

Hong Kong College of Physicians CME/CPD Operational guidelines 2008

Summary and Logistics

Summary

1. The minimum requirement is 90 Points in each 3-year cycle.
2. The minimum annual requirement is 10 Points.
3. Due to the introduction of the Continuous Professional Development (CPD) concept by the Academy, all Fellows must fulfill both active and passive components of CME. All Fellows should attain a minimum of 30 passive Points and a minimum of 30 active Points in the cycle. For ease of accounting, new Fellows whose first CME/CPD cycles require fewer than 35 CME/CPD Points each will only have to acquire the CME/CPD Points prescribed regardless of the proportion of active and passive categories.
4. CME Points awarded by Physician Colleges in Australasia, Singapore, United Kingdom and United States are recognised for CME accreditation by the Hong Kong College of Physicians. Formal CME reports from national accreditation bodies should be submitted to the College for award of CME Points.

Overseas Fellows should submit the formal CME/CPD reports from national accreditation bodies on an annual basis in order to be recognised as having satisfied the CME/CPD requirement of our College. Additional submission of CME/CPD active/passive participation is not required.

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

5. CME for trainees

The same CME/CPD requirement of 90 Points in every CME/CPD cycle also applies to all Trainees. Trainees will be assessed by supervisors and Programme Directors on log books.

Minimum attendance: 2 out of the first 3 meetings every year as listed below.

- a. Advances in Medicine organized by the Chinese University of Hong Kong*
- b. Medical Forum organized by the University of Hong Kong*
- c. Annual Scientific Meeting organized by Hong Kong College of Physicians (Every Trainee must attend at least once every 2 years)*
- d. Annual and other Scientific Meetings of respective Specialties under the auspices of the College*

Contact Address for CME application
Phone: 28718766, Fax: 25569047,
Address: c/o The Secretariat, Rm 603, 6th Floor, Hong Kong Academy of Medicine,
99 Wong Chuk Hang Road, Aberdeen, Hong Kong
E-mail: enquiry@hkcp.org

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

Logistics of accrediting Formal College Approved Activities (FCAA), Overseas Conferences and Certificate Courses

- 1 Formal College Approved Activities (FCAA): Local meetings/conferences
 - 1.1 Application for CME accreditation of local educational activities should be sent to the address listed below, or fax to 2556 9047 at least one month before the meeting. Only prospective accreditation will be awarded. Late applications will not be entertained.
 - 1.2 Doctors who have attended local meetings and conferences and signed on Attendance Sheets do not have to return Certificates of Attendance to the College after the meeting.
 - 1.3 Meetings solely organised by the industries/pharmaceutical companies will not be accredited for CME/CPD.
 - 1.4 Local and overseas meetings or conferences organised by the pharmaceutical or equipment industry will not be accredited for CME/CPD.
- 2 Overseas Meetings
 - 2.1 Retrospective accreditation will be awarded for attendance at overseas meeting up to two months after the meeting.
 - 2.2 Applications must be supported by the following documents, which should be forwarded to the Secretariat by mail (copies) or fax (2556 9047): Details of the programme and Certificate of Attendance.
- 3 Certificate Courses
 - 3.1 Application for CME accreditation of Certificate Course should be sent to the address below at least one month before commencement of the course. Only prospective accreditation will be awarded. Late applications will not be entertained.
 - 3.2 Award of CME Points for pre-approved Certificate Courses will be effected on submission of Certificate of Attendance after completion of the course, and will be distributed over the years covered by the course on a pro-rata basis.

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

- 3.3 Certificate Courses straddling two CME cycles will have all awarded CME Points assigned to the cycle in which the Attendance Certificates are received. This will be effected on submission of Certificate of Attendance after completion of the course.
- 4 Apart from the minimum of 10 CME Points in each year, the CME Board will not record further CME Points into the College CME Registry for Fellows who have fulfilled 90 CME Points in each cycle.
- 5 Every Fellow is required to acquire a minimal of 10 CME/CPD Points per year regardless of the proportion of active and passive categories. A maximum of 70 CME/CPD Points therefore may only be acquired in the first year, and a maximum of 80 CME/CPD Points may be acquired for the first and second year combined. Applications for exemption from the minimal annual requirement will be individually assessed by the CME/CPD Board.

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**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

	Activities	Category [Active (CPD)/ Passive]	CME/CPD accreditation	Maximum CME/CPD Points		Remarks
				Per year	Per 3-year cycle	
A	Formal College Approved Activities (FCAA)					
A1	FCAA organised by hospitals: Grand Round, Journal Club in Internal Medicine or its subspecialties	Active (Chairman & Speaker) OR Passive	1. Maximum of 2 Points per session of active participation for Chairman. 2. Maximum of 2 Points per presentation of active participation for speaker. 3. 1 Point per hour of passive participation.	30 Points for active participation. 30 Points for passive participation.	60 Points for active participation. 60 Points for passive participation.	1. Prior approval from the CME/CPD Board is required.
A2	FCAA organised by professional societies/associations	Active (Chairman & Speaker) OR Passive	1. Maximum 2 Points per session of active participation for Chairman. 2. Maximum of 2 Points per presentation of active participation for speaker. 3. Maximum 1 Point per hour of passive participation.	30 Points for active participation. 30 Points for passive participation.	60 Points for active participation. 60 Points for passive participation.	1. Prior approval from the CME/CPD Board is required. 2. Activities organized by pharmaceutical / equipment industry will not be approved for CME. 3. Time spent on lunch/tea break will not be accredited as CME activity. 4. Meetings on topics in Internal Medicine or its Specialties will be accredited the maximum CME/CPD Points. 5. Meetings on Internal Medicine-related subjects may be accredited at up to 50% of the maximum CME/CPD Points. 6. Speakers delivering lectures related to Internal Medicine at meetings of other Colleges/professional societies should request the organizers to apply CME/CPD Points from our College and/or prospectively apply for CME/CPD Points from our College. Applications after the meetings will not be entertained.

