Business and Finance Division
SAINT LOUIS UNIVERSITY

What's New . . .

Future Business Managers' Meetings

For your information, future meetings are planned on the following dates:

- March 12, 2015 BSC Rm 173
- June 11, 2015 Young Hall

Human Resources Update

Action Required: Federal Regulation Compliance Requirement in MySLU Portal
On December 8, 2014, an invitation to self-identify race and ethnicity, as a protected veteran or an individual with a disability, was extended to all employees (faculty, staff and student employees) with a closing date of February 6, 2015. This is a reminder for all employees to log into the MySLU Portal and access all three self-identification electronic forms, under the Compliance Requirements section of the Home page, to voluntarily disclose or decline to disclose their status.

After February 6, 2015 upon the next login to either MySLU or to Banner, employees will automatically be directed to these three self-identification pages. Employees will not be able to proceed in either MySLU or in Banner Self Service until they voluntarily disclose or decline to disclose the information. Click here for instructions on how to complete before February 6th.

For more information, please visit the Office of Institutional Equity and Diversity website.

EPAF Training Information
EPAF Training will take place in the Wool Center in Room 372 for the following dates:

February 10th from 10:00 a.m. to12:00 p.m.

Email epafhelp@slu.edu to sign up for training. Also use EPAF and Payroll Help Google Site at https://sites.google.com/a/slu.edu/epaf/ for updated job aides, Tip of the Week, EPAF deadlines, and additional resources to become successful at creating EPAFs.

General Counsel Update

The Saint Louis University Compliance Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Hotline at **1-877-525-KNOW (5669).** Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.

CPC Reporting Update

On January 31st the look of Cliqbook/Concur changed. These enhancements are from Concur. TravelPlex, our travel agency, did not make these changes.

In the upper right corner of the CONCUR home page, the HELP button has a link to **training** on all aspects of travel and expense. All of this information is up to date including the new enhancements and is at your easy disposal.

All employees now have both Concur Expense and Travel access. Employees should access their travel profile to enter necessary information: an active credit card, email addresses, TSA info...gender and birth date, etc.

New W9 forms have been placed on our website. The W9 with SLU information has also been updated on the website.

Business Services Update

Staples has informed us of a change regarding our Account Representative. Danyelle Neisinger, who has served the University account for many years, has decided to pursue other opportunities outside of Staples. Our new account representative is Sue Vint. Sue is a long - time Staples and Industry rep with a background in Higher Education. Below you can find Sue's contact information.

Sue Vint
314-506-7558
Susan.vint@staples.com

School of Medicine-Continuing Medical Education (CME) Update

The SLU CME Program would like to remind the business managers of the software usage assessment for FY16 budgets and other upcoming deadlines regarding review and approval of your department activities.

FY15 was the first time the departments were charged a usage fee for faculty development credit tracking in the CloudCME portal.

Regularly scheduled conference (RSC) grand round, tumor board, M&M, etc... will be invoiced $125.00 each.

Example:
Dermatology has the following approved RSC activities for FY15:

- Grand Rounds
- Journal Club
- Multidisciplinary Melanoma Conference
- Cosmetics Journal Club

If the Dermatology Department applies and their four activities are approved for AMA credits they will be invoiced the amount of $500.00 for FY16 RSC CloudCMESoftware usage fees.

New RSC applications will be sent to the department coordinators in May for completion by the deadline date June 10, 2015. RSC Coordinators should forward the AMA RSC application to the activity course director. The course director is responsible for:

- completion of the application including gap analysis data used to identify the need for the educational strategies being taught at the upcoming RSC
- list of planning committee (anyone in control of content or speaker selection)
- completion of disclosure forms (course director and planning committee)
- completion of validation of content forms (course director and planning committee)

Gap analysis explanation:

SLU scope of learners (faculty, fellows, residents, community physicians) do not have the knowledge of this certain disease entity and they don't have strategies to intervene when they see this clinical scenario. That's the professional practice gap. The source of the information, the wisdom of that gap, came from people reading a series of articles or looking at a set of data. It's the same that a guideline isn't a professional practice gap. The professional practice gap is that this guideline was published last week; no one has seen it and no one knows how to manage patients using this clinical guideline. That's the professional practice gap. (taken from the ACCME examples of Professional Practice Gaps http://education.accme.org/video/accme-video-faq/examples-professional-practice-gaps)

The deadline date will provide the SLU CME Program staff time for review and upload into the CloudCME portal prior to July 1, 2015. When applications are received past the deadline date the CME Program Staff will provide a start date applicable to the review and approval process. AMA credits will not be posted for dates that fall outside of the approved cycle.

New RSC numbers will be sent to the coordinators once the activity is approved. The FY16 numbers will be formatted as 15-xxx.

All posting of faculty credits for FY15 need to be completed by July 15, 2015. The FY15 RSC activities will be closed on July 16, 2015 so no further posting can take place. The close of the activities helps eliminate posting errors in the wrong academic year.

Please discuss this information with your department staff. We are hopeful that all AMA RSC applications will be approved upon first review this year.

Also, please thank your RSC Department Coordinator for a job well done in keeping the activities in compliance. The Accreditation Council for Continuing Medical Education (ACCME) awarded Saint Louis University School of Medicine CMEProgram with Accreditation with Commendation. It is the **first time in SLU history** that we were awarded a **six year** approval. We are accredited through November of 2019. Something we should all be very proud of. We are in the 30% of accredited providers that have achieved this recognition. The review process took a hard looked at activities held within the years of 2010, 2011, 2012, and 2013. A self-study report, ACCME survey team interview, and review of activity files found our program to be in compliance with all 22 criteria. This level of accreditation will require team work, strict adherence to the guidelines, and documentation of every RSC and live activity to prove our university deserves this award for future accreditation decisions.

The SLU CME Program staff appreciates the dedication that goes into providing quality education to help improve patient outcomes.

If you have questions please do not hesitate to contact the CME Office.