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|  | HONG KONG COLLEGE OF EMERGENCY MEDICINE<br>香港急症科醫學院 | Document No. | EC-CMECPD-GL-001-V1 |
|  |   | Issue Date   | 1 August 2022       |
|  | <u>Subject</u><br>CME/CPD                           | Review Date  | 1Q 2025             |
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# Hong Kong College of Emergency Medicine

## CME/CPD GUIDELINES 2023-25

| Version | Effective date |
|---------|----------------|
| V1      | 1 Jan 2023     |
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| Document number   | EC-CMECPD-GL-001-V1                         |
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| Custodian         | Secretariat Office                          |
| Approved by       | Education Committee                         |
| Approver          | Dr Matthew TSUI<br>Censor-in-Chief          |
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| Distribution List | All Fellows                                 |

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## **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 through diversified training activities.
- 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.
- c) Ensure that Fellows will remain competent throughout their professional career.
- d) This guideline serves as a reference in accreditation of various learning and educational activities. It is by no means comprehensive. In case of any dispute, CMECPD Subcommittee has the right of final decision.
- e) It is solely the obligation of the CMECPD claimers to ensure the accuracy of the CMECPD points claimed. Forgery claims is considered as a breach of professional ethics and will lead to subsequent disciplinary action.

### **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.

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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 email account or contact 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 email account or 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.

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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 regularly refer to their ePortfolio accounts to help them monitor and achieve the objectives of CME/CPD. The Academy and Colleges would provide assistance if and when required.
11. Under normal circumstance, application for retrospective accreditation will not be entertained.
12. We classify the category of training activity according to the actual nature of the course rather than the title/name of the activity. The accreditation of passive and active category also depends on actual active participation in the training activity.

#### **D. 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.

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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.

#### **E. Accredited CME/CPD activities**

CME/CPD points are usually accredited on time basis. A point of CME/CPD activity is equivalent to one hour of participation in a Formal College Approved Activity (FCAA)/other College accredited activities as below. Under normal circumstance, a maximum of 6 passive points will be given for a single day activity and at most a maximum of 12 passive points can be granted for any individual activity. For active participation, a maximum of 12 non-passive points will be awarded to any single FCAA. For any recurrent activities, points given will be capped at 24 in each CME/CPD cycle. Tea/lunch break and non-educational sessions like opening speech will not be counted in the accreditation process. 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.

For some activities like attending participation in Grand Round or attending postgraduate course, participants will be accredited passive or non-passive CME points according to the degree of active participation. Therefore, participants of the same activities may have different accreditation due to difference in the degree of active participation.

**Allocation of any claimed training activity into particular category for accreditation is based on the nature of majority component of the activity involved. Splitting of any single training activity into truncated sub-sections for individual application is not advisable. Overall maximum points gained/accredited will remain the same.**

In order to encourage our Fellows having wider scope of educational exposure, except for Category 1 FCAA, Category 7 Undergraduate and Postgraduate Teaching and Category 17 other Non-Medical Professional Development Activities, maximum points awarded to any other individual category is set at 30 in each CME cycle.

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Self-claim of conducted training activities already with CME/CPD accreditation applied formally by organizers will not be processed retrospectively separately for individual fellow.

In addition, we shall not process any self-claim CME submission if concerning Fellow has already fulfilled the CME requirement in the current CME cycle, or has attained maximal points under the intended category. Fellows could continue to record and archive their CME activities in their ePortfolio. However, these activities cannot gain further additional CME points. We hope this can reduce any redundant administrative works entailed.

#### 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:
  - Maximum 6 pts/one whole day
  - 12 pts/program  $\geq$  2 whole 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 24 points (12 passive + 12 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.

- a) 2 points awarded to chairman of a FCAA
- b) 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.

