RSS TRAINING GUIDE FOR ASSOCIATES

Session Workflow

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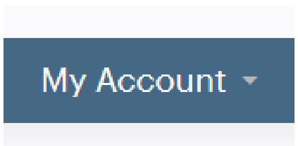
Section One: Accessing a Series

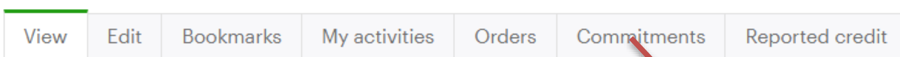
Step 1 – Go to: https://cce.geisinger.edu/

Step 2 – In the upper right, click login and enter your information. You may have to register if this is the first time on the new system.

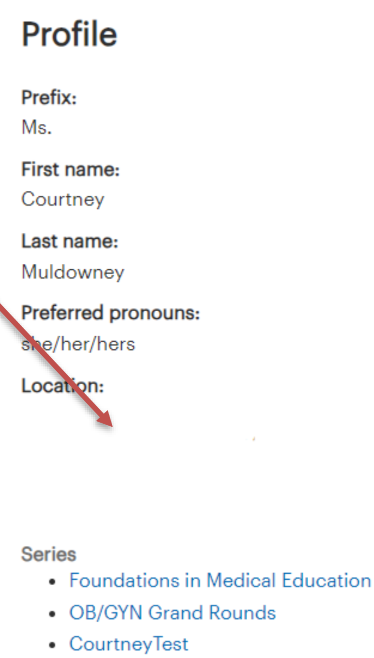
Step 3 – Once logged in, click on **MY ACCOUNT**.



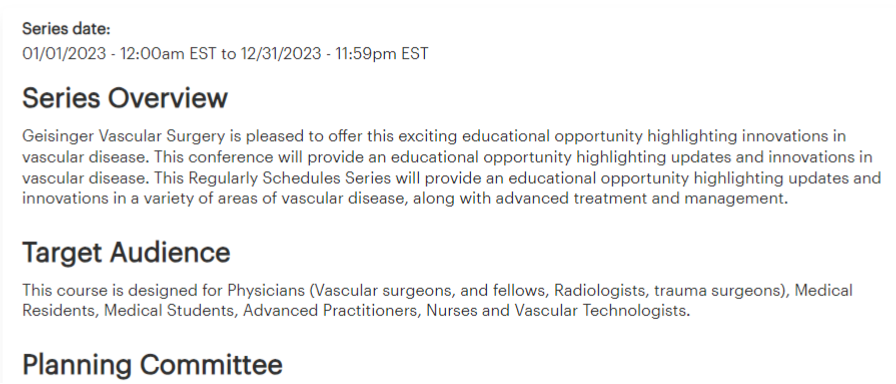
Step 4 – In your account, click on **VIEW**.



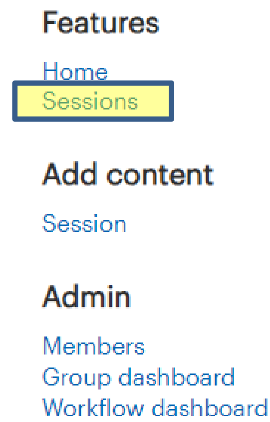
Step 5 – Scroll to the bottom of the page and choose the Series you are coordinating.



Step 6 – Once selected, below is the home page of your Series, review the information in the body. You will need this information when creating your session(s).

