

HONG KONG COLLEGE OF COMMUNITY MEDICINE

Principles and Guidelines on Continuing Medical Education (CME) and Continuous Professional Development (CPD)

1. Objective

The purpose of CME/CPD is to maintain a high standard of professional practice through professional developments and keeping Fellows informed and up-to-date on current medical advances in the specialty.

2. Supervision

2.1 The CME Sub-committee of the Education Committee will deal with CME/CPD matters including accreditation of CME/CPD activities.

2.2 The CME/CPD programme will seek and receive formal approval from the Education Committee of the Hong Kong Academy of Medicine (HKAM) before implementation.

2.3 Any changes to established CME/CPD programmes will also seek approval of the HKAM Education Committee.

2.4 All fellows, whether residing in Hong Kong or overseas, must fulfill the full requirements of the CME/CPD programme by the end of each cycle. Fellows who hold multiple Fellowships under different Colleges of the HKAM must fulfil requirements for each of these Fellowships in accordance with HKAM requirements.

2.5 Fellows must respond to call for CME/CPD returns, and submit all returns within the defined period of time to enable the compilation of CME report of the College for forwarding to HKAM.

2.6 Fellows failing to submit return on time will be regarded as CME/CPD non-compliant. Subsequent request to review late submissions may be subject to an administrative fee.

2.7 Fellows should ensure compliance with CME/CPD requirements as failure to do so is subject to sanctions of HKAM, which may include suspension of Fellowship.

2.8 All notices sent to the address last provided by a Fellow to the College will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the College of his contact address whenever it is changed.

2.9 The HKAM Education Committee may recommend to the HKAM Council the suspension of a Fellow who has failed to comply with CME/CPD requirements by the end of the cycle, unless the Committee is satisfied that there are relevant

and exceptional circumstances, and that the shortfall can be remedied within an acceptable time.

3. The Cycle

3.1 A cycle of CME/CPD assessment shall consist of 3 years.

3.2 The CME/CPD cycle will be synchronised with the duration of practising certificates; and fixed cycles will be adopted once the Medical Council of Hong Kong has implemented linking of CME/CPD to the renewal of practising certificates. The date of such commencement will be announced by HKAM for current fellows.

3.3 Once synchronisation is implemented, new Fellows will commence their first cycle immediately upon their admission to Academy Fellowship; and the required CPD points for the first cycle will be counted on a pro-rata basis.

3.4 The College would report to the Education Committee of the Academy any HKAM Fellow who fails to comply with CME/CPD requirements at the end of the cycle. The HKAM Education Committee would then consider sanction.

4. Measurement of Activities

One point of CME/CPD activity is normally equivalent to one hour of participation in a Formal College Approved Activity (FCAA).

5. Accredited CME/CPD Activities

5.1 Self-study

- a) Self-study is accepted as a form of CME/CPD.
- b) Self-study refers to reading from the list of College approved journals.
- c) One hour of self-study is awarded 1 Point.
- d) Self-study may be accredited a maximum of 10 points per year.

5.2 Passive Participation

- a) One credit point may be earned by one hour of Passive Participation at a FCAA, with a maximum of 10 points per FCAA (including postgraduate courses).
- b) Fellows may apply to the CME Sub-committee for accreditation of events not listed in FCAA including overseas conference.

5.3 Active Participation

- a) Active Participation is when a Fellow is either chairing or presenting in a FCAA.
- b) chairing a FCAA may be awarded 2 Points; and for presenting, 3 Points if no collection of data is involved, 6 Points if collection or analysis of data is involved.

5.4 *Publications*

- a) 10 Points would be awarded to the chief author and 5 points for the co-author for a refereed paper.
- b) For non-refereed paper, the credit points for the chief author and co-author are 5 & 3 respectively.
- c) Such publication should be in indexed journals or journals published by the Academy or its constituent Colleges, or other College approved journals.
- d) No credit point will be awarded for the publication of materials / activities which have earned credit points under other categories eg 5.6, 5.7, 5.8.

5.5 *Examiner*

Participation as an examiner in College recognised examinations is counted for CME/CPD Points, with 10 Points for each recognised examination.

5.6 *Research*

Research activities are accepted as a form of CME/CPD subject to documentary description of the Fellow's role in the research activities eg scoping the evidence, developing methods and report preparation. No more than 5 points may be credited for each research project submitted for accreditation, subject to a maximum of 10 points per year.

5.7 *Quality Assurance and Medical Audits*

Quality assurance activities, such as CQI projects, organisation review and audit, clinical audit, peer review of operative practice, activities that examine and evaluate health service delivery, etc, are accepted as a form of CME/CPD. No more than 5 points may be credited for each activity submitted for accreditation, subject to a maximum of 10 points per year.

