

RSS TRAINING GUIDE FOR ASSOCIATES

Session Workflow

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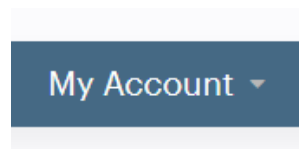
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Section One: Accessing a Series

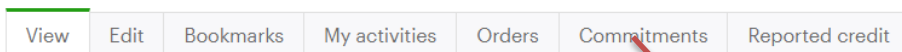
Step 1 – Go to: <https://cce.geisinger.edu/>

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).

Series date:

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

Series Overview

Geisinger Vascular Surgery is pleased to offer this exciting educational opportunity highlighting innovations in vascular disease. This conference will provide an educational opportunity highlighting updates and innovations in vascular disease. This Regularly Schedules Series will provide an educational opportunity highlighting updates and innovations in a variety of areas of vascular disease, along with advanced treatment and management.

Target Audience

This course is designed for Physicians (Vascular surgeons, and fellows, Radiologists, trauma surgeons), Medical Residents, Medical Students, Advanced Practitioners, Nurses and Vascular Technologists.

Planning Committee

Profile

Prefix:

Ms.

First name:

Courtney

Last name:

Muldowney

Preferred pronouns:

she/her/hers

Location:

Series

- [Foundations in Medical Education](#)
- [OB/GYN Grand Rounds](#)
- [CourtneyTest](#)

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).

Features

[Home](#)

[Sessions](#)

Add content

[Session](#)

Admin

[Members](#)

[Group dashboard](#)

[Workflow dashboard](#)

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

Session	Date
Template Session - REPEAT THIS ONE	10/24/2023 - 6:45am to 7:45am EDT

Click and select **“Repeat this session”**:

Template Session - REPEAT THIS ONE

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

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

Start Date
10/24/2023 - 6:45am to 7:45am EDT

The current site time is [site:current-date:custom:g:ia T]. Please enter a time in [site:current-date:custom:P e].

Repeats
Weekly

Repeats
Every 1 weeks

Repeat on
 Sun Mon Tue Wed Thu Fri Sat

Stop repeating
 After 1 occurrences

On Date

EXCLUDE WEEKENDS

Generate

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.

Template Session - REPEAT THIS ONE

View Edit Enrollments Reminders Course outline Course reports Revisions Repeat this session

Features
Home
Sessions ←

Add content
Session

Admin →
Members
Group dashboard
Workflow dashboard

Attention: If this is your first time accessing your account, please take five minutes to complete your profile after logging in. This will only have to be done once. Click on the above tab with the dropdown titled MY ACCOUNT. This will take you directly to your profile to edit. All sections with red asterisks are required to receive credit. The mobile feature is not running yet, but we will notify everyone when it is functioning. If you have already completed some sessions or courses, and then updated your profile, please contact us so that we can correct your credits. It will not automatically update your past credit, but it will moving forward. Please contact cce@geisinger.edu with any questions. Thank you.

✔ 1 item have been generated.

Speaker:
Robert Moyer, MD, Staff, Geisinger - nothing to disclose.

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

<u>Session</u>	<u>Date</u>
Template Session - REPEAT THIS ONE	10/24/2023 - 6:45am to 7:45am EDT
Template Session - REPEAT THIS ONE	10/31/2023 - 6:45am to 7:45am EDT

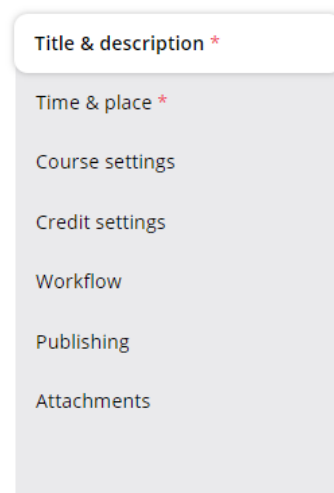
Step 2 –Edit your new Session. Following all tabs on the left side of your screen.

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.
- **Course 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.**

- Show on catalog
- Show on calendar
- Show on transcript

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

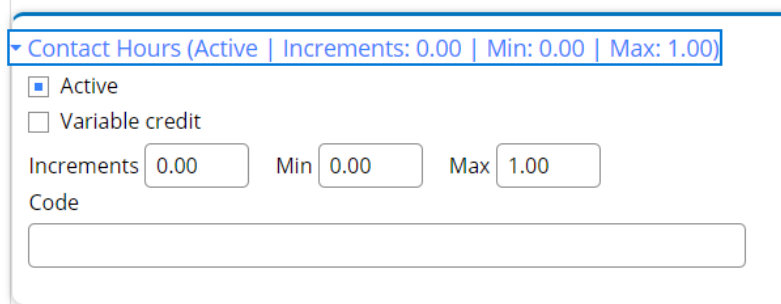
- **Your credit should be showing in this section. The Coordinator has already added this information for**

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.