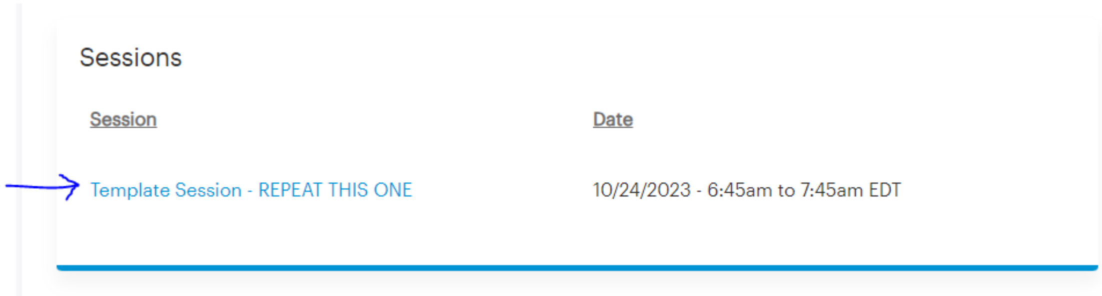


Section Two: Creating/Repeating Sessions

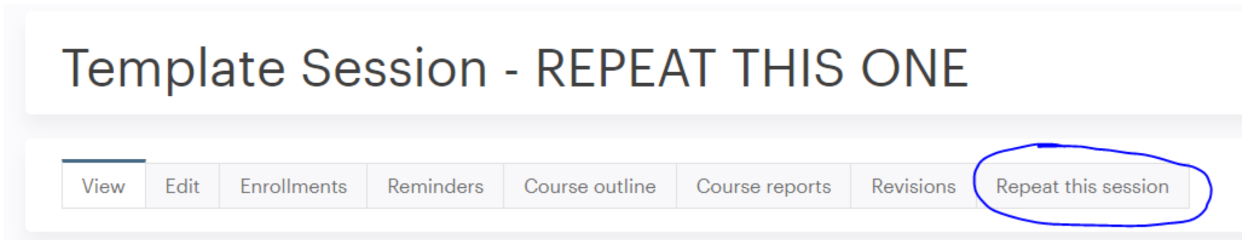


Step 1 – From the Series home page, on the left-hand side under **Features**, select Sessions. (Or scroll to the bottom of the Series home page).

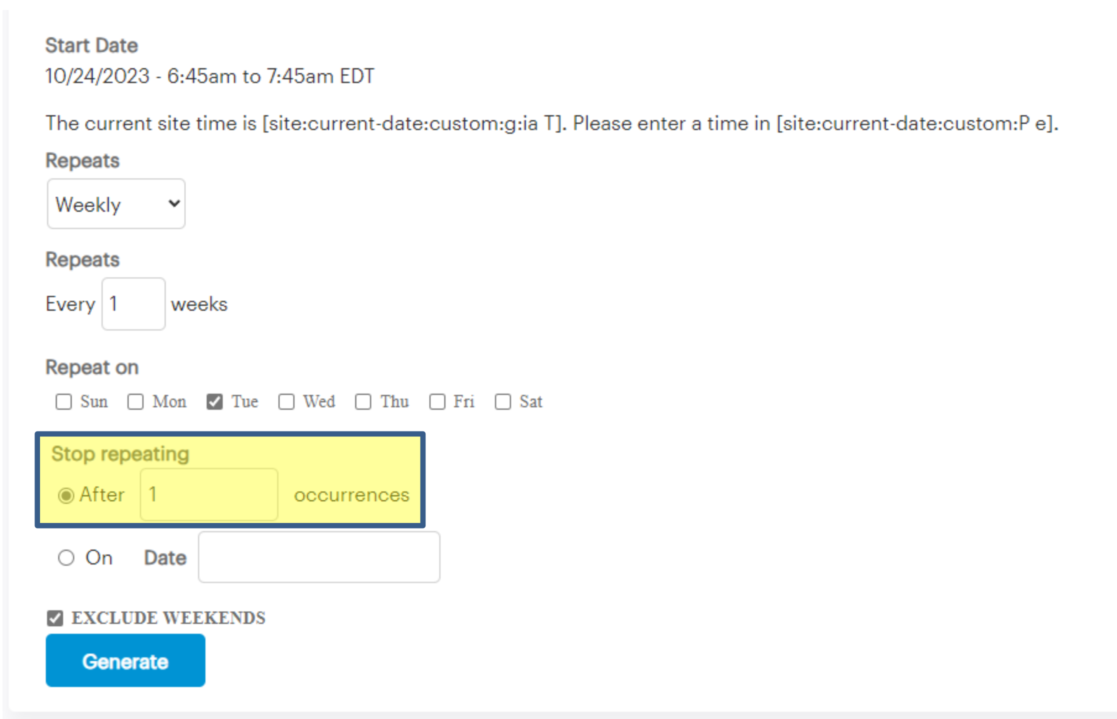
From here, select a Session to Repeat. (Template Session or Session One)



Click and select "**Repeat this session**":

