

Welcome: CloudCME® RSS Coordinators Training

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Associate Provost

Office of Continuing Professional Development (OCPD)

September 24, 2025

12:00 PM

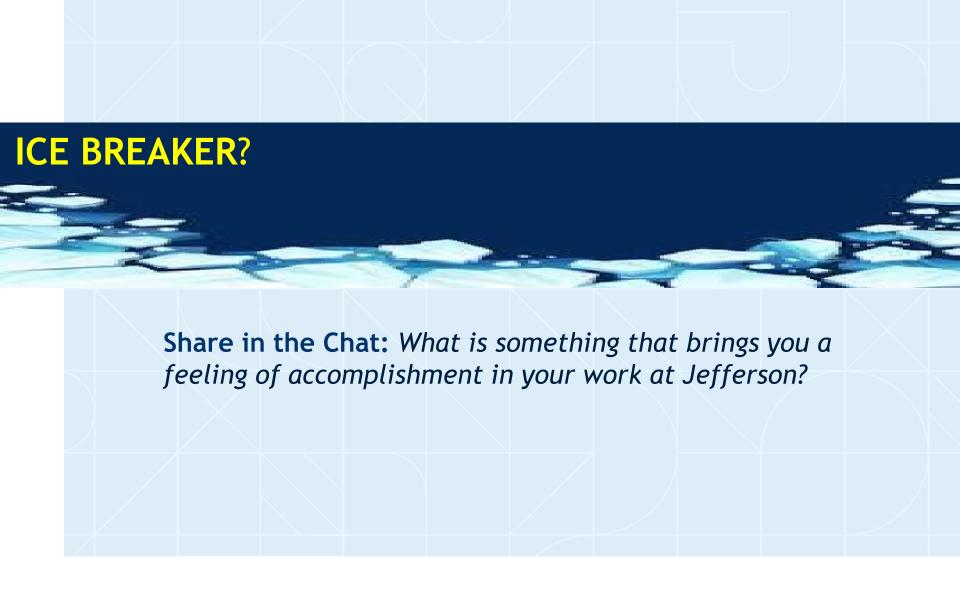
Jennifer Turner

Education Program Specialist

Office of Continuing Professional

Development (OCPD)

Agenda Welcome and Icebreaker 2025 RSS training dates 2025 RSS Evaluation Results Breakdown of Learner Types RSS Invoice | Full Workday Charge Code **RSS Pre-Session Checklist** Disclosure Reminder



OCPD RSS Coordinator Technical Training 12:00-1:00 pm

Training Dates:

- 1. December 11th
- 2. January 29th
- 3. May 1st
- 4. July 23rd
- 5. September 24th
- 6.December 10th



Regularly Scheduled Series (RSS) Annual Evaluation



RSS Annual Evaluation - For Learners

Mid-August 2025 through CloudCME

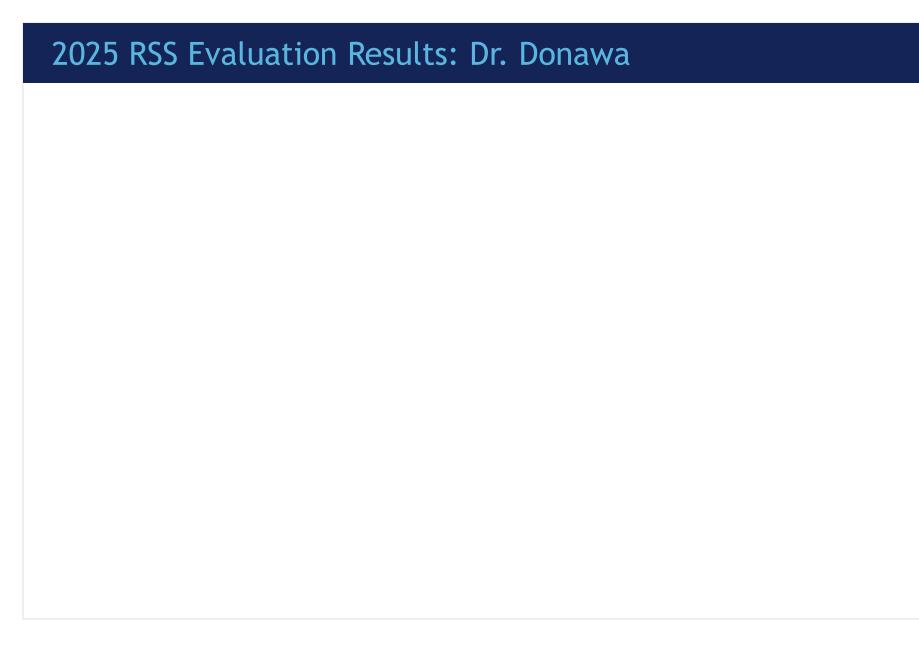
August 15th through September 19th, 2025

