

December 2022

Happy Holidays from the Office of Continuing Education



Staffing During the Holidays

Please note that the CE Office may have limited staffing during this holiday season, and additional time might be required to reply to your inquiries. **To ensure credit approval, please submit RSS activities early.** Thank you in advance for understanding!

Announcements

Learner-Focused Objectives

We are aware that objectives with verbs such as *discuss*, *understand*, and *know* may have been approved in the past. However, since we've been granted reaccreditation from JA (effective July 30, 2022), we're working to improve all objectives so that they are learner-focused and measurable. **A new RSS Objective Writing resource will be available from the CE Office in January 2023.**

CE Training Sessions

Save the date! All coordinators are invited to attend the upcoming sessions. An invitation link to join the virtual Teams training will be sent closer to each session.

Creating Strong Objectives for RSS Activities

January 4 @ 10:00 AM | Virtual Teams meeting

Creating Strong Objectives for RSS Activities

January 17 @ 2:00 PM | Virtual Teams meeting

Navigating the CloudCME RSS Dashboard

February 6 @ 11:00 AM | Virtual Teams meeting

CE Activity Coordinator Strategies

March 1 @ 1:00 PM | Virtual Teams meeting

Marketing Materials for CE Events

April 14 @ 9:00 AM | Virtual Teams meeting

Faculty Compliance Standards for Accredited CE

The Office of Continuing Education has created a resource for coordinators and faculty regarding compliance standards for accredited CE activities. Please review the following resource: [Faculty Compliance Standards for Accredited CE](#)

Evaluation SharePoint Announcement

Beginning January 1, WMed CE will utilize a SharePoint site to share evaluation reports, summaries and data. In the next few weeks, an email with instructions will be sent to each activity coordinator, along with a link to each activity's folder. The activity folder is where all evaluation summaries and raw data sheets will be available as they are downloaded. Please reach out to Kelsey Caras at Kelsey.caras@med.wmich.edu for questions or concerns.

Activity Coordinator

Important Day-Of Activity Reminders

- **Disclosure to Learners MUST be displayed before any content is shared.** Faculty may choose to display the disclosure statement as participants arrive and/or include it in the slide deck presentation before discussing content. Failure to comply may result in credit ineligibility or the revoking of credit.
- **The Activity Code MUST be displayed long enough for attendees to text in the code.** We recommend Faculty display the provided activity code slide as participants arrive and/or include it in the slide deck presentation. As a reminder, attendees have 12 hours to submit the activity code by texting 269.743.4779.
- **New attendees may need to create or update their WMed CloudCME profile** (including email and profession). An incomplete profile may result in an error message and issues with receiving CE credits and certificates. Please direct new attendees to wmed.cloud-cme.com/about/help.

Reminders from the CE Office

Creating New RSS Children

- To create additional children activities in the RSS dashboard, you can click on the calendar icon below the topic name of the session.
- If you need to edit the child activity, search the activity in the RSS dashboard and edit its details in its own RSS Activity Editor.
- For additional training, please visit the [RSS Dashboard training](#) that is a part of our [new activity coordinator training](#). The training can be found on our [help page](#).