

HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-CPD-001-V6
	Issue Date	1 Nov 2025
<u>Subject</u> CPD & Training activities accredited for HKCEM Trainees	Review Date	1 Jul 2028
	Approved by	EC
	Page	1 of 6

# Hong Kong College of Emergency Medicine

## CPD & Training activities accredited for HKCEM Trainees & Pre-fellows

Version	Effective date
1	01 April 2019
2	01 Jan 2021
3	5 Jan 2022
4	1 Apr 2025
5	1 Jul 2025
6	1 Nov 2025

Document number	EC-TG-CPD-001-V6
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Custodian	Secretariat Office
Approved by	Education Committee
Approver	Dr CT Lui Censor-in-Chief
Approved date	23 Sep 2025
Distribution List	Training Supervisors, Trainers and Trainees

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-CPD-001-V6
		Issue Date	1 Nov 2025
	<u>Subject</u>	Review Date	1 Jul 2028
	<b>CPD &amp; Training activities accredited for HKCEM Trainees</b>	Approved by	EC
		Page	2 of 6

## **CPD & Training activities accredited for HKCEM Trainees**

### **Basic principles for Training Point Allocation:**

- 1) All training activities should have prior approval by the Education Committee of HKCEM for training point allocation
- 2) Training activities organized by College or COC(A&E) or pre-approved by the Education Committee are allocated Cat A training points. Therefore, even for training activities of similar nature, it does not necessarily mean that it will be granted with same training points of same category.
- 3) Training activities other than 2) will be allocated Cat B training points.
- 4) Principles of TP calculation:
  - 0.5 hour = 0.5 TP
  - 1 hour = 1 TP
  - 1 day = 5 TP
  - $\geq 2$  days = 10 TP
- 5) All training activities of trainees should be documented in HKCEM ePortfolio (<https://e-portfolio.hkcem.com>). Trainees are recommended to capture the attendance of training activities by the QR Code of each accredited training events with the HKCEM ePortfolio mobile apps. For retrospective reporting of attended training activities, trainees would need to report in ePortfolio under “Training Point” and submit for verification by training supervisor and college EC.
- 6) As professionals, we stress on the importance of honesty and integrity in using QR code in capturing TP. Forgery use or foul play in capturing QR code will lead to disciplinary action.

### **Training Point (TP) requirement**

- 15 training points per 6-month period, with
  - At least 8 TP must be Cat. A
  - The rest can be Cat. B TP (or Cat. A TP)
- Excess Training Points acquired in a particular 6-month period cannot be carried over to the next 6-month assessment period
- During elective training in other specialties for 6 months; all the 15 TP can be either Cat A or Cat B, or a combination of Cat A & Cat B
- For training less than 6 months, training points required (number and category) will be calculated on a pro-rata basis
- TP in a particular half-year period can be used for remedial of the immediate previous half-year period

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-CPD-001-V6
		Issue Date	1 Nov 2025
	<u>Subject</u>	Review Date	1 Jul 2028
	<b>CPD &amp; Training activities accredited for HKCEM Trainees</b>	Approved by	EC
		Page	3 of 6

### Cat A Training Point activities

- Educational activities organized by the HKCEM or COC(A&E) and other educational activities pre-approved by Education Committee of HKCEM as Cat A training activities. Trainees may score Cat A or Cat B TP depending on whether they have on-site or online attendance of those Cat A training activities.
- Examples (please refer to the table “training activities accredited with Category A Training Points” for details):
  - Joint Clinical Meeting (JCM)
  - Toxicology Monthly Meeting organized by the HKPIC and College Board of Clinical Toxicology
  - College Scientific Symposium
  - **Online learning College Tutorial (Effective 1<sup>st</sup> April 2026, only online learning college tutorials will be recognized for Cat A TP, replacing the traditional college tutorial format)**

### Cat B Training Point activities

- Other (non-Cat A) training activities not organized by the HKCEM or COC (A&E) but accredited by HKCEM
- Examples
  - Accredited A&E Departmental training activities
  - Academic activities organized by the HKAM training unit that the trainee is currently in (for trainees on elective rotation to other units)
  - Academic activities accredited by HKAM College(s)

### List of Cat A and Cat B training activities

- This list is not exhaustive and the program arrangement may change. The ultimate decision of accreditation on any individual event depends on the discretion of the CMECPD Subcommittee.

