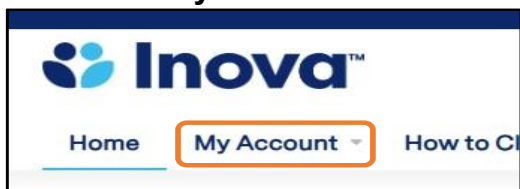


RSS Coordinator Workflow

The Inova Office of CME will create the Series and Sessions in the Inova CME Portal. RSS Coordinators will be assigned the role of **Group Administrator** in the system for their specific series.

1. Click on "My Account"



2. Scroll to the bottom of the page to view all assigned series



3. Select a series

4. Scroll to the bottom of the page to view all sessions available for the selected series

2023 INOVA Leadership Forum

View Group Group report

Features

Home Sessions

Add content

Session

Admin

Members Group dashboard Workflow dashboard PMS

Series date:
05/01/2023 - 12:00am EST to 12/31/2023 - 11:59pm EST

Description

The Inova Leadership Forum brings together leaders across the spectrum of the organization to discuss foundational topics that are relevant to optimize leader development, education, research, and practice. It scopes and develops solutions to emerging challenges, and advances opportunities for post organization, ultimately impacting patient care. The ILF develops practical tools and framework organization to effectively achieve its mission of providing world-class healthcare – every person in every community we have the privilege to serve.

Accreditation Statement

The Inova Office of Continuing Medical Education is accredited by the Medical Society of VA medical education for physicians.

Credit Designation Statement

The Inova Office of Continuing Medical Education designates this live educational activity to **Category 1 Credit(s)**. Physicians should only claim credit commensurate with the extent of activity. Physicians may claim up to **1.0 credits in Type 1 CME** on the Virginia Board of Medical and Assessment Form required for renewal of an active medical license in Virginia.

Disclosure Policy

Inova Health System's Office of Continuing Medical Education adheres to ACCME's Standard Independence in Accredited Continuing Education. Any individuals in a position to control it including faculty, program directors, and planners are required to disclose all relevant financial entities as defined by ACCME. All relevant conflicts of interest have been mitigated prior to activity.

Series location:
Virtual
United States
See map: [Google Maps](#)

Sessions

Session	Date
2023 INOVA Leadership Forum 04/21/2023	04/21/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 05/18/2023	05/18/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 06/16/2023	06/16/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 07/21/2023	07/21/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 08/18/2023	08/18/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 09/15/2023	09/15/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 10/20/2023	10/20/2023 - 8:30am to 9:30am EDT
2023 INOVA Leadership Forum 11/17/2023	11/17/2023 - 8:30am to 9:30am EST
2023 INOVA Leadership Forum 12/15/2023	12/15/2023 - 8:30am to 9:30am EST

5. Click on the session you want to edit

6. Click the "Faculty" tab

2023 INOVA Leadership Forum 04/21/2023

View Edit Enrollments Reminders **Faculty** Course outline Course reports Revisions R

Features

[Home](#)
[Sessions](#)

Add content

[Session](#)

Session date:
04/21/2023 - 8:30am to 9:30am EDT

Add to calendar:

1.00 AMA PRA Category 1 Credit™

7. Click on "Add faculty"

Faculty list

View Edit Enrollments Reminders

Add faculty Faculty list All forms

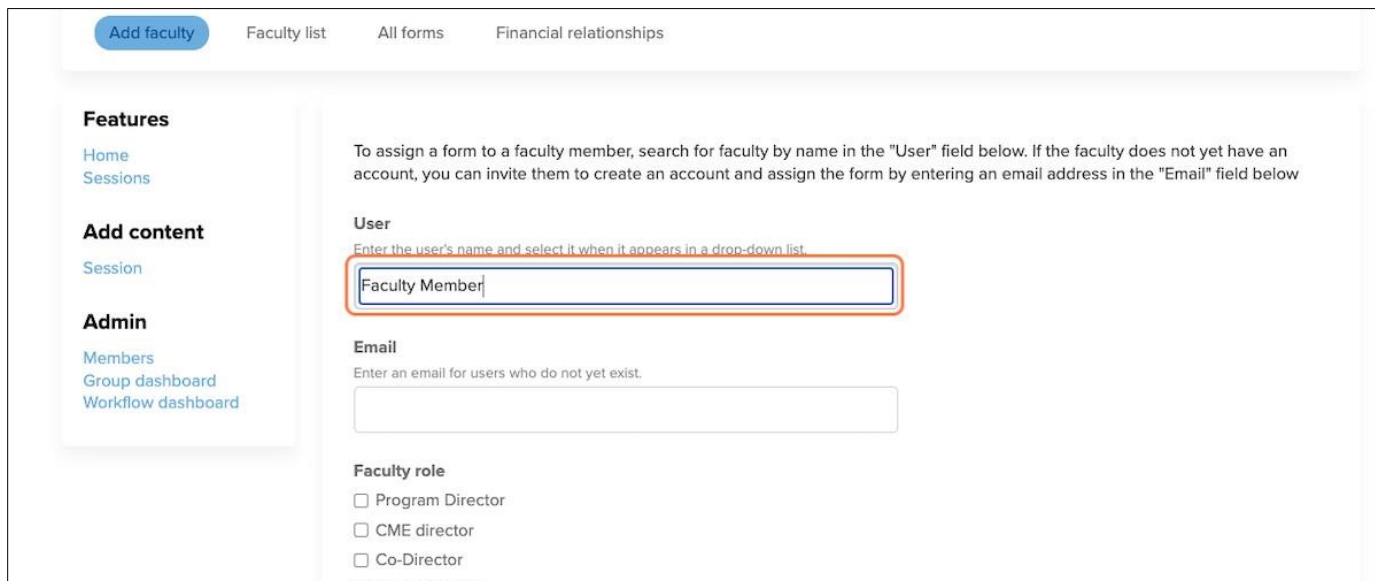
Features

[Home](#)
[Sessions](#)

Name

8a. If faculty member is an existing user, type their name in the "User" field

This will search the system to find the matching registered user.



The screenshot shows the 'Add faculty' form. The 'User' field is highlighted with a red box. The 'Email' field is empty. The 'Faculty role' section has several checkboxes, with 'Program Director' selected.

Add faculty Faculty list All forms Financial relationships

Features
Home
Sessions

Add content
Session

Admin
Members
Group dashboard
Workflow dashboard

To assign a form to a faculty member, search for faculty by name in the "User" field below. If the faculty does not yet have an account, you can invite them to create an account and assign the form by entering an email address in the "Email" field below

User
Enter the user's name and select it when it appears in a drop-down list.

