

HKCEM
CME/CPD

A Objectives

It is the objective of the Academy to promote the advancement of the art and science of medicine, foster the development of postgraduate medical education and continuing medical education as well as promoting the improvement of health care for Hong Kong citizens. The purpose of CME/CPD is to meet these objectives.

CME/CPD is a continuous life-long learning process for Academy Fellows and comprises activities that serve to:

- a) maintain, develop or increase the knowledge, skills and competencies relevant to the practice of Fellows that may change over the years,
- b) enhance professional performance to enable the delivery of quality professional care and safe standard of practice to the patients, and public that Fellows serve, and;
- c) ensure that Fellows will remain competent throughout their professional career.

B Definitions

1. CME - Educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.
2. CPD - Development of competencies relevant to the practice profile of a practitioner that may change over the years, and professional development endeavours are directed at enhancing his quality of care and the delivery of safe standard of practice

C Supervision of CME/CPD

1. CME/CPD programmes established by the College must be clearly defined and approved by the Council of the College and the Education Committee of the Academy. The College shall make efforts to facilitate and to accommodate the participation from all Fellows.
2. Any changes to established CME/CPD programmes require the approval of the Council of the College and the Education Committee of the Academy.
3. Fellows, residing in Hong Kong or overseas, must fulfill the full requirements of the CME/CPD programme by the end of each cycle.
4. Fellows must respond to call for CME/CPD returns from College, and submit all returns within the defined period of time, with the required proof, if so required.
5. 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 to be determined by the Academy/College.
6. All notices sent to the address last provided by a Fellow to the Academy/College will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the Academy/College of his contact address whenever it is changed.
7. The College shall submit a summary of the Fellows' total number of CME/CPD points to the Education Committee of the Academy within 6 six weeks after the end of the first and second year of a cycle, and within 4 weeks after the end of the cycle to facilitate timely return to Medical Council/Dental Council.
8. The College shall report to the Education Committee of the Academy any Academy Fellow who fails to comply with the CME/CPD requirements at the end of the cycle. The Education Committee of the Academy shall then consider sanction.
9. To ensure compliance, the Education Committee of the Academy may recommend to the Council of the Academy 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.
10. It is the duty of Academy Fellows to keep themselves up-to-date in all areas of their practice. Fellows are encouraged to devise a personal professional educational and development portfolio to help them monitor and achieve the objectives of CME/CPD. The Academy and Colleges would provide assistance if and when required

C The Cycle

1. A cycle of CME/CPD assessment shall consist of 3 years.
2. The HKAM has adopted fixed CME/CPD cycles from 1 January 2005. Fellows will commence their first cycle on the first day of the month immediately after their admission to the Academy Fellowship; and the required CME/CPD points for the first cycle will be counted on pro-rata basis.
3. If the first cycle is shorter than 3 years:
 - normal capping on individual CME/CPD category will still apply; but
 - the minimum requirement of individual CME/CPD categories, if any, will be waived.
4. Notwithstanding (2) above, if a Fellow has been certified for Specialist Registration and already started a CME/CPD cycle prior to his admission as an Academy Fellow, there will be no change in this CME/CPD requirements of the existing cycle.

D Accredited CME/CPD activities

A point of CME/CPD activity is equivalent to one hour of participation in a Formal College Approved Activity (FCAA). The college will decide the number of points to be awarded to those activities that normally cannot be accredited on time basis; and to individual CME/CPD categories taking into consideration the nature of their specialties.

1. Passive participation

- a) One CME/CPD point is equivalent to one hour of passive participation as an attendee in a **Formal College Approved Activity (FCAA)**.
- b) A FCAA can be partially accredited depending on the degree of relevance to the specialty of Emergency Medicine
- c) Maximum CME/CPD scores attainable for passive participation in a FCAA are:
 - 3 pts/half day
 - 6 pts/one whole day
 - 12 pts/program \geq 2 days
- d) Activities that normally cannot be accredited on time basis will be considered by the College individually.
- e) No single FCAA can earn more than 20 points (passive + non-passive participation).

- f) No more than 75 CME/CPD points can be awarded for passive participation in a CME/CPD cycle.