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-CPD-001-V6
		Issue Date	1 Nov 2025
	Subject	Review Date	1 Jul 2028
	CPD & Training activities accredited for HKCEM Trainees	Approved by	EC
		Page	4 of 6

**Examples of Cat A training activities organized by College and / or COC(A&E)**

FCAA / Courses	Category A Training Points	Remarks
JCM/Didactic lectures	2.5	
Online Learning College Tutorials	Maximum 2 per half-year	TP of each topic can be claimed once only
Hong Kong Poison Information Centre monthly meeting	2	2 hours
Airway management workshop	5	1 day course
Literature appraisal workshop	10	5 half-day course
Surgical & Orthopaedic Skills workshop	10	2 days course
Induction course for new A&E residents	1 per hour (3)	Half-day course
Disaster Field Triage & Management Workshop	5	1 day

**Cat A training courses organized by College and/or other Organizations**

Training activities	Category A Training Points	Remarks
ACLS	10	2 days
AHLS	10	2 days
ALSO	5	1 day
APLS	10	2 days
ATLS	10	2 days
PALS	10	2 days
PHTLS	10	2 days
Advanced Hazmat Life Support	10	2 days
Basic USG Course	10	2 days
Basic Tox Course	10	2 days
Simulation Training course in EM	10	2 days
Conscious (Procedural) Sedation Course	3.5	Half day
Practical Infectious Diseases Workshop for Emergency Medicine	5	1 day

Other courses of similar natures will be accredited under case by case consideration by the CMECPD Subcommittee. Prior application is needed.

	HONG KONG COLLEGE OF EMERGENCY MEDICINE 香港急症科醫學院	Document No.	EC-TG-CPD-001-V6
		Issue Date	1 Nov 2025
	<u>Subject</u>	Review Date	1 Jul 2028
	<b>CPD &amp; Training activities accredited for HKCEM Trainees</b>	Approved by	EC
		Page	5 of 6

### **Online alternative to on-site training activities**

In view of the contemporary need and development on the mode of attending educational activities and conferences, our College accepts on-line participation as an alternative means of attending certain educational activities deemed suitable for this mode of attendance. However, organizers of web-based/online training activities (e.g. webinar) should establish proper registration procedures and means to verify the identity of participants. They should also implement appropriate measures to ensure participants' attendance and reasonable participation. Prior approval from CMECPD subcommittee has to be obtained for provision of online alternative of a training activity for trainees.

- In order for easy identification, participants should use and show the full names as registered in HK Medical Council when joining the on-line training activity
- Staying for at least 75% of the total duration of an activity is considered as a reasonable degree of participation by our College. However, for individual training activity, the organizer may define a longer duration as the minimal requirement for granting of TP
- Participants should switch on the video function and show their faces during the activity for monitoring by organizer.

Failure to comply with any of the above measures may result in training points being forfeited.

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	Issue Date	1 Nov 2025
	Review Date	1 Jul 2028
	Approved by	EC
	Page	6 of 6

### **Online attendance of JCM or other College organized lecture-based activities**

Our JCM has accepted online attendance as a means to gain Cat A TP. However, it is preferable for trainees to attend JCM in person to facilitate interactive discussion and drill on handling questions face to face.

**Starting from late 2021, Cat A training points has been granted** only for attendance in person while online attendance will score Cat B training points.

Starting from 1<sup>st</sup> January 2024, the rule of TP acquisition for all lecture-based training activities organized by College, such as, Emergency Medicine Ward Grand Round, Geriatric Emergency Medicine Grand Round, Transport Medicine Team Meeting, Trauma Subcommittee Grand Round, etc. were aligned with that of JCM.

Having said that, a few quotas are still granted each time to online attendees to get Cat A training points by demonstrating an active participation in the JCM. A trainee who wants to get Cat A TP has to register with the JCM administrator; on a first come first served basis. Registered trainee will be invited to give comments or answers to questions during the meeting. Organizers of the above lecture-based training can include interactive component in the training activities for on-line attendance to acquire Cat A TP if necessary. For such arrangement, the organizer would need to apply to the chairman of the CMECPD subcommittee of the Education Committee prior to the training activities

The duration of online attendance of all attendees will be monitored and TP will not be granted for attendance of less than 75% of the duration of the meeting.

This regulation on TP allocation may also be applied to other College organized meetings as appropriate.

### **Other academic / training activities**

Organizers need to apply early to ascertain the category (Cat A or Cat B) and the number of training points to be allocated. Prior application is also needed for accreditation.

All training activities should be documented in e-Portfolio, either through electronic attendance capture by mobile Apps or application of TP with verification by training supervisor. As professional, we stress on the importance of honesty and integrity in using QR code in capturing TP. Forgery use or foul play in capturing QR code will lead to disciplinary action. However, it is the liability of the trainees to maintain latest recording of the TP acquired. Our College and training supervisors have no obligation to ensure accurate storage and update of the information if trainees fail the initiation.

### **CPD for pre-fellow**

EM trainees who have passed the Exit examination of Emergency Medicine but not yet fulfilled the research requirement will be in pre-fellow status. They have to attain their fellowship by completion of the research requirement within 2 years. CPD is needed during this pre-fellow period with 30 training points required (both Cat A or Cat B are recognized) per year. Training point requirement will be counted on the first day of the next year after passing the EEEM and reviewed on yearly basis (i.e. by the end of the first and the second year of pre-fellow). Pre-fellows must fulfill the training point requirement before being granted the fellowship of EM.