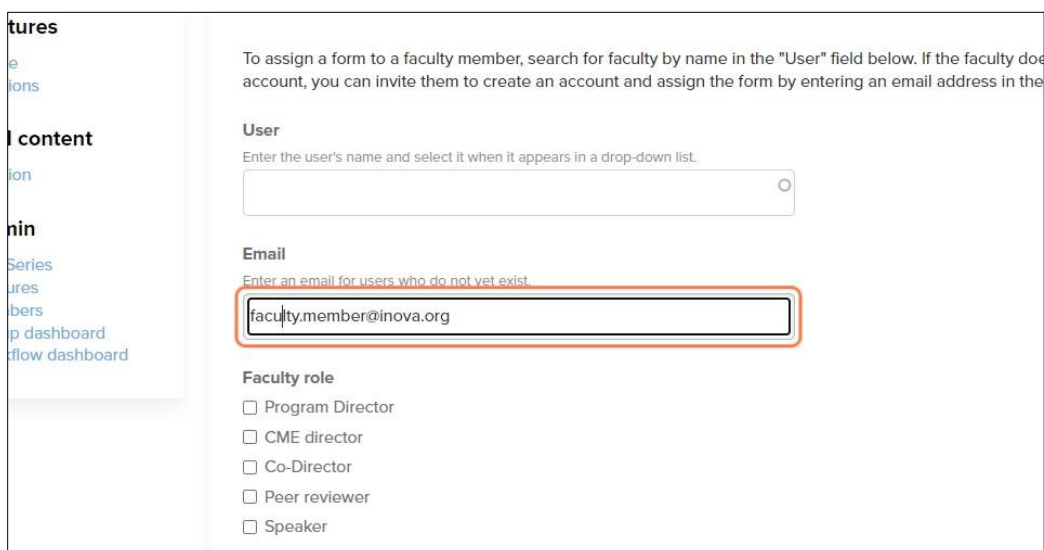
Faculty Member

Email
Enter an email for users who do not yet exist.

Faculty role
☒ Program Director
☐ CME director
☐ Co-Director
☐ Peer reviewer

8b. If the faulty member does not have an account, type the email of the faculty member in the "Email" field

This will create a new account for the faculty member.



The screenshot shows the 'Add faculty' form. The 'Email' field is highlighted with a red box. The 'User' field is empty. The 'Faculty role' section has several checkboxes, with 'Program Director' selected.

Features
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flow dashboard

To assign a form to a faculty member, search for faculty by name in the "User" field below. If the faculty does not yet have an account, you can invite them to create an account and assign the form by entering an email address in the "Email" field below

User
Enter the user's name and select it when it appears in a drop-down list.

Email
Enter an email for users who do not yet exist.

faculty.member@inova.org

Faculty role
☒ Program Director
☐ CME director
☐ Co-Director
☐ Peer reviewer
☐ Speaker

9. Assign the faculty member a “Speaker” role in the session (Do NOT assign Forms)

Faculty role

☐ Program Director
☐ CME director
☐ Co-Director
☐ Peer reviewer
☐ Speaker

10. Click “Send email notification” and "Add faculty"

Form type

☐ Presentation request form
☐ Speaker Agreement Form (required if speaker is being added)

Status

☐ Published

☒ Send email notification

Add faculty

11. This will trigger an email to the faculty member, letting them know they've been added to your session.

This email will prompt them to submit their disclosures/financial and create an optional biography page. If the speaker already has a disclosure on file, you can uncheck the “send email notification box.

12. TO CHECK DISCLOSURE STATUS: Click on Faculty list

Add faculty
Faculty list
All forms
Financial relationships

Features

Home
Sessions

Created new faculty from 2023 INOVA Leadership Forum 04/21/2023
Faculty Member

13. Here you'll see a list of all faculty members in the session

Features
[Home](#)
[Sessions](#)
Add content
[Session](#)
Admin
[Members](#)
[Group dashboard](#)
[Workflow dashboard](#)

Name
Role
Apply

- Any -

Operations

Enroll Faculty
Fetch relationships
Modify Published State
Send e-mail
Unenroll Faculty

1 row selected (reset)

	First name	Last name	Role	Email	Disclosure date	Published	Enrolled
☒	Faculty	Member	Speaker	facultymember@inova.org	02/28/2023	No	No

CSV

14. As faculty complete their disclosures, you'll see the completion date in the "Disclosure date" column

Faculty list
View Edit Enrollments Workflow Reminders **Faculty** Course outline Course reports Revisions Repeat this session

