

Hong Kong College of Physicians CME/CPD Operational guidelines 2023

Summary and Procedures

Summary

1. The minimum requirement is 90 Points in each 3-year cycle.
2. The minimum annual requirement is 10 Points.
3. Based on requirements of Continuous Professional Development (CPD) by the Academy, all Fellows must fulfill both active and passive components of CME. Each Fellow should attain a minimum of 30 passive Points and a minimum of 30 active Points in each 3-year cycle. For a new Fellow whose first CME/CPD cycle requires fewer than or equal to 35 CME/CPD Points, the Fellow needs only to acquire the required total CME/CPD Points irrespective of the proportions of active versus 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 the award of CME Points.

Overseas Fellows who are participating in mandatory CME/CPD programmes of local/national accreditation bodies should submit the formal CME/CPD reports from the respective accreditation bodies to the College on an annual basis in order to be recognised as having satisfied the CME/CPD requirements of our College. Requirements pertaining to active versus passive participation do not apply to these Overseas Fellows. Fellows residing or working overseas who are not participating in mandatory CME/CPD programmes of local/national accreditation bodies are subject to the same rules and regulations for CME/CPD as for local Fellows.

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5. CME for Physician Trainees

The same CME/CPD requirement of 90 Points in every CME/CPD 3-year cycle also applies to all Trainees. Trainees will be assessed by supervisors and Programme Directors based on information in their log-books.

In addition, a Trainee is required to attend a minimum of 2 meetings chosen from ‘a’, ‘b’ or ‘c’ of the following list each year, and attend ‘c’ at least once every 2 years:

- a. Advances in Medicine, organized by The Chinese University of Hong Kong*
- b. Hong Kong Medical Forum, organized by The University of Hong Kong*
- c. Annual Scientific Meeting of the Hong Kong College of Physicians*

**Correspondence for matters related to CME:
Address: Hong Kong College of Physicians – CME Section
Rm 603, 6th Floor, Hong Kong Academy of Medicine
99 Wong Chuk Hang Road, Aberdeen, Hong Kong
Phone: 28718766, Fax: 25569047
E-mail: enquiry@hkcp.org**

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Procedures for CME accreditation of Formal College Approved Activities (FCAA), Overseas Conferences and Certificate Courses

- 1 Formal College Approved Activities (FCAA) for local meetings/conferences
 - 1.1 Application for CME accreditation of local educational activities should be sent to the College Secretariat (address on following page) no later than one month before the meeting. Only prospective application for accreditation will be considered; late or retrospective application will not be entertained. For virtual/online events, the event organizer must submit, at the time of application, information on how genuine reasonable participation by a registrant/participant will be ascertained or corroborated.
 - 1.2 Fellows or Trainees who have attended local meetings or conferences with CME accreditation by College and have signed on Attendance Sheets do not need to submit the Certificates of Attendance to the College after the meeting.
 - 1.3 Meetings organised solely by industry or pharmaceutical/medical equipment companies with a narrow focus on their commercial products are normally not accredited for CME/CPD.
- 2 Overseas Meetings
 - 2.1 Retrospective application for CME accreditation of attendance at overseas meetings is allowed, provided that the application is submitted to the College no later than 2 months after the end date of the meeting.
 - 2.2 Applications must be supported by relevant documents including certificate of attendance, proof of registration, and scientific programme overview, and should be submitted to the Secretariat by mail, fax, or email.
- 3 Certificate Courses
 - 3.1 Application for CME accreditation of Certificate Courses should be submitted to the College Secretariat no later than 1 month before commencement of the course. Only prospective application will be considered. Late or retrospective application will not be entertained.
 - 3.2 Award of CME Points for attendance in pre-approved Certificate Courses will be effected upon submission of Certificate of Attendance after completion of the course, and the CME Points will be distributed over the years covered by the course on a pro-rata basis. The Certificate of Attendance should be submitted to the College Secretariat for CME accreditation no later than 2 months after the end date of the course.

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- 3.3 For Certificate Courses straddling two or more CME cycles, all CME Points obtained from attendance will be assigned to the cycle in which the Attendance Certificate is received by the College Secretariat.
- 4 After fulfilment of 90 CME Points in one cycle, the CME Board will not award additional CME Points to a Fellow or Trainee in that cycle.
- 5 Every Fellow is required to acquire a minimum of 10 CME/CPD Points per year (i.e. minimum annual CME requirement), from active and/or passive participation in accredited CME activities. It follows that in the first year of the 3-year cycle a Fellow/Trainee can acquire a maximum of 70 CME/CPD Points, and in the first two years a maximum of 80 CME/CPD Points. Applications for exemption from the minimal annual requirement will be considered on an individual basis.

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	<i>Activities</i>	<i>Category [Active (CPD)/ Passive]</i>	<i>CME/CPD accreditation</i>	<i>Maximum CME/CPD Points</i>		<i>Remarks</i>
				<i>Per year</i>	<i>Per 3-year cycle</i>	
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 by 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 by 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 by 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 by 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 maximal allowed CME/CPD Points. 5. Meetings on Internal Medicine-related subjects may be accredited up to 50% of the maximal allowed CME/CPD Points. 6. Speakers delivering lectures related to Internal Medicine at meetings of other Colleges/professional societies should request the organizers to apply <u>for</u> 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.