2. Chairing, teaching or presenting in a FCAA.

- 2 points awarded to chairman of a FCAA
- 3 points awarded to presentation in a FCAA if no collection of data is involved, and 6 points awarded if collection or analysis of data is involved.
- 3 points/hr awarded to trainer/teacher in pre-approved formal, non-bedside didactic postgraduate course or hands-on clinical course, maximum of 10 points in one single course, maximum 20 points for training/teaching more than one class of the same course within one CME/CPD year.
- Intra-departmental CME activities
 - No CME awarded to chairman of the intra-departmental activities
 - 1 non-passive CME point awarded to presentation of not less than 30 minutes

3. Self-study

- Self-study is accepted as a form of CME/CPD
- Prior application is required - self-study is only accredited with prior approval from the College concerned, and with the necessary evidence that it has been carried out diligently.
- 1 point per one hour web-based program / article / video / tape with EM relevance
- Submission of a summary of not less than 100 words after self-study for the journal article/video/tape required
- Submission of the copy of the whole journal article (regardless of whether freely available or not) / video / tape (or their source if freely available) required at the time of summary submission
- For web-based program activities, evidence required to show that self-study has been carried out diligently e.g. certificate of successful completion as submitted by the individual Fellow, or record of successful completion of the activity submitted from the organizers to the College.
- There is a maximum of 30 points awarded to self-study in one 3-year CME/CPD cycle

4. Publications

- Other than text books (thesis will be regarded as text book), papers in indexed journals (e.g. Medicine) or journals published by the Academy or its constituent Colleges, no other publication will be awarded any points unless approval from the HKCEM has been obtained prior to publication.
- 10 points awarded to first author publication; 5 points to other authors.
- Normally points will be accredited by the date of publication, but participants can opt to claim credits by the date of acceptance of paper, with approval of HKCEM.
- Submission of the copy of the published journal article required (regardless of whether freely available or not) during CME claims
- QA/Audit/Research project which has already been awarded CME/CPD Points in those categories cannot earn further CME/CPD points from Publication, and vice versa
- There is a maximum of 60 points awarded to publications in one 3-year CME/CPD cycle

5. Research

- Participation in research activities is accepted as a form of CME/CPD
- 3 points to principal investigator for each completed research project
- 1 point to other co-investigators (max 3 co-investigators)
- 3 prerequisites for CME/CPD must be satisfied:
 1. Researches must be related to medical practices
 2. Presentation (oral or poster) of the research findings has been made in an academic meeting
 3. Submission of a summary of not less than 100 words for the completed research project is required
- College Education Committee reserves the right to call for a full report of the 'Research' for overall assessment and the final CMECPD scores may be determined at the discretion of the Education Committee

6. Development of New Technologies or Services

- The development of new services and technologies is accepted as a form of CME/CPD
- 5 points to Principal organizer for each item of new technology / service
- 3 points to other co-organizers (max 3 co-organizers)
- submission of a summary of not less than 100 words for the new technology / service required after implementation
- College Education Committee reserves the right to call for a full report of the

new technology or service implemented for overall assessment and the final CMECPD scores may be determined at the discretion of the Education Committee

7. Undergraduate and Postgraduate teaching

- Undergraduate and postgraduate teaching may be accepted as CME/CPD activities subject to a quality assurance process.
- Prior application is required - details of the teaching activities are required during prior application for accreditation: date, time, duration, venue and target audience
- Maximum of 5 points per cycle.
- College Education Committee reserves the right to call for the teaching materials for overall assessment, and the finalized CMECPD scores granted may be subjected to change accordingly

8. Conducting Examinations

- Participation as examiners in specialist examinations is accepted as a form of CME/CPD activity
- Not more than 10 points awarded to examiners in College Specialist examinations.
- Different parts of the same specialist examination regarded as one single examination (e.g. OSCE & VIVA for EEEM May 2012)
- Maximum of 30 points awarded to examiners in one 3-year CME/CPD cycle

