

Hong Kong College of Physicians

Principles & Guidelines on Continuing Medical Education Board of Continuing Medical Education/Continuous Professional Development 2023-2025

1 Objective

The purpose of CME/CPD is to enable Fellows to remain informed and up-to-date on current medical advances, and to maintain a high standard of practice in Internal Medicine through continuous professional development.

2 General Principles

- 2.1 The CME/CPD programme will seek and receive formal approval from the Education Committee of the Hong Kong Academy of Medicine (HKAM) before implementation.
- 2.2 Any changes to the CME/CPD programme will also be approved by the Academy Education Committee before implementation.
- 2.3 All Fellows of the College who are also Fellows of the HKAM must satisfy the full requirements of the CME/CPD programme by the end of each Cycle.
- 2.4 The College will ensure compliance with CME/CPD requirements. Non-compliance will be recorded and reported to the Academy Education Committee. This Committee has been empowered to recommend to HKAM Council the suspension of delinquent Fellows, unless it is satisfied that there are mitigating circumstances, and that deficiencies can be remedied within an acceptable time.
- 2.5 All operations related to CME/CPD issues will be undertaken by a Board of Continuing Medical Education.

3 The Cycle

- 3.1 A Cycle of CME/CPD assessment shall span three years.
- 3.2 The first Cycle commences immediately upon HKAM admission for new Fellows after the implementation of CME/CPD. The date of commencement will be recorded for each Fellow.

4 Measurement of activities

One Point of CME/CPD activity is normally equivalent to one hour of audience participation in a Formal College-Approved Activity (FCAA) as specified under Section 5.2.

5 Accreditable CME activities

5.1 Self-study (Active CME/CPD)

- a) Self-study is accepted as a form of CME/CPD. For the category of Self-study a maximum of 30 CME/CPD Points per year and 60 Points in each three-year cycle may be accredited.
- b) Self-study is only accredited subject to prior approval from the College, with evidence that it has been carried out diligently.
- c) Certain self-assessment programmes designed for physicians are endorsed by HKCP for Self-study. A list of accredited programmes is maintained by the Board of CME/CPD, and will be updated from time to time (Appendix I). CME/CPD Points equivalent to the credits/credit-hours defined by the organising institution will be awarded on completion of each programme.

Fellows may subscribe to such programmes on an individual basis, and submit to the Board of CME/CPD documentary evidence of participation. Instructions relating to subscription will be provided by the College. Subscription to College-approved self-assessment programmes via Internet may also be accredited upon submission of evidence of participation.

Programmes from organisations not on the College-approved list should be individually submitted to the Board of CME/CPD for approval.

A maximum of 30 CME/CPD Points per year and 60 Points in each three-year cycle may be accredited.

- d) Journal reading from a College-approved list is an acceptable form of Self-study. Documentation of journal reading is required. A maximum of 25 CME/CPD Points per year and 45 Points in each three-year cycle may be accredited.

5.2 Attendance at Formal College-Approved Activity (FCAA) [applicable to both in-person and virtual events]

5.2.1 Passive Participation

- a) One CME/CPD Point is awarded for each hour of audience participation in a FCAA, up to a maximum of eight CME/CPD Points per day, and a maximum of 35 CME/CPD Points per conference/meeting.
- b) Participation in international postgraduate meetings may be retrospectively accredited upon submission of proof of attendance.
- c) Local subspecialty societies/associations must seek from the Board of CME/CPD prior accreditation for each meeting, and supply a summary of contents and speaker (with brief curriculum vitae). Criteria to accredit such meetings will be determined by the Board of CME/CPD

Public and private hospitals organizing Grand Rounds and Journal Clubs must obtain prior approval from the Board of CME/CPD for accreditation of such activities.

- d) CME/CPD activities organised by other Academy Colleges and their subspecialty societies/association may also be accredited by the College, if prior approval is sought and received in writing. CME/CPD Points equivalent to physician-organised activities may be awarded to Physician Fellows for attendance at such meetings.
- e) Proof of attendance must be provided, by the Fellow or the event organiser, for realtime attendance that is in person or virtual.
- f) Retrospective viewing of recorded lectures / seminars / workshops with appropriate CME/CPD content, held locally or overseas, online or from DVD, can be accredited CME points, at 0.5 Point per programme hour and no more than 15 Points per event (e.g. a conference). A maximum of 15 Points per year and 30 Points in each three-year cycle may be accredited.

5.2.2 Active Participation

- (a) Active Participation includes chairing or presenting in a FCAA, for which prior approval has been obtained from the College.

- (b) Active participation as speaker may be awarded a maximum of two CME/CPD Points per presentation. Active participation as Chairman may be awarded a maximum of two CME/CPD Points per session.

