The following icons (1-8) can be found in the **Presentations & COI Status** column:


1.  **Incomplete** - This status represents Faculty where there is no disclosure on file, or their disclosure on file has expired. RSS Coordinators/Owners will see **Incomplete** by default until Faculty are assigned and disclosures have been completed.
2.  **Pending** - This status represents Faculty whose disclosure and presentation are currently undergoing the COI Mitigation process. The system will send an email to the Administrator and Owner, containing all RSS child activities in which the activity status has been changed to **Pending**.
3.  **Disclosure Updated** - This icon will display if a user has submitted a new disclosure prior to the activity starting. There may be a new COI that needs to be reviewed. Once the COI status has been addressed, this icon will update.

4.  **Approved** - This represents Faculty who have completed a disclosure, no financial relationships have been declared or, if identified, COI mitigation has been satisfactorily completed. The **Approved** status will also display if an Administrator or Activity Administrator conducts an Approval Override or if in **Administration > Preferences > COI Resolution** the "**Automatically Approve COI When Users Have Nothing to Disclose**" checkbox is checked.
5.  **Rejected** - This represents Faculty who have completed a disclosure, at least one financial relationship has been declared, and the conflict is deemed immitigable. The child activity status is then updated to **Rejected**. The Coordinator will remove this faculty member, select a **new** faculty member, and begin the process again.
6.  **Upload** - Upload a presentation file for the faculty member. Once a presentation has been uploaded, the download and delete icons will display.
7.  **Download** - Download a faculty member's presentation file.
8.  **Delete** - Delete a faculty member's presentation file.

The following icons (1,2) can be found in the **Faculty** and **Planner** columns:

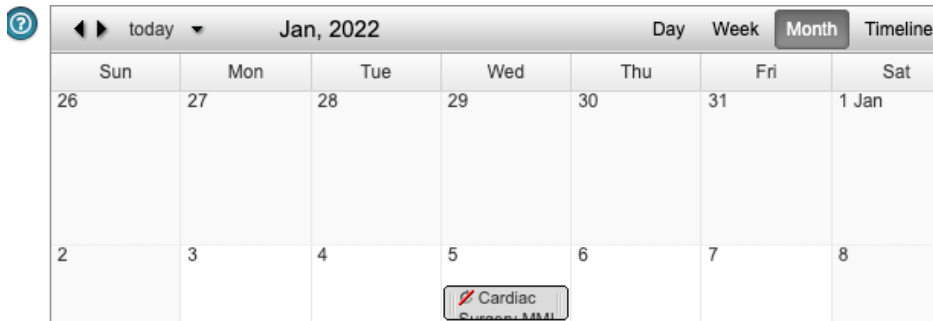
1.  **Email:** Draft and send an email to the selected Faculty Member/Planner.
2.  **Remove:** Remove a Faculty Member/Planner from the RSS child activity.

The following button can be found in the **Owners/Coordinators** column:

1.  Draft and send an email to Owners/Coordinators.

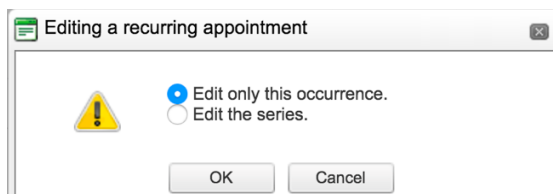
Using the RSS Dashboard

Click the calendar icon (📅) in the **Topic** column to display a pop-up window that will show a calendar with the reoccurrence dates of the child activities. To change the date of a child activity, users can drag and drop the child activity to a new day.

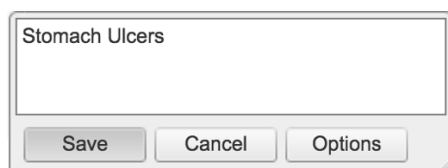


To edit a child activity, double-click on the activity in the calendar. A pop-up window will display. The radio button will default to **Edit only this occurrence**.

This option will only edit the child activity that was selected. To edit the entire series of child activities, select the **Edit the series** radio button. Click **OK**.



To edit the title of the child activity, type the new title into the textbox that will display. To revise the date or time the activity will occur, click the **Options** button.




A new window will display. Here, users can create a child activity by filling in the text box, selecting the date and time the child activity will occur, and whether the activity have a recurrence.

Click the **Pencil** icon from the RSS Dashboard activity with the updated title. This icon can be found in the **Topic** column. The **RSS Activity Editor** screen will display. Here, users can edit and/or add additional information and upload supporting documentation for the child activity.

NOTE: The child activity title will display on users' transcripts.

When all information has been entered, click the **Save & Close** button.

To customize the RSS flyer, click the **RSS Flyer** icon () and then click the **Download Microsoft Word Version** link. The flyer will open as a Word document. Make the desired changes and click **Save**.

[Download Microsoft Word Version](#)



To associate the revised flyer to the RSS parent for use per each child activity of the parent, click the **Upload Flyer** button, select the revised flyer from your desktop, and check the **Use flyer/templates for Parent?** checkbox. Then, click the **Save** button.

 Training Case (ACS) (1).docx  Remove

Upload Flyer

 Save

☒ Use flyer/template for Parent?