9. Quality Assurance and Medical Audits

- Quality assurance activities are accepted as a form of CME/CPD
- 3 points to each participants of QA or audit activity, max 4 participants in each QA/audit process
- submission of a summary of not less than 100 words for the QA/audit activity required after completion
- College Education Committee reserves the right to call for a full report of the 'QA and Medical Audit activity' for overall assessment and the final CMECPD scores may be determined at the discretion of the Education Committee
- Examples
 - Clinical/surgical/service review and audits
 - structured quality improvement meetings that audit individual or medical practice
 - Clinical governance
 - Peer review of operative practice
 - Activities that examine and evaluate the clinical care of patients or

individual practice

10. Mortality & Morbidity Meetings

- Participation in mortality & morbidity meetings is accepted as a form of CME/CPD
- 1 point per one hour
- 3 points per half day
- 6 points per one whole day

11. Postgraduate Courses

- Attending a course leading to a post-graduate qualification related to medical practice can be accepted as a form of CME/CPD
- 1 point per one hour
- 3 points per half day
- 6 points per one whole day
- 12 points for program lasting ≥ 2 days
- Submission of attendance certificate or equivalent showing successful completion of the course required

12. Development of CME/CPD materials

- Participation in development of CME/CPD materials for self-study or e-learning is accepted as a form of CME/CPD
- Prior application is required
- 2 points to each piece of CME/CPD materials (for any one of the HKAM Colleges) that can generate 1 CME/CPD point.

13. Activities for improvement of patient/medical care

- Participation in learning/activities that enhances the ability to practice medicine both as an individual doctor and as part of the health care team eventually leading to improvement of patient management and medical care is accepted as a form of CME/CPD
- For activities accreditable on time basis (no prior application required) e.g. ACLS, ATLS
 - 1 point per one hour
 - 3 points per half day
 - 6 points per one whole day
 - 12 points for program lasting ≥ 2 days
- For activities that cannot be accredited on time basis (prior application for provisional approval required)

- 3 points to each activity
- Submission of not less than 100 words for the patient care improvement activity required during CMECPD claims
- Examples
 - Clinical and other skills laboratory learning
 - Simulator and virtual reality learning
 - Patient safety enhancement programme

14. Grand Rounds in Training Units

- Participation in accredited grand rounds in training units is accepted as a form of CME/CPD
- 1 point per one hour
- 3 points per half day
- 6 points per one whole day

15. Reviewers of Hong Kong Medical Journal (HKMJ), Hong Kong Journal of Emergency Medicine (HKJEM) and other Indexed Journals

- Participation in reviewing articles submitted to HKMJ, HKJEM and other indexed journals is accepted as a form of CME/CPD
- 1 point to review of each journal article
- Proof of number of articles reviewed required e.g. certificate from Journal Chief Editor

16. Hands-on Clinical Attachment Programme

- Hands-on clinical attachment programme to accredited training units of the appropriate specialty is accepted as a form of CMECPD to enhance/refresh the knowledge and skills of a Fellow in specified areas, or to enable the Fellow to learn new knowledge and skills. Clear learning objectives have to be defined in such attachment programmes
- The programme usually should be over a continuous period lasting \geq one week
- Regular weekly attachment over 6 months or longer can also be considered.
- The normal rotation of duties, or posting changes are not regarded as attachment.

17. Other Non-medical Professional Development Activities

- Participation in other non-medical professional development activities that may facilitate the practice of Fellows, e.g. knowledge and skills relating to relevant laws, information technology, clinic management and interpersonal communication, is also accepted as a form of CME/CPD.
- 1 point per one hour

- 3 points per half day
- Maximum 5 points per cycle.

E Maximum Number of Accreditable Hours

- There is a maximum CME/CPD scores for the following category of CME/CPD activities:
 - Passive participation in FCAA 75 pts/3yrs
 - Publications 60 pts/3yrs
 - Examiner 30 pts/3 yrs
 - Self study 30 pts/3 yrs
 - non-medical professional development activities 5 pts/3 yrs
- CME/CPD points accumulated in excess of the requirement for one CYCLE cannot be carried forward to the next cycle.