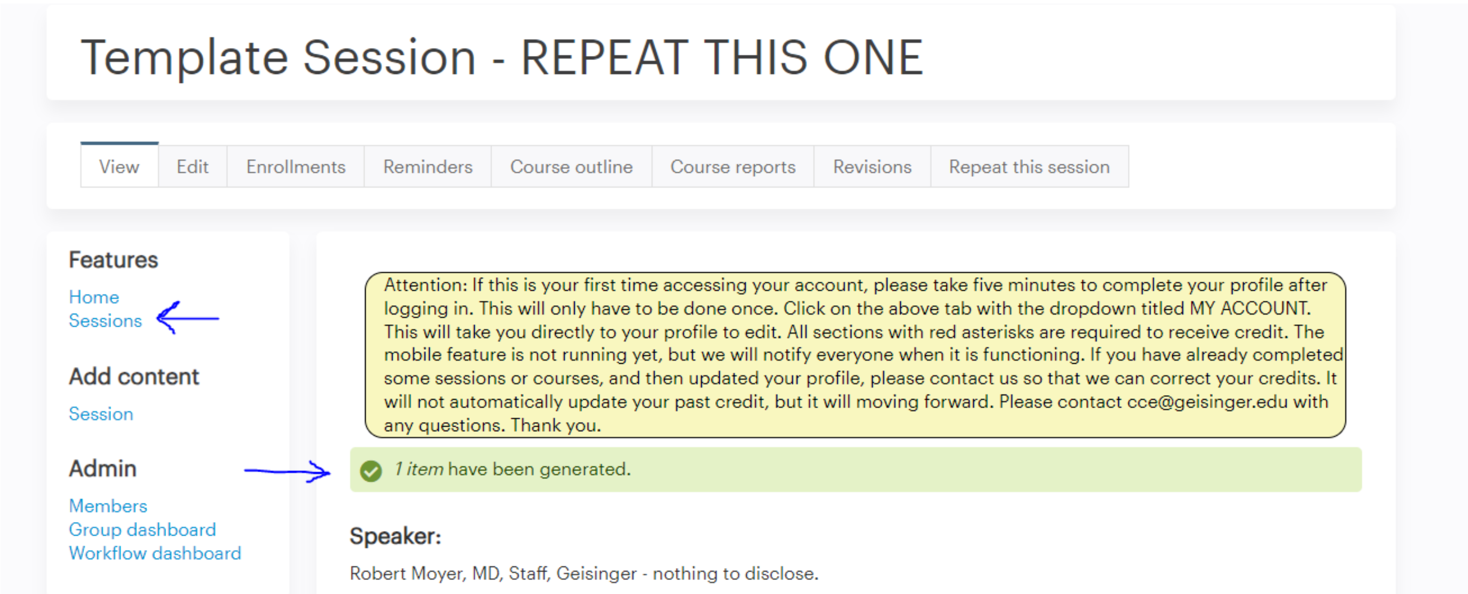


Set your repeating parameters. It is recommended to **Stop repeating** after 1 occurrence for your first Session.

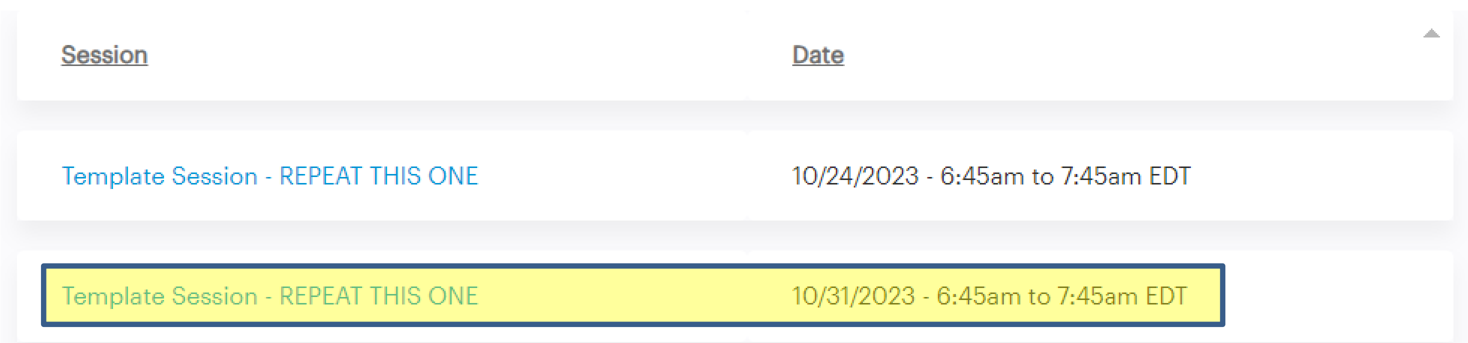


Click **Generate** and **Submit.**

Your new Session is complete, but **do not** Edit from here. You must go back out to the Session tab (under Features) and find the newly created Session.



