

Process for Continuing Education Certification

Regularly Scheduled Series – Grand Rounds Session

This process takes a minimum of 1 week

Access documents and instructional PDFs at [LINK HERE](#)

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| <p>1+ WEEKS PRIOR</p> | <p><input type="checkbox"/> Complete the <i>child</i> Activity Information in the RSS Manager at hhchealth.cloud-cme.com</p> <ul style="list-style-type: none"> • <i>Required for every session of a Grand Rounds activity</i> • <i>All Grand Rounds activities must have a current and approved overarching (parent) application on file with Continuing Education</i> • <i>The parent application MUST be approved before credit will be awarded or any advertising materials may be distributed</i> | <p>Cloud CME RSS Manager</p> <p>Application Help Documents</p> <p>HHC CE Policies</p> |
| <p>COMPLETED BY THE CONTINUING EDUCATION TEAM</p> | <p><input type="checkbox"/> Review the child application to ensure all accreditation criteria are met</p> <p><input type="checkbox"/> Review speaker disclosures for potential conflicts of interest</p> <p><input type="checkbox"/> Contact the Activity Director to resolve of any conflicts of interest, including presentation review if needed</p> <p><input type="checkbox"/> Approve (or deny) the child activity for continuing education credit</p> <ul style="list-style-type: none"> • <i>Once approved, the RSS Coordinator will be able to print a flyer with accreditation language and slides containing texting sign in and disclosure information</i> • <i>Participants MUST be provided with this information at the beginning of the activity</i> | <p>Resolution of COI</p> <p>Disclosures Slide Templates</p> |
| <p>FOR ALL WEB OR MOC ACTIVITIES</p> | <p><input type="checkbox"/> Develop post-activity assessment questions</p> <ul style="list-style-type: none"> • <i>All web or MOC activities must include a post-test that measures the learner’s individual achievement of the activity</i> • <i>The Planning Team must provide appropriate questions and answer responses for programming into the module</i> • <i>For MOC activities, contact ContinuingEd@HHCHealth.org</i> | <p>Post-Test Template</p> <p>MOC Requirements</p> |