

## Frequently Asked Questions about PEP@MDAnderson

Updated 1/15/21

### 1. How does PEP@MDAnderson manage RSS activities?

PEP@MDAnderson will streamline CE set-up, accreditation approval, and attendance tracking for RSS. This includes:

- RSS session information set-up, speaker disclosures and COI resolution
- Check-in and attendance tracking via text message
- 24/7 access to evaluations, credit claiming, and transcript download (internal or external learners).

If conflict of interest (COI) resolution is needed, the faculty/speaker presentation can also upload materials for peer review directly into PEP@MDAnderson. The Peer Reviewer (i.e. Chair or Co-Chair of the RSS) will be able to review the presentation and disclosure form in PEP, add comments, and document the steps required to mitigate the COI.

### 2. What communications have been disseminated to faculty and other learners?

PEP@MDAnderson has been announced via multiple communication channels. These include:

- Educators Forum (December)
- Email to RSS Chairs/Co-Chairs (12/3/20)
- Employee Notes feature (12/18/20)
- Faculty Look Ahead (12/18/20)
- Community of Chairs Executive Committee (12/18/20)
- Educator's Companion newsletter (1/6/20)
- Clinical Minute (1/14/20)
- Email to Department Administrators (1/11/20)
- Division Heads Meeting (1/12/21)
- Email to Department Chairs (1/15/20)

Additional communications will be deployed, beginning January 19, 2021.

### 3. Please explain the requirement to submit presentations 5 business days in advance of the activity date.

The presentation materials and completed speaker disclosure forms are needed to enable the Peer Reviewer to mitigate any perceived conflict of interest prior to the session.

- If the faculty/speaker has completed the disclosure form and has declared that no relevant financial relationships exist, the 5-day requirement does not apply.
- If the faculty/speaker has disclosed a relevant financial relationship, his/her presentation materials must be uploaded to PEP 5 business days in advance of the activity.

If the faculty/speaker has disclosed the potential conflict in advance and Peer Review is in progress, submitting a draft presentation is acceptable. Since the faculty advisor for the RSS is typically the peer reviewer, this will often be the case.

The presentations for conflicted speakers must be peer reviewed and the conflict of interest mitigated PRIOR to the activity; thus, the 5-day advance deadline.

### 4. What happens if a speaker does not upload their presentation 5 days prior to, and/or does not complete their disclosure form and the COI resolution process?

In order to comply with ACCME's [Standards for Integrity and Independence in Accrediting Continuing Education](#) (Standards 2 and 3), all faculty/speakers must disclose financial relationships with a commercial interest, and COI must be resolved, prior to a CE activity. In addition, learners must receive

disclosure information before engaging with the accredited education. The 5-day requirement is necessary to ensure that the activity complies with these Standards.

If a speaker does not complete the disclosure and resolution process, the individual RSS session cannot be approved for CE credit.

**5. How do speakers receive the disclosure form requests?**

When the RSS Coordinator assigns the speakers to each “Child” session (individual activity), the system will check for an existing account and disclosure on file.

- **If the speaker is internal** (MD Anderson faculty or staff), the system will generate an email directing the speaker to complete or update the disclosure form.
- **If the speaker is external** (non-MD Anderson, “guest” speaker) and does not have an account in PEP@MD Anderson, the RSS Coordinator will provide the name, email address, and degree to CPE, requesting a new account in the system. (Alternately, the RSS Coordinator can ask the speaker to create an account.)

Note that speakers can complete the disclosure form at any time by selecting the [button on the PEP@MD Anderson home page](#). (They do not have to be assigned to an activity by an RSS Coordinator to complete the disclosure form.)

**6. When and how will faculty get access to the app?**

The PEP@MD Anderson system will be live for all activities on January 19<sup>th</sup>. It is recommended that all participants download the mobile app prior to that date. It is currently available for download, using these steps:

**Step #1: Download the app**

Apple iOS - <https://itunes.apple.com/us/app/cloudcme/id624053130?mt=8>

Google Android - <https://play.google.com/store/apps/details?id=com.multiweb.checkin>

**Step#2: Enter organizational code**

Open CloudCME app & enter **mdanderson** (all lower case, no spaces)

**Step#3: Select “Login” or “Create Account”**

**MD Anderson faculty/staff:** Enter your MD Anderson email address and password.

**Non-MD Anderson users:** Enter email address and password used to create your account.

The Continuing Professional Education team also will be available at every upcoming RSS activity through Feb. 1 to help enroll attendees. Additionally, faculty members can email [PEPInfo@mdanderson.org](mailto:PEPInfo@mdanderson.org) to schedule one-on-one support with a member of the Continuing Professional Education team.