The screenshot shows a form for configuring 'Contact Hours'. At the top, it displays 'Contact Hours (Active | Increments: 0.00 | Min: 0.00 | Max: 1.00)'. Below this, there are two checkboxes: 'Active' (checked) and 'Variable credit' (unchecked). There are three input fields: 'Increments' with the value '0.00', 'Min' with '0.00', and 'Max' with '1.00'. At the bottom, there is a 'Code' label followed by an empty text input field.

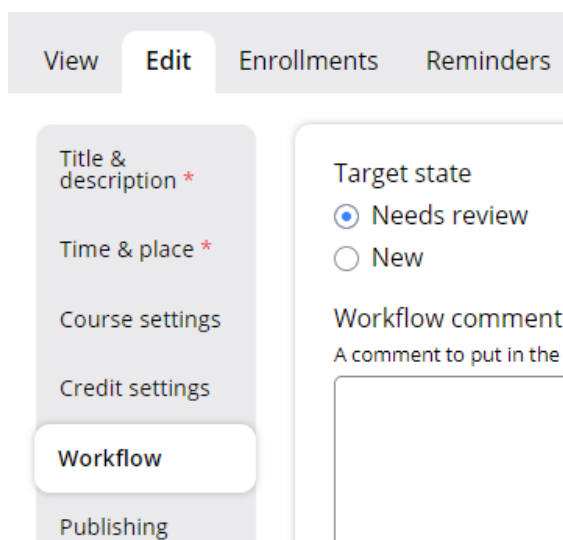
5. Click **Attachments** This section is used to upload required session documentation.

- 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."**



The screenshot shows a navigation menu with 'View', 'Edit', 'Enrollments', and 'Reminders'. The 'Edit' tab is active. On the left, there is a sidebar with 'Title & description *', 'Time & place *', 'Course settings', 'Credit settings', 'Workflow' (highlighted), and 'Publishing'. The main content area shows 'Target state' with two radio buttons: 'Needs review' (selected) and 'New'. Below that is a 'Workflow comment' section with a text input field and a placeholder 'A comment to put in the'.






- 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 Code
QAHYEZ ←

Session date:
10/25/2023 - 8:00am to 4:00pm EDT

Location:
GEMS Center Classroom
United States
See map: [Google Maps](#)

Add to calendar:

7.50 AMA PRA Category 1 Credit™

Enrollments are closed.

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

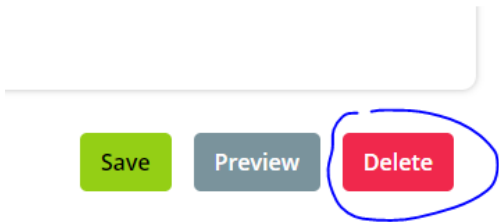
Step 4 – Under **Learner Evaluation** click on **Analysis**, from here you can review results and/or download a PDF version of the results.

The screenshot shows a course page for "Race in Medicine: The Underlying Impacts on Patient Care - October 13, 2023". The breadcrumb trail is "Home » Pharmacy Grand Rounds » Race in Medicine: The Underlying Impacts on Patient Care - October 13, 2023". The main title is "Race in Medicine: The Underlying Impacts on Patient Care - October 13, 2023". Below the title is a navigation bar with tabs: "View", "Edit", "Enrollments", "Reminders", "Course outline", "Course reports", "Revisions", and "Repeat this session". The "Course reports" tab is circled in blue. Below this is a secondary navigation bar with tabs: "Overview", "Award credits", "Commitments", "Course objects", "CTC Export", "Dashboard", and "Orders". The "Course objects" tab is circled in blue. Below the navigation bars is a warning message: "Please update your profile before taking courses." Below the warning is a sidebar menu with sections: "Attendance" (Overview, Attendance), "Learner Evaluation" (Overview, Submissions, Analysis, Download), and "Credit" (Overview). A blue arrow points to the "Learner Evaluation" section, and the "Analysis" link is circled in blue. Below the sidebar is the text "Learner Evaluation: Webform results". To the right of the text is a "Download PDF" button with a PDF icon, which is circled in blue. Below the button is the text "This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the 'Add analysis components' fieldset."

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.)