

# Reviewer Form Process for Regularly Scheduled Series – Grand Round – M&M – or Tumor Board

First add your speakers to the activity on the planner and instructor tab. Then add them to a weekly/session widget on the quarterly tab.

If they have disclosures on file and have nothing to disclose, there will be a green jelly bean next to their name. If they have something to disclose, the jelly bean will be yellow and you will receive an email to forward to your program chair with instructions on completing the reviewer form. Once the reviewer form is completed, CPD will upload the reviewer form.

A reviewer form question mark will only show up if someone has something to disclose. Remember that every time someone speaks we need a new reviewer form completed.

This screenshot shows all stages of jellybeans in a weekly/session widget:

Week 2 held on 7/10/19 from 10:00 AM to 11:00 AM. 		OHSU Marquam Hill Campus
<u>Presenters</u>		
<u>Create Disclosure List</u>		
 Steven Engelke		
 Ethanj Kurtz		
 Devon Ritter		
 Summary Evaluation Response		
 Disclosure to Learners		

- **Green = GOOD TO GO!**
  - Steven Engelke has something to disclose, but CPD has uploaded the reviewer (the PDF symbol) form completed by the program chair. The jellybean is green, therefore they are good to go.
- **Yellow = HALFWAY THERE**
  - Ethanj Kurtz has something to disclose, but the program chair has not completed the reviewer form or CPD has not uploaded it yet (hence the orange question mark button. Check with CPD to see if a form has been filled out, if not follow up with the reviewer. Ethan cannot speak until the reviewer form is filled out and it has been uploaded by CPD.
- **Red = CANNOT SPEAK – ACTION REQUIRED**
  - Devon Ritter has either an expired disclosure form, or has not completed a disclosure form. Adding him to the weekly/session widget in the quarterly tab will automatically generate an email to him and the administrative contact for the activity. You can forward that email to remind them to fill out their disclosure.

When someone has completed a new disclosure, the information they provide will be uploaded to the portal automatically. This will happen within approximately two hours of them completing the form.