Survey is assigned to each RSS

- My CE
- Select Evaluations and Certificates
- Notifications are sent to the learner every Monday via CloudCME until September 19th

The same questions apply to all regularly scheduled series

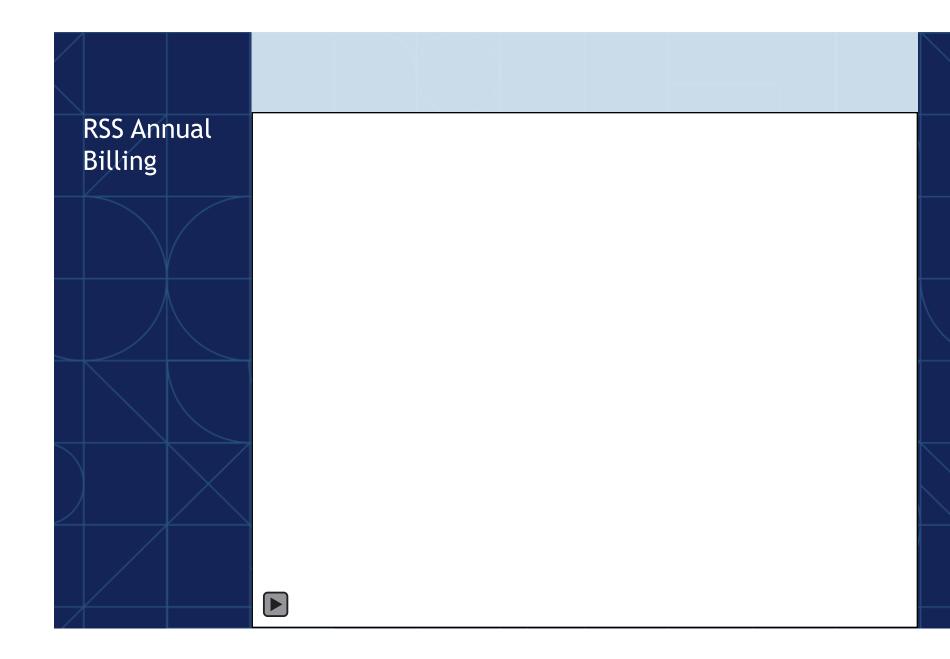
Bi-annual survey coming in Dec. 2025



Breakdown Of Learners By Type

BREAKDOWN OF LEARNERS BY TYPE

Learner Type	Total		
Allied Dental Staff	5		
Athletic Trainers	8		
Dentists	51		
Dietetic Technicians, Registered	4		
Nurses	9,220		
Optometrists	0		
Other Learners	5,131		
Pharmacists	1,689		
Pharmacy Technicians	49		
Physician	27,034		
Physician Assistants	1,219		
Psychologists	288		
Registered Dietitians	84		
Social Workers	260		
Total	45,042		



New Workday Charge Code Format

Company (CO_XXX)	Ledger Account (XXXXX)	Category (SCXXXX)	Cost Center (CCXXXXXX)	Operating Unit (OU_XXX)	*Project/Gift/Grant (Product_(XXXXXX)
*If applicable					

RSS Pre-Session Checklist



Add Faculty/Speakers in CloudCME - Ensure all session speakers/faculty are entered in the LMS for the activity.



Request & Verify Financial Disclosures - Confirm that each speaker/faculty has submitted a current disclosure in CloudCME.



Check for Financial Relationships - Review all disclosures. If a financial relationship is disclosed, prepare to post it for learners.



Post Disclosure Information (if applicable) - Ensure disclosures are displayed and available to learners before the activity begins.



Confirm Compliance - Double-check that all documentation is complete before the session starts.

Disclosures are due 2weeks prior to the start of a session REMINDER