**7. How will RSS Coordinators know which code to provide attendees in order to text for attendance confirmation? CPE will provide** your RSS Coordinators with the activity number for each RSS. That activity number will be used to text attendance.

**8. What telephone number is used for texting attendance?**

The number to use for texting attendance will be the same for all sessions: **844-912-1333**. This number is also available on the [“Help” page](#) on the PEP@MD Anderson website.

**9. We have a RSS session after January 19<sup>th</sup>, how can we ensure the faculty attending those meetings will be able to get credit for their attendance?**

- Each RSS Coordinator will be provided the Activity ID (“Parent Session” ID).

- Your attendees will text the code on their mobile devices to confirm their attendance.
- After the session, individuals will log in to PEP@MD Anderson and select “MyCE” to complete their evaluations, claim credit, view certificates and transcripts.

You will be able to view attendance rosters in the system, to confirm that faculty have checked in.

**10. How will CME credits for attending a non-MDACC conference be handled?**

All learners can upload documentation for a non-MDACC conference into the “MyCE” External Credits area. The external credits will appear on the individual’s CE transcript, with a notation that the activity was completed outside MD Anderson.

**11. How do non-MDACC attendees use the system to receive CME credit?**

Internal (MD Anderson) and external (non-MD Anderson) attendees use the same process to check in for attendance, claim credit, and evaluate activities in PEP@MD Anderson. They will create an account with their preferred email address and password, and use those credentials to login to the Portal.

**12. Does this new process apply to APPs and other professions?**

This process applies to anyone who is attending and claiming credit for a CME activity.

**13. Will CPE have additional training for RSS Coordinators?**

Yes. CPE has conducted several 2-hour, hands-on sessions with the RSS Administrative Coordinators. These sessions provided RSS Coordinators the opportunity to navigate PEP@MDAnderson with CPE staff, review the child activities, assign faculty/speakers and address other questions about the RSS Dashboard.

Beginning the week of Jan. 19, CPE will also host an informal troubleshooting meeting once a week for RSS Coordinators to attend, as needed, to get help with any problems they might have encountered that week. This meeting will be held for 1-hour for the first 3 weeks after PEP@MDAnderson goes live on Jan. 19. Additional meetings will be scheduled as requested.

**14. Can the learners complete the RSS Session A evaluation requirements in PEP?**

Learners should be instructed to complete Session A evaluation surveys in Qualtrics, as previously communicated.

**15. Will we continue to qualify our RSSs for RME credit and will RME credit be reflected on transcripts?**

RME credit will not be tracked in PEP@MDAnderson. Medical Staff & Credentialing Department is aware of this change and they recommend that learners go to the MediQ (formerly ELM) site for their RME credits. Please see attached reporting form and instruction sheet. (CPE to confirm updated reporting form with Medical Staff & Credentialing.)

**16. If my RSS activity is case-based sometimes and lecture at other times, how can I be assured that the presentation slides won't be required for all sessions?**

When the RSS Coordinator enters the information on the individual session (“Child” activity), they will be able to indicate the learning format for each one: case-based, lecture, etc. If “Case Based” is chosen as the learning format for the RSS, they will not see an option to upload presentations.

**17. Will the SAM Credit have to be recorded as a self-report in PEP?**

SAM Credit will not be included on transcripts, as the American Board of Radiology is not part of the specialty boards collaborating with the ACCME.

**18. Who can pull transcripts? Can non-MDACC employees pull their own transcripts?**

All learners will be able to access their transcript 24/7 in the MyCE area of PEP@MD Anderson.

**19. Can we sign in for learners (on their behalf) to allow them to receive credit?**

Learners must confirm attendance, complete the evaluation, and claim credit in order to receive credit for an accredited CE activity.

**20. Can we use a QR code to log in?**

QR codes are a capability of the PEP mobile app, but RSS Coordinators are not required to create them for their educational activities. If a QR Code is provided to record attendance, learners must use the PEP@MD Anderson mobile app to scan the QR Code. Third-party QR Code Reader apps do not work with this system. Please note that you do not need to have the PEP@MD Anderson app to use the SMS (text) attendance recording function.

**21. Now that we are using the new system, what happens to the list of CME programs (my transcript) I have previously attended?**

Transcripts in the old Siebel system will not transfer to PEP@MD Anderson. Please be sure to download your transcript from this link [Old Transcript Link](#) as soon as possible. After the old CME database is retired, you will need to take additional steps to retrieve your transcripts.