



# Regularly Scheduled Series Planning Worksheet

RSS Title: \_\_\_\_\_ Program Number: \_\_\_\_\_

Presentation Title: \_\_\_\_\_ Date: \_\_\_\_\_

Speaker: \_\_\_\_\_ Speaker Address: \_\_\_\_\_

Speaker Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Speaker Honorarium (if applicable): \_\_\_\_\_ \$\$\$  Speaker W9 received (if applicable)

Commercial Supporter (if applicable): \_\_\_\_\_

Please email **preconference material one week prior session** to [cpdrss@health.usf.edu](mailto:cpdrss@health.usf.edu)

### Information on Flyer

- Copy of promotional materials that demonstrate the following information was communicated to the learners in advance of the CME activity/session
- Accreditation Statement and Credit Designation Statement
- Sub-objectives for the session
- Disclosure of Commercial Support (Grants or in-kind contributions) being provided for this activity (if applicable)

### Letter to Speaker

- Letter to speaker regarding their participation in the RSS and their requirements to comply with the Standards for Commercial Support
- Copy of Standards of Commercial Support sent with speaker letter

### Disclosure

- Disclosure Form for all speakers, planners and others in a position to influence the content of the RSS series
- How will disclosure to audience of significant financial interest (or lack there of) take place?
- Verbal Disclosure (Written documentation of Verbal Disclosure Form must be completed and submitted to CPD)
- Written Disclosure Form distributed to the learners prior to the activity
- PowerPoint Slide (copy of slide must be submitted to CPD office)

### Conflict of Interest ( If Applicable)

- Conflict of Interest Resolution Form - completed whenever someone in a position to influence the content of the RSS series have indicated a potential conflict of interest
- Signed Commercial Support Letter of Agreement (if commercial support has been provided for this activity)

### Barriers

- Consideration has been given to the potential barriers that could prevent changes in practice
- No relevant system barriers have been identified at this time for this activity
- The following barriers have been identified and will be addressed in the educational intervention
  - formulary restrictions  insufficient time for implementation of new skills or behaviors
  - lack of insurance reimbursement  lack of organization's support  lack of resources
  - policy issues within organization  other: \_\_\_\_\_

### Patient Safety

- Consideration has been given to Patient Safety issues
- No patient safety issues apply to this activity
- Patient Safety issues that will be addressed in the content are attached

### Budget

- Budget Information, including: honoraria, expenses, food and beverage costs, other costs associated with the session

Please email **post conference material within one week after session** to [cpdrss@health.usf.edu](mailto:cpdrss@health.usf.edu)

- Sign-in / Rosters  Evaluations

I attest that this activity has complied with all the Standards of Commercial Support.

RSS Liaison/Course Director: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, contact Pam LeClair (813-224-7862) or Chantal Vazquez (813-224-7879)