F Requirements for a CME/CPD 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.
- No more than 75 points can be awarded for passive participation as an attendee in FCAA in a cycle. Fellows are encouraged to decrease further the CMECPD points gained from passive participation through increasing the proportion of other CMECPD activities.
- For fellows whose first cycle is less than 3 years, the required CME/CPD points will be counted on pro-rata basis. The minimum requirement of individual CME/CPD categories, e.g. at least 15 points from non-passive participation, will be waived.
- Fellows are strongly advised to maintain a balanced CMECPD profile with a mix of different activities such as category 9 & 13 (Quality Assurance, Medical Audits and Activities for Improvement of Patient/Medical Care) in order to capture the full benefit of different types of CMECPD activities.
- The College recommends that the minimum number of Points to be achieved in one single CME year is 15 points.
- Fellows holding multiple Fellowships under different Colleges must fulfill requirements for each of these Fellowships.

G Non-compliance

1. Non-compliance that is remediable
 - a) A Fellow must:
 - i) have achieved not less than two-thirds of the required number of points for the cycle; OR
 - ii) be certified to have suffered from a medical condition which the Academy considers as a reasonable cause for the CME/CPD non-compliance.
 - b) The Academy may, at its discretion, accept other conditions if supported by the College of the Fellow on reasonable grounds.
 - c) The Fellow must engage in a remedial programme to make up for the deficiency.
 - d) The reason for non-compliance and the remedial programme must be endorsed by the Education Committee and Council of the Academy.
 - e) The remedial programme must be finished within 12 months from the end of the cycle concerned
 - f) 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.

2. Non-compliance That Is Not Remediable
 - For Fellows who have obtained less than two-thirds of the required number of points for the 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”.

H Exemptions

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.

- b) A Fellow holding multiple Fellowships cannot claim retirement from active practice for one specialty while still practicing the other specialties. A Fellow can apply for suspension of a Fellowship for which he chooses not to continue with CME/CPD.
- c) A retired Fellow who subsequently wishes to resume active practice will be required to have obtained at least 90 CME/CPD points within 36 months counting back from the date of application in order to resume medical practice. A pro-rata number of the 90 points required must be obtained within the period between the date of retirement and the date of application for resuming practice. Should a retired Fellow resume medical practice before he can fulfill the CME/CPD requirements as aforementioned, he will lose his status as retired Fellow and his Fellowship will be suspended accordingly.

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) An illness can be accepted as “prolonged illness” provided a sick leave of at least 6 months has been formally granted within a 3 year cycle (pro-rata count may apply in case the cycle is less than 3 years).
- c) Partial exemption will be considered in a case by case pro rata basis depending on the extent of the illness and its impact on practice. The guiding principle of exemption is that when a fellow is not in active practice because of the illness, CME/CPD requirement of that total period of “not in active practice” will be exempted from CME/CPD of that cycle. Pro rata count of CME/CPD requirement will be applied to the period during which the fellow is in active practice.

J Certification for Specialist Registration

- a) The Academy will inform the Medical Council of Hong Kong for the purpose of Specialist Registration, if a Fellow has failed to comply with, or been exempted from, the CME/CPD requirements.

- b) For remediable non-compliance, the Academy will inform the Medical Council of Hong Kong if the Fellow cannot complete his remedial by the deadline set by the Academy.
- c) If a Fellow who has been suffering from prolonged illness and been exempted from CME/CPD subsequently wants the Academy to certify him for Specialist Registration, he will be required to fulfill the CME/CPD requirement on a pro rata basis when active practice has been resumed.
- d) If a Fellow who has been exempted from CME/CPD for reasons other than prolonged illness, or whose Fellowship has been suspended due to CME/CPD non-compliance, subsequently wants the Academy to certify him for Specialist Registration, he will be required to have obtained at least 90 CME/CPD points within 36 months counting back from the date of application for certification. A pro-rata number of the 90 CME/CPD points required must be obtained within the period between the date of Fellowship removal (or CME/CPD exemption) and the date of application for certification.
- e) A Fellow should be certified to have fulfilled the CME/CPD requirements for the purpose of Specialist Registration, as long as he has obtained the required number of points for a cycle.