Add faculty Faculty list All forms Financial relationships

Name
Role
Apply

- Any -

Operations

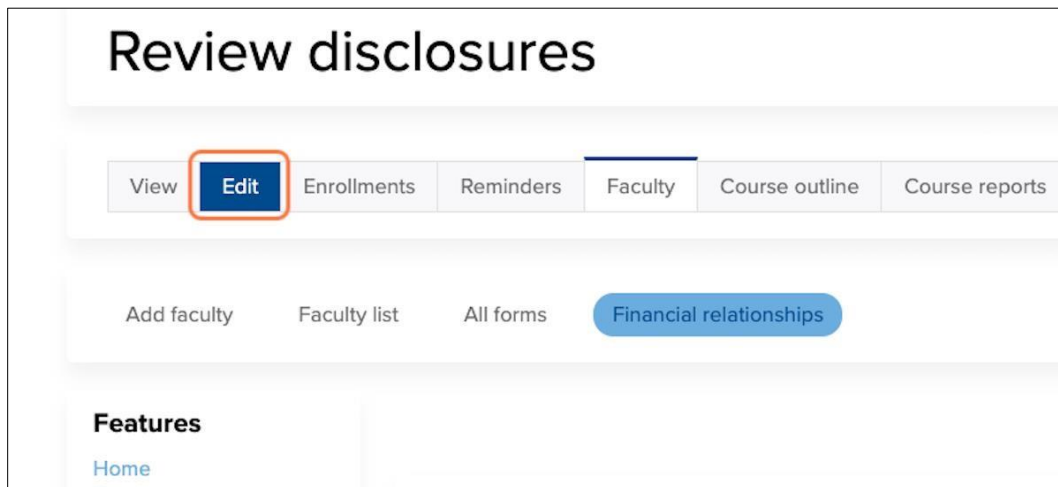
Enroll Faculty
Fetch relationships
Modify Published State
Send e-mail
Unenroll Faculty

0 rows selected

	First name	Last name	Role	Email	Disclosure date	Published	Enrolled	Relation
☐			Speaker	faculty.member@inova.org		No	No	Edit
☐	Faculty	Member	Speaker	facultymember@inova.org	02/28/2023	No	No	Edit

16. Once you've collected all disclosures for the session, you'll need to send them to the Inova Office of CME for review

17. From the session, click on "Edit"



Review disclosures

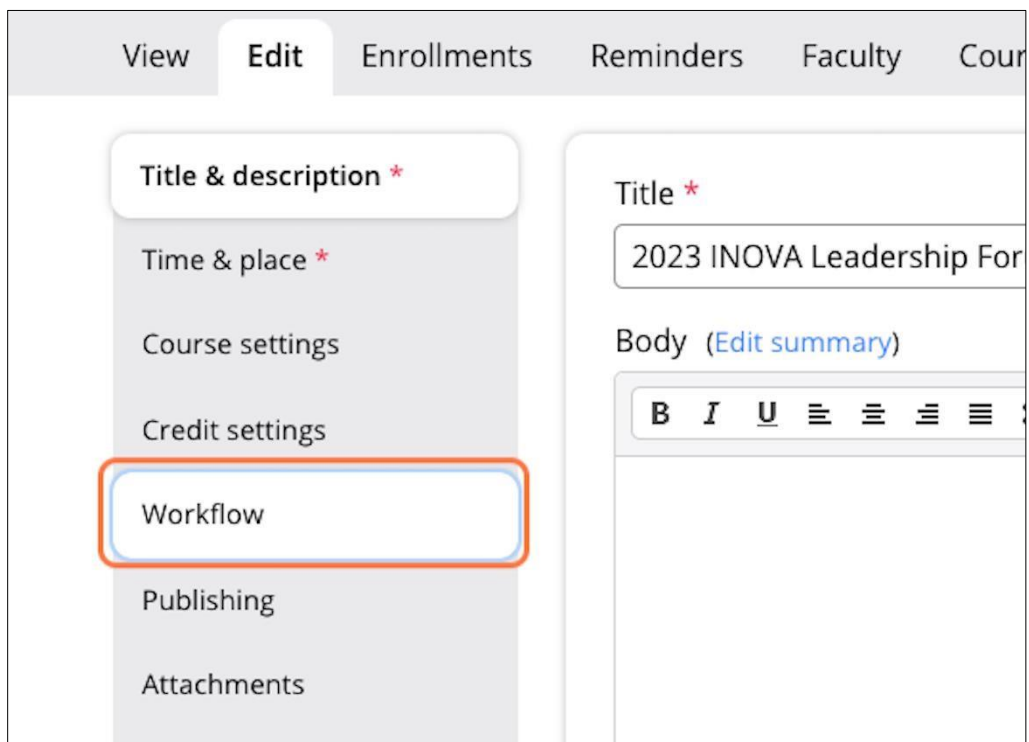
View **Edit** Enrollments Reminders Faculty Course outline Course reports

