

## Smartsheet Activity Schedule (SAS) Column Descriptions

Column Title	Responsibility	Description
Activity Title	Auto populated	The activity title based on the name provided to the CME office by the activity planning committee when initially requesting CME credit. If there is a mistake or need to rename the activity, please reach out to CME@prismahealth.org.
CME Portal (EthosCE) URL	Auto populated	The link to the activity's homepage on the CME Portal website for the current academic year.
Text-in Code	CME Coordinator	After all green columns have been completed, the CME coordinator will add a six-letter text-in code. An email notification will be sent to the activity coordinator once this code is added.
CME Approval Status	CME Coordinator	Will remain as "Waiting for Response" until all green columns are completed and reviewed by the CME coordinator and approved. This cell will also display if the activity session is unapproved or canceled.
Status	Activity Coordinator	"Active" should be selected unless the session is canceled. If canceled, change this cell to "Canceled."
Session Date	Activity Coordinator	Date of the scheduled activity session.
Session Time	Activity Coordinator	Time of the scheduled activity session. Please include a start and end time (ex. 7-8pm).
Session Location	Activity Coordinator	The physical location of where the activity session will take place.
Virtual Info	Activity Coordinator	If the session will be virtual, please include the name of the virtual platform (ex. Zoom). If there is no virtual info, please add "N/A".
Session Topic	Activity Coordinator	Session topic for the scheduled session.
Session Learning Objective(s)	Activity Coordinator	Learning objectives for the scheduled session. Minimum of one objective is necessary (ex. Learners will be able to distinguish the difference between two different heart sounds).
Disclosure Method	Activity Coordinator	Via the dropdown menu, indicate how the disclosure statement will be made before the session begins. A verbal statement can only be used in the case of no relevant relationships. Recommended language and templates can be found on the RSS training and course and will be emailed to the activity coordinator one day prior to the activity session.
Speaker Email Address 1	Activity Coordinator	The <b>email address</b> of the speaker for the activity session. If there is more than one speaker, reach out to the CME coordinator for assistance in creating additional speaker columns.
Disclosure Response 1	Auto populated	This cell will auto populate with either "Yes Relationship(s)" or "No Relationship(s)" based on the status of the speaker's financial relationship disclosure form. If we do not have a form on file, it will auto populate as "#NO MATCH."
Expiration Date 1	Auto populated	This cell will auto populate with the expiration date of the speaker's financial relationship disclosure form. If we do not have a form on file, it will auto populate as "#NO MATCH."
Date Delta 1	Auto populated	This cell will auto populate with the number of days between the activity session date and the speaker's financial relationship disclosure form expiration date. If the speaker's form is scheduled to expire <i>before</i> the activity session date, this negative number will turn yellow.
AMA PRA Category 1 Credits Awarded	CME Coordinator	Total credits for the activity session assigned by the CME office. If the session is marked as canceled, this value will change to zero.
CME Coordinator Contact(s)	Auto populated	Contains the contact information of the CME coordinator(s) assigned to the activity designated by the CME office.
Activity Coordinator Contact(s)	Auto populated	Contains the contact information of the activity coordinator(s) designated by the activity planning committee.