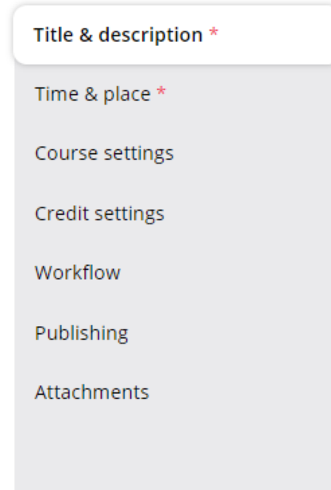
Select the new Session, the title will be the same but the date will be new.



Step 2 –Edit your new Session. Following all tabs on the left side of your screen. Follow the directions below for each section listed.

Please note: Anything with a red * is required.

1. Click **Title & description*.**



- **Title*:**Include the title/topic of session. You can add the date of your Session here. (After adding the new Title* it is highly recommended you **SAVE** the Session and continue editing.)
- **Body*:** Include the following items:

  1. Speaker/Moderator information. You will need to include the title, location and disclosure information of these individuals.

  Example: John Smith, MD, Geisinger – has nothing to disclose.

  2. Learning objectives

  3. Disclosure of Relevant Financial Relationships with/without Commercial Interests

  4. Content Disclosure Statement

  5. You can also include any additional information that may be useful for your learners.
- **Couse Instruction:** Leave blank.
- **Format:** Leave blank.
- **Category:** Leave blank

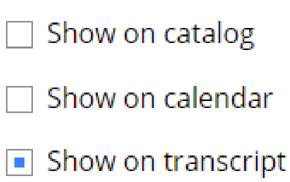
2. Click **Time & place*.**

- **Live** must be checked.
- **Session date*:** Enter when the Session will start and finish (i.e. this is the actual date/time of the activity)
- **Location:** enter the location information
  - **Location name (required)** – If virtual, use "Virtual" as location.
  - **Street (not required)**
  - **City (required)**
  - **State/Providence (Required)**
  - **Postal Code (not required)**

  Please note: The information entered in Location name, City, and State will be reflected on the learner's certificate.

3. Click **Course settings***

- **Outline display:** Make sure that **"Course"** is selected.
- **Enrollment type:** Make sure that **"Course"** is selected.
- **Duration:** Leave as "0."
- **External ID:** Leave blank.
- **Show on transcript is the only box that should be checked.**

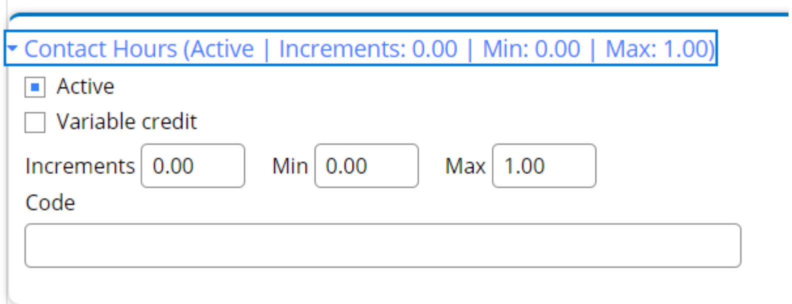


4. Click **Credit settings*** and choose **Course credit settings.**

- **Your credit should be showing in this section. The Coordinator has already added this information for**

you. You can review to be sure the correct credit type is selected.

- **Contact Hours** should ALWAYS be active.
- To add credit on your own:
  Designate the credit type. Check **Active**. **Variable credit** must remain **un-checked.**
  The Min credit is always "0." Max is the amount of credit being awarded. Credit is based on time. Every 15 minutes of education is equal to .25 credits. The default credit is designated on the Series home page. If you are unsure of the amount of time your Series is approved for per Session, please reach out to CCE.