5.8 *Development of New Methods or Services*

The development of new methods, eg in key areas relevant to work, or development or implementation of an evidence-based approach for health practice, are accepted as a form of CME/CPD. No more than 5 points may be credited for each item submitted for accreditation, subject to a maximum of 10 points per year.

5.9 *Development of CME/CPD Materials*

Participation in development of CME/CPD materials for self-study or e-learning can be awarded CME/CPD points. No more than 3 points may be

credited for each item submitted for accreditation, subject to a maximum of 10 points per year.

5.10 Activities for Improvement of Work-related Skills

Participation in learning/activities that enhances the ability to practise community medicine e.g. information technology, presentation skills, leadership skills, interpersonal and communication skill training, etc can be awarded CME/CPD points. For each hour of attendance in such activities, one point may be credited upon accreditation with a maximum of 10 points per activity and subject to a maximum of 10 points per year.

5.11 Grand Rounds in Training Units

Participation in accredited grand rounds in training units can be awarded CME/CPD points. One point may be credited for each hour of attendance.

5.12 Undergraduate Teaching and Postgraduate Teaching

Undergraduate teaching and postgraduate teaching activities may not be accepted as a form of CME/CPD.

6. Minimum CME/CPD Requirements for a Cycle

The minimum CME/CPD requirement is 90 Points in a 3-year cycle. CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle. The minimum number of Points to be achieved each year is 10.

7. Exemptions

7.1 Retired from Active Practice

- a) The College will consider application for CME/CPD exemption from a Fellow only if he has formally submitted a written declaration to the College that he has retired from active practice in and outside Hong Kong. For HKAM fellows, the information will be provided to HKAM.
- b) HKAM requires that a Fellow holding multiple Fellowships cannot claim retirement from active practice for one specialty while still practising the other specialties. A Fellow can apply for suspension of a Fellowship for which he chooses not to continue with CME/CPD.
- c) HKAM requires that a retired Fellow who subsequently wishes to resume active practice will be required to have obtained the minimum number of creditable CME/CPD points for one CME/CPD cycle counting back from the date of application in order to resume medical practice. Should a retired Fellow resume medical practice before he can fulfil the CME/CPD requirements as aforementioned, he will lose his status as retired Fellow and his Fellowship will be suspended accordingly.

7.2 *Acute/Prolonged Illness and Permanent Disability*

- a) A Fellow who falls behind CME/CPD because of acute/prolonged illness or permanent disability can be exempted from the CME/CPD requirements, on condition that he is not in active practice.

- b) For such Fellows who recovers from prolonged illness and resumes his medical practice, he will be required to re-start his CME/CPD cycle and to obtain at least 40 CME/CPD points in the first year of the cycle to fulfil HKAM requirements.

8. **Certification**

- a) The Education Committee will certify completion of CME/CPD requirements for fellows upon receipt of the completed CME/CPD reports for submission to HKAM at the end of the second year of each cycle and upon completion of each cycle.

- b) HKAM will issue the CME certificate for each cycle to HKAM fellows who have fulfilled CME/CPD requirements.

- c) The College will maintain a registry of fellows who have fulfilled CME/CPD requirements.

9. **Non-compliance**

9.1 *Non-compliance That Is Remediable*

- a) HKAM requires that a Fellow must:
 - i) has achieved not less than 60 points within the cycle; OR

 - ii) be certified to have suffered from a medical condition which HKAM Council considers as a reasonable cause for the CME/CPD non-compliance.

HKAM may, at its discretion, accept other conditions if supported by the College of the Fellow on reasonable grounds.

- b) The Fellow must engage in a remedial programme to make up for the deficiency.

- c) The reason for non-compliance and the remedial programme must be endorsed by the HKAM Education Committee and Council.

- d) The remedial programme must be finished within the time specified by the appropriate College. In any case, the remedial programme must be finished within 12 months from the end of the cycle concerned.
- e) The next cycle should follow immediately after the previous cycle without any break, i.e. the Fellow will have to undergo normal and remedial CME/CPD at the same time.

9.2 Non-compliance That Is Not Remediable

For HKAM Fellows who have obtained less than 60 points within a cycle without acceptable reasons, a recommendation for Fellowship suspension will be made. Reinstatement of Academy Fellowship shall be subject to the conditions stipulated in the Academy policy paper entitled “Reinstatement of Fellowship”.

10. Appeal

Fellows who do not agree with the decisions of the CME Sub-committee on the applications for accreditation may appeal to the Education Committee in writing, stating the reasons for disagreement. The decision of the Education Committee shall be final.