5.3 Publications (Active CME/CPD)

- a) Publication in journals
 - (i) Only original and review articles in peer-reviewed journals, including original research, editorials and case reports, will be considered “publication” for the purpose of awarding CME/CPD Points.
 - (ii) A maximum of four CME/CPD Points may be awarded to the first author, and two Points for co-authors of each Publication in non-indexed international journals, journals published by constituent Colleges of HKAM, or other College-approved local journals.
 - (iii) A maximum of six CME/CPD Points may be awarded to the first author, and three Points for co-authors of each Publication in journals published by HKAM and indexed international journals.
- b) Publication in books
 - i) A maximum of 10 CME/CPD Points may be awarded to the first author of each chapter or section of a medical textbook.
 - ii) A maximum of 5 Points for co-authors of each chapter or section of a medical textbook.
- c) Publications may be accredited a maximum of 45 CME/CPD Points per three-year Cycle.
- d) Editorship of international peer-reviewed relevant professional journals or books published by reputable medical publishers may be accredited 3 CME/CPD Points per journal or book, for a maximum of 3 Points per year and 6 Points per three-year Cycle.

5.4 Quality Assurance Report (Active CME/CPD)

- a) Quality Assurance activity is encouraged, while CME/CPD Points are not directly awarded to the Quality Assurance activity itself.

- b) Quality Assurance reports that demonstrate evidence of CME/CPD in the preparation process may be accredited CME/CPD Points. Prior application to College for conditional approval of CME/CPD accreditation is required, and final approval is subject to satisfactory assessment by CME/CPD Board of the contents of the final version of the Quality Assurance report and its dissemination venue(s). Application for conditional approval can be submitted any time before the day that the finalized version of the report is dated.
- c) A Quality Assurance report in the form of abstract only will not be accredited CME/CPD Points.
- d) A maximum of 3 CME/CPD Points may be awarded to each of the first or second author of a College-approved Quality Assurance report.
- e) Quality Assurance report authorship may be accredited a maximum of 3 CME/CPD Points per year and 9 CME/CPD Points per three-year cycle.

5.5 Setting of questions accepted by respective Specialty Boards or the Self-Learning Tool Committee to be used in College Assessments of Higher Physician Trainees or Self-Learning Tool can be accredited Active CME/CPD Points. 1 CME/CPD Point is accredited for each accepted question, at a maximum limit of 2 Points per year and 6 Points per three-year cycle.

5.6 Acting as Examiner in PACES can be accredited Active CME/CPD Points. 1 CME/CPD Point is accredited for each half-day session, at a maximum limit of 4 Points per year and 12 Points per three-year cycle.

6 Minimum CME/CPD Requirement

6.1 The minimum CME/CPD requirement is 90 Points in each three-year Cycle.

6.2 The minimum annual CME/CPD requirement is 10 Points regardless of the proportion of active and passive categories.

7 Proportion of Active and Passive CME/CPD activities

7.1 Active CME/CPD activity

- a) Every Fellow should attain a minimum of 30 active CME/CPD Points per 3-year cycle.

- b) Active Participation may be accredited a maximum of 60 Points per 3-year Cycle.

7.2 Passive CME/CPD activities

- a) Every Fellow should attain a minimum of 30 passive CME/CPD Points per 3-year cycle.
- b) Passive Participation as defined above may be accredited a maximum of 60 Points per 3-year cycle.

7.3 For Fellows whose first CME/CPD cycle is shorter than three years, the following minimum active and passive CME/CPD Points are required.

CME/CPD Points per cycle	Minimum active CME/CPD Points	Minimum passive CME/CPD Points
36-45	15	15
46-60	20	20
61-89	25	25

7.4 For new Fellows whose first CME/CPD cycle require 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.

8 Exclusions

Participation in the following activities will not be awarded CME Points.

- 8.1 Acting as Examiner in Medical School/Institute examinations
- 8.2 Research
- 8.3 Research Grant Application
- 8.4 Development of New Technologies
- 8.5 Undergraduate Teaching
- 8.6 Postgraduate Teaching other than those listed under Sections 5.2.
- 8.7 Attending seminars or lectures in the enrollment of a postgraduate diploma or degree course.
- 8.8 Thesis or treatise

9 Certification

The Board of CME/CPD will certify completion of CME/CPD requirements for Physician Fellows at the end of each Cycle.

10 CME/CPD Registry

The Board of CME/CPD will maintain a Register of Physician Fellows who has been awarded certification under Section 9.

Dr Chan Wai Man Johnny
Chairman
Board of CME/CPD