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

	Activities	Category (Active/ Passive)	CME/CPD accreditation	Maximum CME/CPD Points		Remarks
				Per year	Per 3-year cycle	
A3	Local or overseas Conference	Active (Chairman & Speaker) OR Passive	1. Maximum 2 Points per session of active participation for Chairman. 2. Maximum of 2 Points per presentation of active participation for speaker. 3. 1 Point per hour of passive participation for maximum of 8 Points/day AND maximum of 35 Points per conference/meeting.	30 Points for active participation. 30 Points for passive participation.	60 Points for active participation. 60 Points for passive participation.	1. A Fellow may not claim both active and passive CME/CPD Points for the same session in which he/she is a Chairman. 2. Time spent on lunch/tea break will not be accredited as CME/CPD activity. 3. Meetings on topics in Internal Medicine or its Specialties will be accredited the maximum CME/CPD Points. 4. Meetings on Internal Medicine-related subjects may be accredited at up to 50% of the maximum CME/CPD Points. 5. Prior approval for local conference from the CME/CPD Board is required. 6. Speakers delivering lectures related to Internal Medicine at meetings of other Colleges/professional societies should request the organizers to apply CME/CPD Points from our College and/or prospectively apply for CME/CPD Points from our College. Applications after the meetings will not be entertained.
A4	Certificate course	Passive	Approved for defined number of CME/CPD Points, up to a maximum of 10 Points per course.	15 Points for passive participation.	30 Points for passive participation.	1. Prior approval from the CME/CPD Board is required. 2. Courses organised by hospitals for hospital doctors (in-house training for hospital) will not be accredited as Certificate Courses. 3. Courses on topics in Internal Medicine or its Specialties may be accredited the maximum CME/CPD Points. 4. Courses on Internal Medicine-related subjects may be accredited at up to 50% of the maximum CME/CPD Points.

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

	Activities	Category (Active/Passive)	CME/CPD accreditation	Maximum CME/CPD Points		Remarks
				Per year	Per 3-year cycle	
B	Self study			30 Points (Total)	60 Points (Total)	
B1	Journal Reading	Active	Not more than 1 Point per article.	25 Points	45 Points	Submit list of authors, name of article, journal, year, page numbers.
B2	Self-study programmes of accredited Colleges and Academies	Active	Approved for defined number of CME/CPD Points per programme, up to a maximum of 20 Points.	30 Points	60 Points	Approved programmes (including approved programmes from Internet) are attached in Appendix.
C	Publications					
C1	Non-indexed international journals, journals published by constituent Colleges of HKAM, or other College-approved local journals.	Active	Maximum 4 Points and 2 Points for first and co-authors respectively.	25 Points	45 Points	1. The following must be submitted: Title of publication, journal, textbook with year, volume and page numbers for journal articles, and chapter/section, and page numbers for textbook. 2. Publications on topics in Internal Medicine or its Specialties may be accredited the maximum CME/CPD Points. 3. Publications on Internal Medicine-related subjects may be accredited at up to 50% of the maximum CME/CPD Points.
C2	Indexed international journals and journals published by HKAM.	Active	Maximum 6 Points and 3 Points for first and co-authors respectively.	25 Points	45 Points	
C3	Medical textbook	Active	Maximum 10 Points and 5 Points for first author and co-authors respectively of each chapter or section.	25 Points	45 Points	

**Hong Kong College of Physicians
CME/CPD Operational guidelines 2008**

	Activities	Category (Active/ Passive)	CME/CPD accreditation	Maximum CME/CPD Points accredited		Remarks
				Per year	Per 3-year cycle	
D	College-approved Quality Assurance report	Active	Maximum 5 CME Points for each author depending on venue of publication	15 CME Points	30 CME Points	1. Prior approval from the CME Board is required. 2. Full QA report and venue of publication should be submitted for approval. 3. (i) Quality Assurance Report in the form of abstracts but without oral presentation will not be awarded CME/CPD Points. (ii) Presenting authors of Quality Assurance report for oral presentation in local/overseas conferences may be considered for award of active CME/CPD Points as speakers, provided prior approval is obtained from the CME/CPD Board.
E	Exclusion	Not applicable	Not approved for CME/CPD accreditation	Not applicable	Not applicable	Not applicable
E1	Examiner in College examinations					
E2	Research & research grant application					
E3	Development of new technologies					
E4	Undergraduate teaching					
E5	Postgraduate teaching other than those listed above					
E6	Postgraduate diploma or degree course					
E7	Thesis or Treatise					
E8	Online video-taped seminars for both local and overseas seminars					
E9	Self study by reading books					
E10	Audit, Mortality and Morbidity Meetings					

