RSS Coordinator Guide

Managing Faculty Financial Disclosures

Purpose

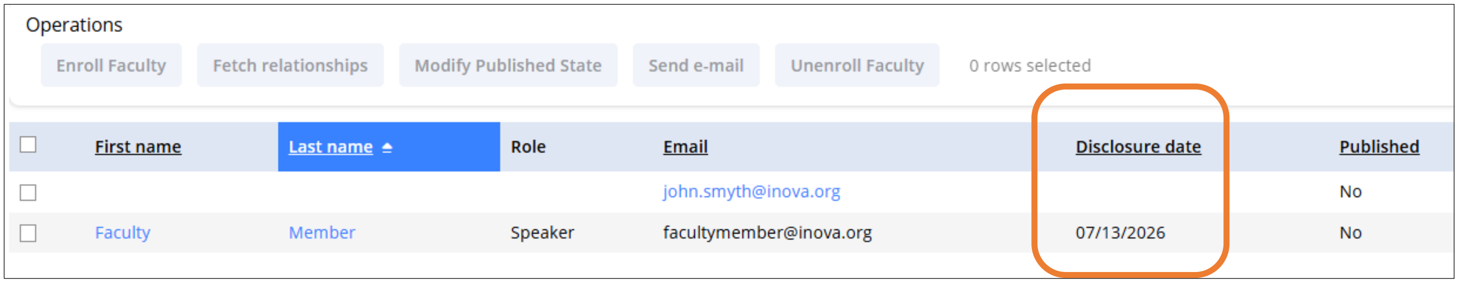
This guide explains how to monitor and verify faculty financial disclosure completion before submitting a session for CME review.

Understanding Disclosure Requirements

Faculty financial disclosures help identify and resolve potential conflicts of interest prior to accredited education.

Reviewing Disclosure Status

- Open the session and select the Faculty tab.
- View the Faculty list.
- Locate the Disclosure date column.
- Verify each faculty member has a completed disclosure date.



Operations

Enroll Faculty | Fetch relationships | Modify Published State | Send e-mail | Unenroll Faculty | 0 rows selected

	First name	Last name	Role	Email	Disclosure date	Published
				john.smyth@inova.org		No
	Faculty	Member	Speaker	facultymember@inova.org	07/13/2026	No

Monitoring Completion

Review disclosure status before submitting the session for CME review.
Follow up with faculty who have not completed disclosures.

(*Delete faculty from Faculty List and re-add them in order to resend the Faculty Invitation notification email.*)

Important Compliance Reminders

Disclosures are valid for 1 year.
Missing disclosures may delay approval.
Completed disclosures may require mitigation.