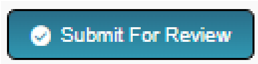
Continuing Education Process

(RSS Events approved through Joint Accreditation by Ascension)

The table below outlines the process, details and timelines that should be followed to provide continuing education for your event. **Keeping the timelines contained in this table is important for ensuring continuing education credits can be provided for your event and ensuring that the Ascension Continuing Education Team meets the accreditation standards necessary to maintain our Joint Accreditation provider unit.**

Timeline	Responsible Party	Item
Before Event		
60 Days Prior to Event	**Activity Coordinator**	**SCREENING PROCESS** Submit a Pre-Application to determine if the activity is eligible for credit hours. This can be done by clicking on the icon  Please be sure to return to the Application List and click  ● **For Nursing, Physician, Social Workers, PAs, Psychologists and Pharmacy requests only**
After Receipt of Pre-Application	**Activity Coordinator, Regional Planner**	**CONSULT MEETING & FORMS PROCESS** ● For new activity coordinators, a member of the IPCE team will consult with the activity coordinators about the application process. ● After the consultation meeting, the Regional Planner will approve the Pre-Application. ● After Pre-Application is approved, the following sections of the Application will be available to the Activity Coordinator: ○ Planners and Faculty ○ Gap and Needs ○ Objectives and Learning Outcomes ○ Commercial Support ○ Signatures ○ Files- upload/download ○ Comments
After Consult Meeting	**Activity Coordinator Regional Planner**	**PLANNING** ● Complete Application ● Notify speakers and planning team (those that can influence the content of the activity) that they have been added and will need to complete Financial Disclosure. All Faculty will need to upload a CV/Bio.

Timeline	Responsible Party	Item
Before Event		
30 Days Prior to Event	**Activity Coordinator Regional Planner**	Once Application is complete return to the Application list and click  (This button will not appear until all Financial Disclosures have been submitted) • The Regional Planner will review the Application for completion and accuracy. • Regional Planner will APPROVE or REJECT the Application.
After Completion of Documents	**Regional Planner**	If any disclosures are stated or conflicts exist, the regional planner will determine relevant financial relationships. If the Regional Planner determines there is a relevant financial relationship, a reviewer will be assigned to mitigate relevant financial relationships or the coordinator will be asked to find a different planner to sit on the planning committee. Once approved, the Activity Coordinator will receive an approval notification from the IPCE site.
After Reviewal of Application	**Regional Planner**	The IPCE team will create the children sessions based on the information provided in the application. The IPCE team will give the activity coordinator access to the RSS Dashboard to perform ongoing changes for each of the child sessions.
Within At Least 3 Days of Session	**Activity Coordinator**	The event Organizer should utilize the RSS dashboard to: ● Verify that the title, date and time are correct ● View the Activity ID and QR code needed for attendance ● Download flyer ● Manage Planners and Faculty (for case conference- the physician(s) that are presenting should be listed for that session. ● Upload presentation ● Confirm session approval *Any changes made to an approved activity will automatically unapprove the session.
Day of Event	**Activity Coordinator**	Ensure participants view the attendance slide. ● This will allow them to capture attendance. ● Advise participants that the completion of the evaluation is the only way to claim continuing education. Evaluation should be completed within 10 business days. (The participants will receive a more detailed evaluation quarterly and at the end of the year to rate the entire activity.)
After Event		
After Event	**Activity Coordinator**	Evaluation summary report can be viewed on the Administrative side of the IPCE site.
30/60/90 Day Outcomes Measure	**Regional Planner**	An email will be sent to attendees to measure outcomes and gauge changes in the practice behavior after the quarterly and yearly evaluation.