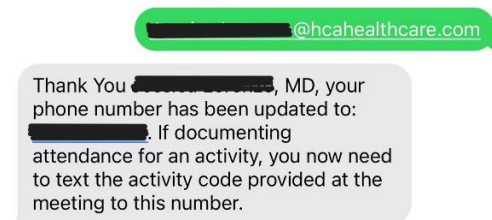
SMS Texting

These instructions are intended only for users that have an active account in CloudCME®. Attendance can only be recorded 60 minutes prior to the activity, during the activity, or 120 minutes after the activity.

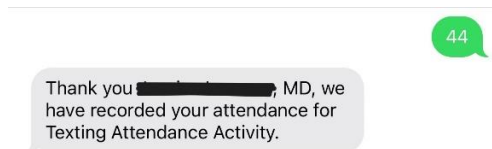
First, *learners must pair their mobile phone to their account in CloudCME®.*

Step 1: Learners will text the email address associated with their account to, **(844) 714-4913**. A confirmation message will be sent when the phone number has been updated.

NOTE: This is a one-time operation.



- **Step 2:** Using the same number as the registration step, learners will text **844-714-4913** with the unique **Parent ID** or **Child Session ID**. A confirmation message will be received.



- **NOTE:** Attendance can only be recorded once per session of each activity. If a learner tries to record attendance an additional time they will get an error message.
- **NOTE:** The unique ID must match that of the session or activity. If a user tries to send an activity code that does not exist, they will receive an error message and attendance will not be recorded.

QR Code Scanning

QR Code Scanning is only for users that have an active account in CloudCME[®] and are using the CloudCME[®] mobile app.

Attendance can only be recorded 60 minutes prior to the activity, during the activity, or 120 minutes after the activity.

Download Links

Apple iOS - <https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>

Google Android :

https://play.google.com/store/apps/details?id=com.cloudcme.checkin&hl=en_US&gl=US

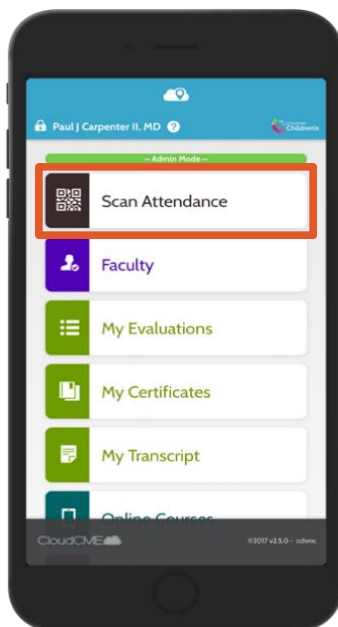
Step 1: Download the for free from the App store if you have not already

Step 2: Open the app, use organization code: **HCAHEALTHCARE**

Step 3: Click the **Login or Create Account** button.

Step 4: Login using your email address and password.

Step 2: Once logged in, the user will scan the QR code that can be generated from the RSS Dashboard to record their attendance. These QR codes can either be printed or included as part of a presentation slide, then scanned using the **Scan Attendance** feature in the mobile app.




Resources

Please find below a few helpful videos that review the RSS Dashboard and the Record Attendance screen:

[RSS Dashboard Training Video](#)
[Record Attendance Training Video](#)

***For more help please find a screen shot below of quick reference guides located on the landing page of the HCA CloudCME Attendee Portal. You can find a full list of guides on the Planners tab of the HCA CloudCME Attendee Portal.**



Welcome HCA CME

[SIGN OUT](#)
[LIVE COURSES](#)
[ONLINE COURSES](#)
[RSS](#)
[PLANNERS](#)
[CONTACT US](#)
[HELP](#)
[MY CME](#)

WELCOME TO CONTINUING MEDICAL EDUCATION (CME)


Accredited by the Accreditation Council for Continuing Medical Education (ACCME), HCA Healthcare Continuing Medical Education is committed to providing high quality, evidence-based education that will serve the needs of the learners. We develop innovative continuing education activities based on the best practices that promote quality improvements in clinical practice and patient outcomes. Activity formats include enduring materials, live courses, and regular schedules series. The CME team oversees the planning and execution of all accredited activities across our divisions, while ensuring our facilities stay up to date with ACCME policies and standards.



REGULARLY SCHEDULED SERIES

An RSS is live activity with multiple, ongoing sessions. Examples include: grand rounds, tumor boards, journal clubs and M&M conferences.


Browse List



LIVE COURSES

A live course is a live activity where the learner participates at a specific time, one time. Examples include: annual meeting, seminars or one-off conferences.

View Calendar



ONLINE COURSES

An online course is an enduring material that has on-demand activity content. Examples include: online interactive educational modules and recorded presentations.

View Online

My CME

Credits & Transcripts

CME Application Portal

QUICK REFERENCE GUIDES

- Application Process
- General Gap Example
- Journal Club Gap Example
- M&M Gap Example
- Tumor Board Gap Example
- RSS Checklist
- Mitigation Process
- Writing Learning Objectives
- Getting Started - Learners
- Certificate/Transcript Request

ACCME ACCREDITED

