Innovating, Optimizing, and Advancing Antithrombotic Treatment in Atrial Fibrillation

GROUP LEARNING SESSIONS

Rep Guide

Event requests MUST be submitted at least 10 business days prior to the event. It will take up to 10 business days to have a Group Learning Session approved by the CCS, from the date you submit the request.

Required Forms and Documents

All documents listed below can be downloaded from the Rep Zone web page: https://dxlink.ca/repzone

Pre-approval:	Post-approval:	On-site:	
1. CCS Conflict of Interest Form	1. Invitation	1. Honorarium Form	3. Evaluation Form
2. Program Overview for Moderator	2. Disclosure Slides	2. Sign In Sheet	4. Certificate of Attendance

Approval Process Steps

Please follow the 6 steps outlined in this document to ensure a successful Group Learning Session. If you have questions regarding the approval process, please contact Amanda Bell from STA Communications at amandab@sta.ca or (514) 695-8393 ext. 235.

Pre-approval Process

Step 1:

Login and familiarize yourself with the Rep Zone

a) Go to: https://dxlink.ca/repzone

b) Log in using your email and pre-set password: repzone *(note: if you haven't registered you will be prompted to enter your contact information).*

c) You will be directed to the Rep Zone landing page.

d) You may download all of the necessary documents from the "Required Forms and Documents" tab. We also encourage you to download the video presentations from the "Video Presentations" tab.

The moderator-selected videos should run from your laptop (or the moderator's laptop.) We do not recommend streaming the videos from the Rep Zone in case of a poor/unpredictable internet connection.

Note: When returning to the site, simply log in using your email address and the same password.

Example
Username: email@address
Password: repzone

Step 2:

The CCS MUST approve all moderators prior to any Group Learning Session. In order to ensure that your session is accredited, you must submit the potential moderator's Conflict of Interest Form.

a) The moderator honorarium amount is fixed at $1,200 (this budget comes from HO).

b) Download the CCS Conflict of Interest Form from the Rep Zone, and ask your moderator to complete/sign it.

c) Your moderator MUST be a specialist and knowledgeable about antithrombotic treatment in atrial fibrillation.

d) The moderator has to be BMS qualified (only for BMS colleagues).

e) No contract needed between the Alliance and the moderator as the honorarium will be paid by the CCS.

NOTE: A moderator who is not approved by the CCS prior to a Group Learning Session will not receive his/her honorarium and will jeopardize the accreditation status of the event in question.

Step 3:

Enter your event details/submit for approval

This information will be required when you submit your Group Learning Session. Click on the "New Event" tab and enter the following mandatory information:

a) Date of session.

b) Time of session.

c) Location of session.

d) Expected number of attendees.

e) Agenda.

f) Moderator information.

g) Program budget.

h) Conflict of Interest Form.

STA Communications will submit the request to CCS on your behalf, and will advise you (by email) once the event has been approved.

NOTE: The CCS will pay the moderator a fixed consultant's fee of $1,200.

Post-approval Process

Note: In the unlikely event that the moderator you have chosen is NOT approved by the CCS, STA Communications will notify you immediately. Should this occur, you will have to identify a replacement moderator and re-submit the new Conflict of Interest Form. (The 10-business day waiting period will still apply.)

Step 4:

a) Have the moderator select the video(s) to present

- Provide the moderator with the Program Overview document.
- The moderator will select the video(s) prior to the event.

b) Have the moderator complete the disclosure slides

- Provide the moderator with the Moderator Disclosure Slides PPT file found on the Rep Zone.

c) Complete the Invitation

- An editable version of the CCS-approved Invitation can be downloaded from the Rep Zone. The selected presentation titles must be specified on the Invitation used for recruitment.
- Complete the editable fields on the Invitation including the date, location and moderator as well as RSVP details. Select the video(s) being presented from the drop-down menu.

NOTE: You will need to save-as to your hard drive before you are able to edit the modifiable fields. What you open online is only a preview of the document.

On-site

Step 5:

Required documents

a) Download and print the Honorarium Form to be completed by the moderator.

b) Download and print an Evaluation Form for each confirmed participant. Ensure each attendee completes one.

c) Download and print a Sign In Sheet for each Group Learning Session. Ensure the moderator and each attendee signs it.

d) Download and print a Certificate of Attendance for each confirmed participant. Please print blank copies for any last minute confirmations. STA Communications can assist by emailing the certificates following the event, if needed.

NOTE: You will need to save-as to your hard drive before you are able to edit the modifiable fields. What you open online is only a preview of the document.

Moderator's Conflict of Interest slides MUST be projected, and read aloud at the beginning of the Group Learning Session. These should include a slide containing the "mitigation of commercial bias" paragraph.

Required audio-visual

a) Screen.

b) Projector.

c) Laptop.

Depending on the size of your group, you might want to consider additional audio support (i.e., speakers to plug into your laptop).

Step 6:

After your event upload the completed Honorarium Form, Sign In Sheet and Evaluation Forms to the Rep Zone

Please do not upload the documents from multiple sessions all at once; each session's documents will have to be uploaded/submitted individually.

a) Log on to Rep Zone again and upload the completed Honorarium Form, Evaluation Form and Sign In Sheet.

Go to: https://dxlink.ca/repzone > Rep Zone > My Events > view the pertinent event and scroll down to submit the documents.

NOTE: Your event will be considered pending until this step is complete, meaning the moderator will not receive his/her honorarium until all documents have been uploaded to the Rep Zone. These are required by the CCS.