

RSS Mobile Sign-In RSSAL and Participant Policy

RSSAL Policy

Sessions:

- Must be created at least 5 business days in advance of the date of session. This is to give the CLPD adequate time to review and publish the session, and for you to retrieve the code.
- May be created as far in advance as convenient.

Codes:

- Must be retrieved and provided to participants at the session. (Note: Code is not case specific)
- Must be displayed in a way that is easily accessible to all participants.

RSSALs:

- Responsible for responding to code questions within the 48 hour window after the session.
- Responsible for referring individuals regarding attendance to the CLPD if the 48 hour window has closed.

Session Specific Code Distribution:

- **MUST be on the Cover Sheet**

Other Suggestions:

- PowerPoint slide
- Labels to distribute
- White Board
- Tent cards on tables
- Verbal announcement – high possibility for error

Ways you should NOT display the Code:

- Posted on a door or wall for an extended period of time
- On an email announcement

Participant Policy

Participants:

- Must have an active D-H Continuing Education for Professionals account.
<http://med.dartmouth-hitchcock.org/ccehs.html>
- Must enter activity code via text or website within 48 hours of the session.
- Should contact the RSSAL with code questions within the 48 hour window after the session.
- Should contact CLPD (clpd.support@hitchcock.org) with attendance questions after the 48 hour window has closed.