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	<i>Activities</i>	<i>Category (Active/ Passive)</i>	<i>CME/CPD accreditation</i>	<i>Maximum CME/CPD Points</i>		<i>Remarks</i>
				<i> accredited Per year</i>	<i> Per 3-year cycle</i>	
A3	Local or overseas Conference (in-person or virtual)	Active (Chairman & Speaker) OR Passive (audience)	1. Maximum 2 Points per session of active participation for Chairman. 2. Maximum of 2 Points per presentation by Speaker. 3. 1 Point per hour of passive participation for a maximum of 8 Points per day AND a 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 maximal allowed CME/CPD Points. 4. Meetings on Internal Medicine-related subjects may be accredited up to 50% of the maximal allowed CME/CPD Points. 5. Prior approval for local conferences by 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 for 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. 7. Applicable to events that are in-person and/or virtual.
A4	Certificate course	Passive	Approved for a 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 by CME/CPD Board is required. 2. Courses organised by hospitals for hospital doctors for the purpose of in-house training will not be accredited for CME. 3. Courses on topics in Internal Medicine or its Specialties will be accredited the maximal allowed CME/CPD Points. 4. Courses on Internal Medicine-related subjects may be accredited up to 50% of the maximal allowed CME/CPD Points.

							5. Applicable to events that are in-person and/or virtual.
A5	Viewing of recorded lectures or seminars or workshops locally or overseas online or from DVD	Passive	0.5 Point per programme hour for retrospective viewing of recorded videos AND a maximum of 15 Points per event.	15 Points for passive participation.	30 Points for passive participation.		<ol style="list-style-type: none"> 1. Retrospective application for award of CME points is allowed 2. Each item viewed can be accredited CME points only once 3. Other regulations for A3 and A4 are applicable.

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				<i>Per year</i>	<i>Per 3-year cycle</i>	
B	Self study			30 Points (Total)	60 Points (Total)	
B1	Journal Reading	Active	Not more than 1 Point per article.	25 Points	45 Points	CME applicant must submit a list of journal articles studied, including information on first author, name of article, journal, year, beginning and end page numbers.
B2	Self-study programmes of accredited Colleges and Academies	Active	Approved for a defined number of CME/CPD Points per programme, up to a maximum of 20 Points.	30 Points	60 Points	Approved programmes (including Internet online programmes) are listed 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 for each first author and 2 Points for each co-author.	25 Points	45 Points	1. The following information must be submitted: Title of publication, name of journal or book, year, volume, beginning and end page numbers for journal articles, and chapter/section, and beginning and end page numbers for book. 2. Publications on topics in Internal Medicine or its Specialties will be accredited the maximal allowed CME/CPD Points. 3. Publications on Internal Medicine-related subjects may be accredited up to 50% of the maximal allowed CME/CPD Points.
C2	Indexed international journals and journals published by HKAM	Active	Maximum 6 Points for each first author and 3 Points for each co-author.	25 Points	45 Points	
C3	Medical book	Active	Maximum 10 Points for each first author and 5 Points for each co-author of each chapter or section.	25 Points	45 Points	
C4	Editorship of international peer-reviewed relevant	Active	Maximum 3 Points for each journal or book	3 Points	6 Points	

	professional journals or books published by reputable medical publishers (to be considered on a case- by-case basis)					
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				<i>Per year</i>	<i>Per 3-year cycle</i>	
D	College-approved Quality Assurance report	Active	Maximum 3 CME Points for each of the first or second author of reports with evidence of CME in its preparation (e.g. incorporating literature review in its contents).	3 CME Points	9 CME Points	<p>1. Prior application for conditional approval by CME/CPD Board is required.</p> <p>2. Final version of Quality Assurance report and venue(s) of publication must be submitted for assessment by CME/CPD Board before final approval of CME accreditation.</p> <p>3. (i) Quality Assurance report published in abstract format without oral/poster presentation at local or overseas conferences will not be awarded CME Points.</p> <p>(ii) The presenter of a Quality Assurance report at a local/overseas conference, when the presentation is in oral format, may be considered for award of up to 2 active CME Points (refer to A3). When the conference paper presenter is also the first or second author of the Quality Assurance report and the report has been approved by CME/CPD Board for accreditation of CME points, the presenter/author is accredited a maximum of 3 CME Points, i.e. there is no duplication.</p>
E	E1. Question setting for HKCP Assessments / Self-Learning Tool	Active	1 CME Point for each question accepted for College Assessments of Higher Physician Trainees or Self-Learning Tool	2 CME points	6 CME Points	
	E2. Examiner in PACES	Active	1 CME Point for each half-day session	4 CME points	12 CME Points	
F	Exclusions					
F1	Examiner in Medical	Not	Not approved for	Not applicable	Not applicable	Not applicable

	School/Institute examinations	applicable	CME/CPD accreditation			
F2	Research activity including grant applications					
F3	Development of new technologies					
F4	Undergraduate teaching					
F5	Postgraduate teaching other than those listed above					
F6	Postgraduate diploma or degree course teaching					
F7	Thesis or Treatise					
F8	Self study by reading books					
F9	Clinical audit, Mortality and Morbidity Meetings					