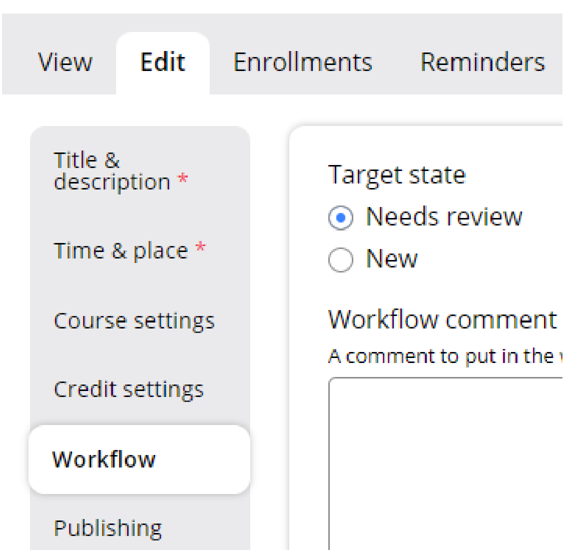
5. Click **Attachments** This section is used to upload required session documentation.

- Upload the documents listed below. All templates, links, and supporting resources are accessible at http://cce.geisinger.edu under Materials for Associates via the Regularly Scheduled Series (RSS) tab.
  - **RSS Documentation Form**: (Going away in 2024) Available under the Materials for Associates tab under the Regularly Scheduled Series (RSS) tab.
- You can also upload any additional information you wish to be made available to learners. For Example: PowerPoint slides, Journal Articles, etc.

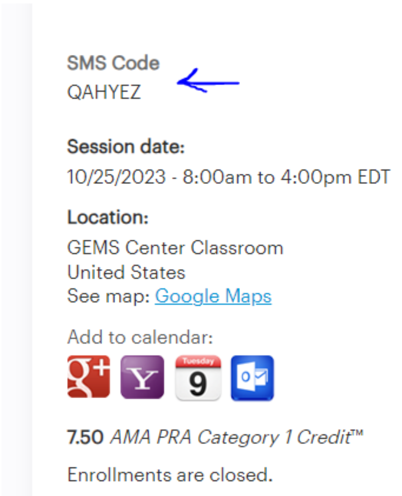
> ***Note:*** If you do not have all of the information required to complete these tabs, you can "**SAVE**" your session and resume at a later time. It is recommended that you do not submit for review until all required documentation is complete.

6. Click **Workflow*** *This step initiates the review process. At this point, you should have completed all course information and uploaded the RSS Documentation Form. Speakers/Moderators should have completed the disclosures and attestations form.*

- Change the Target state from **"New"** to **"Needs review."**



- Click "**SAVE**". Your Session is now created and saved. This will initiate the approval process, sending an email to CCE, letting us know the submission needs to be reviewed.
- Once the Session is approved, you will receive an email notification linking you to your Session. When on the home page of the Session, you will now see an SMS Code that can be shared with the learners. This code will be used for attendance purposes.



SMS codes are available for 24 hours. If your learners need more time to claim attendance, please let CE know.

> ***Note:*** Your Session must be Approved PRIOR to EACH Session. You will not be able to award credit to learners without Approval. All Sessions and documentation related to the session must be submitted via Workflow at least five business days prior to the Session date.

Section Three: Evaluation Summaries

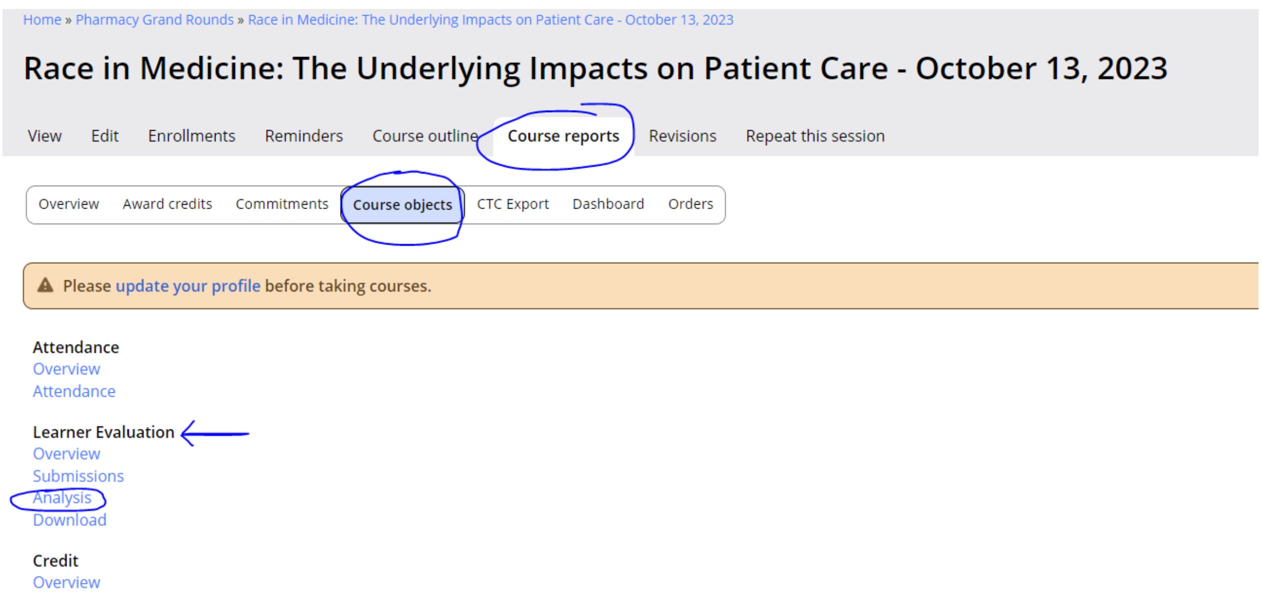
If you are searching for learner feedback from your Session, follow the instructions below to access this data.