Add faculty Faculty list All forms **Financial relationships**

Features

[Home](#)

18. Click on "Workflow"



View **Edit** Enrollments Reminders Faculty Cour

Title & description *

Time & place *

Course settings

Credit settings

Workflow

Publishing

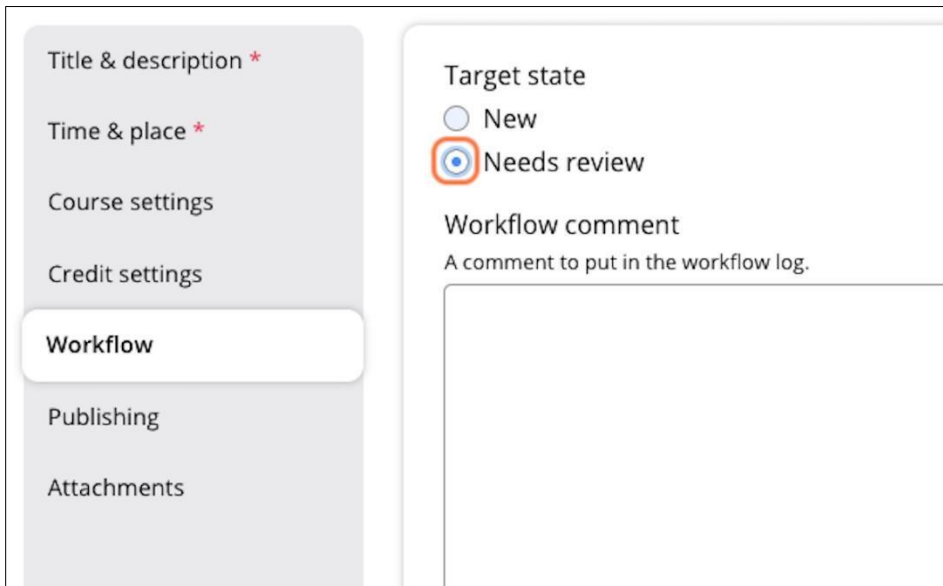
Attachments

Title *

2023 INOVA Leadership For

Body ([Edit summary](#))

B I U [List Icon] [List Icon] [List Icon] [List Icon]

19. Set your session to "Needs Review"

Title & description *

Time & place *

Course settings

Credit settings

Workflow

Publishing

Attachments

Target state

☐ New

☒ Needs review

Workflow comment

A comment to put in the workflow log.

20. Click "Save"

21. The Inova Office of CME will review the session and mitigate any conflicts of interest.

22. If your session is approved, you'll receive an email notification and the session code will be visible on the Session landing page.

23. If changes are needed, you will receive an email alerting you to the changes required. After making these changes, repeat steps 17 thru 20 to set the session back to review.

Important Timeframes	
Application Submission	46-90 days prior to first session
Application Renewal	46-90 days before current application expires
Application Valid	3 calendar years
RSS Session Submission <i>(to allow time to mitigate, approve, and publish)</i>	At least 7 days prior to session date
Office of CME Session Approval <i>(session code generated upon approval)</i>	At least 3 days prior to session date

Don't Wait! If you have your speakers confirmed in advance or if your speaker(s) remain the same throughout the year, submit your sessions for approval as early as possible.