

November 2022

 **Announcements**

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!

RSS Children Objectives and Approval

Please remember, objectives for child activities should be submitted within a minimum of 48 hours during business days to be reviewed for approval. **However, we prefer that the objectives be submitted 2 weeks prior to the activity.**

WMed Disclosure Forms

Coming soon! WMed leadership and the CE Office have been working to integrate the WMed Disclosure of Relevant Financial Relationships form and the CE COI Resolution Form into one. This change will be rolled out at the beginning of the calendar year for all WMed faculty, owners, and coordinators. We will send out communications as the new year approaches.

RSS Activities for 2023

As we move into the end of the year, a few reminders for your upcoming 2023 RSS activities:

- Once your 2023 activity application has been approved, you will receive an approval email from the CE Office. Your 2023 activity will become available to you in your RSS Dashboard, and you can start creating your children sessions.
- All children sessions will need session specific objectives, speakers/faculty added, all disclosure forms on file, and any conflicts of interest resolved before they will be approved for credit.
- Please see our [help page](#) for more information on how to manage your activities in the RSS Dashboard.

 **Activity Coordinator**

Marketing Materials

Please remember that all marketing and promotional materials must be submitted to the CE Office at ce@med.wmich.edu prior to distribution. Additionally, they must include the accreditation statement included in the application approval email and the following statement:

CE Credit provided by Western Michigan University Homer Stryker M.D. School of Medicine

Disclosure to Learners

As a reminder, the Disclosure to Learners slide **must** be presented at your activity for all attendees to view. This ensures that everyone has seen the relevant financial disclosures and the Activity Code for receiving credit. Failure to comply may result in credit ineligibility, or the revoking of credit.

WESTERN MICHIGAN UNIVERSITY
— Homer Stryker M.D. —
SCHOOL OF MEDICINE

CE Activity – 1/1/2022
1/1/2022 12:00:00 AM

DISCLOSURE OF FINANCIAL RELATIONSHIPS:
The following planners, moderators, or speakers of this RSS have the following financial relationship(s) with commercial interests to disclose:
John Smith, MD Nothing to disclose

Activity Code
12345

Your Activity Code Is Time-Sensitive
This activity code can only be submitted for up to 12 hours following course attendance. Evaluations must be completed for course credit within 30 days of the activity date.

Step 1: Text ONLY the activity code to 269-743-4779 in order to record your attendance.
Step 2: Sign in to your account on the WMed CE Portal: wmed.cloud-cme.com and navigate to My CE, then Evaluations & Certificates.
Step 3: Complete the appropriate course evaluation to receive credit.

In support of improving patient care, this activity has been planned and implemented by Western Michigan University Homer Stryker M.D. School of Medicine and Biosciences, Western Michigan University Homer Stryker M.D. School of Medicine as jointly accredited by the accreditation council for Continuing Medical Education (ACCME), the accreditation council for Primary Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the healthcare team.



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 [new activity coordinator training](#) on our help page and review the lesson titled “RSS Dashboard Introduction”. The lesson video includes specific instructions on creating a child activity (4:42-5:16).

Claiming Credits



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