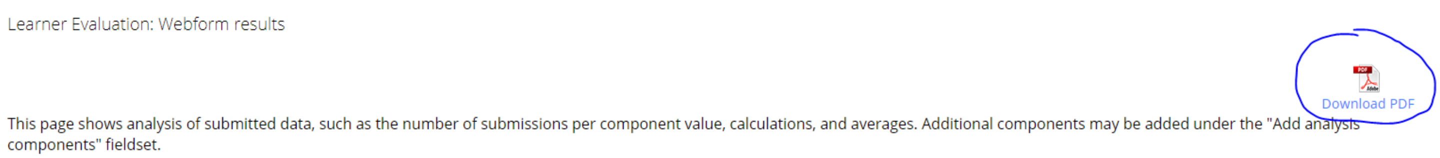
Step 1 – Enter the Session you wish to **pull Evaluation results from.**

Step 2 – Click on the **Course reports** tab

Step 3 – Click **Course objects** tab

Step 4 – Under **Learner Evaluation** click on **Analysis**, from here you can review results and/or download a PDF version of the results.

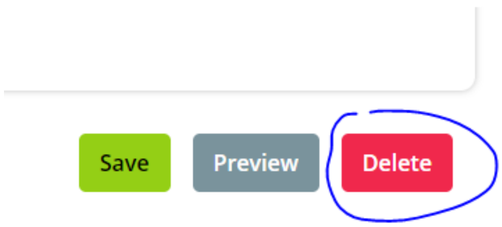




Section Four: Deleting a Session

Step 1 – Enter the Session you wish to remove and Edit.

Step 2 – Scroll to the bottom of the page and DELETE.



Appendix: Descriptions of Tabs and Statements

View – This is like a home screen; it will allow you to see everything within the Session.

Edit – This takes you back inside the Session and allows you to edit it.

Enrollments – This will provide you with a list of you learners or learners who have pre-enrolled in the course (if applicable). You are able to add or remove learners in this tab.

Course outline – This shows you the course objects/requirements of the Session. Every Session will need attendance, learner evaluation and credit. (Please do not edit this tab)

**M&M and Tumor Board Sessions will not have learner evaluations.*

Course reports – This allows you to see how learners have progressed through the Session. You will see status on their completion of required course objects, as well as the credit hours and type of credit they have been issued.

****Please reach out to CCE with questions about learners in this tab.***

Revisions – This shows who and when each Session was edited.

Repeat this session – This allows you to copy your Session to create a new occurrence. You will need to re-name it (see Section Two).

Session Statements:

Content Disclosure Statement – This presentation and/or content is HIPAA compliant.

Disclosure of Relevant Financial Relationships with/without Commercial Interests – The Planning Committee consisting of <John Smith, MD and Jane Doe, MD> have no identified disclosures.

**Committee members are found on the approved Planning Document of your Series.*

****If any members of the Planning Committee or educational team have listed disclosures, please include a description of these disclosures in a separate statement below.***

Commercial Support – If you have received a grant or in-kind contribution for your Series or any Session, please reach out to CE to inform us. This must be documented on the Series or Session homepage. (If your department has not received commercial support for your Series, nothing needs to be noted.)