

**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.**