

RSS Planning and Management

✓ Identify a planning committee

- This may include co-program directors, nursing, pharmacy, or additional multidisciplinary team members
- Please note you must have a nurse on the planning committee if you plan to offer nursing CE
- Please note you must have a designated administrative coordinator or manager as a point of contact

✓ Complete the CME Activity Application on cme.inova.org

- Identify practice gaps
- Develop robust learning objectives
- Include at least two supporting documents that serve as "sources of need"

✓ Identify and invite event speakers based upon specialty and topics

- Assign speakers to sessions in EthosCE
- Please note this may be done all at once (i.e., a schedule for the calendar year) or submitted the week prior to CME if the topics and speakers are not identified until closer to event date

✓ Manage the completion of the faculty financial disclosure form via EthosCE

- Ensure this is completed at least once every calendar year for anyone who may control CME content for any activity (program director, speaker, coordinator, etc.)

✓ Submit your session to the OCME for review, approval, and publishing

- Utilize the workflow module in EthosCE to route your completed session to the OCME

✓ Share the session code and upload the flyer

(Session codes will be made available in EthosCE to Group Admins after the session has been approved)

- Share the session code with your learners by adding it to your flyer
- Upload the flyer as an attachment to your session