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Poster presentation is also considered as an accredited form of presentation and 3 points are awarded to a poster presentation

- c) 3 points/hour awarded to trainer/teacher in pre-approved formal non-bedside didactic postgraduate course or hands-on clinical course, maximum of 12 points in one single course, maximum 24 points for training/teaching more than one class of the same course within one CME/CPD cycle.
- d) Intra-departmental CME activities
  - i. No CME awarded to chairman of the intra-departmental activities.
  - ii. 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 our College and the necessary evidence that it has been carried out diligently as set by the College has to be provided.

1 point per one hour for web-based program/article/video/tape with relevance to emergency medicine.

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.

### 4. Publications

- a) 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

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points unless approval from the HKCEM has been obtained prior to publication.

- b) 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.
- c) Submission of the copy of the published journal article required (regardless of whether freely available or not) during CME claims
- d) 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

#### 5. Research

- a) Participation in research activities is accepted as a form of CME/CPD
- b) 3 points to principal investigator for each completed research project
- c) 1 point to other co-investigators (max 3 co-investigators)
- d) 3 prerequisites for CME/CPD must be satisfied:
  - i. Researches must be related to medical practices
  - ii. Presentation (oral or poster) of the research findings has been made in an academic meeting
  - iii. Submission of a summary of not less than 100 words for the completed research project is required
- e) 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

- a) The development of new services and technologies is accepted as a form of CME/CPD
- b) 5 points to Principal organizer for each item of new technology / service



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- c) 3 points to other co-organizers (max 3 co-organizers)
- d) submission of a summary of not less than 100 words for the new technology / service required after implementation
- e) 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

- a) Undergraduate and postgraduate teaching with relevance to emergency medicine may be accepted as CME/CPD activities subject to a quality assurance process to ensure diligent preparation has been taken for the teaching and no repetitive claims are made for the same teaching in one cycle.
- b) Prior application is required - details of the teaching activities are required during prior application for accreditation: date, time, duration, venue and target audience
- c) 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
- d) 3 points awarded to each hour of teaching. Maximum of 15 points can be accredited per cycle

#### 8. Conducting Examinations

- a) Participation as examiners in specialist examinations is accepted as a form of CME/CPD activity
- b) 3 points will be given for each hour of participation. Not more than 10 points is awarded to participation as examiner in a single College Specialist examination.
- c) Different parts of the same specialist examination regarded as one single examination (e.g. OSCE & VIVA for EEEM May 2019)

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- d) Setting examination questions is also accepted as a form of CME/CPD activities.

PEEM:

- i. 1 NP CMECPD point will be given for every 2 MCQ questions being successfully chosen for use in the examination.
- ii. 5 NP CMECPD points will be given as a bundle if 5 MCQ questions have been successfully chosen for use in the examination.

IEEM:

- i. Short answer question: 2 NP CMECPD points will be given for any question being successfully chosen for use in the examination (without undue major amendment needed by the chief examiner) for the year or eligible to be kept for future diets. 2 NPCME points will be awarded to core examiners who review every 3 SAQ.
- ii. OSCE: 4 NP CMECPD points will be given for any question being successfully chosen for use in the examination (without undue major amendment needed by the chief examiner) or eligible to be kept for future diets. 4 CME points will be awarded to core examiners who review every 3 OSCE.

EEEM:

2 NP CMECPD points will be given for any written question and 2-4 NP CMECPD points (decided by Chief Examiner) for any oral questions being successfully chosen for use in either panel.

- e) The chief examiners will be responsible for reporting the CMECPD after each diet.

9. Quality Assurance and Medical Audits

- a) Quality assurance activities are accepted as a form of CME/CPD
- b) 3 points to each participants of QA or audit activity, max 4 participants in each QA/audit process
- c) submission of a summary of not less than 100 words for the QA/audit activity required after completion
- d) 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

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CMECPD scores may be determined at the discretion of the Education Committee

e) Examples

- i. Clinical/surgical/service review and audits
- ii. structured quality improvement meetings that audit individual or medical practice
- iii. Clinical governance
- iv. Peer review of operative practice
- v. Activities that examine and evaluate the clinical care of patients or individual practice

10. Mortality & Morbidity Meetings

- a) Participation in mortality & morbidity meetings is accepted as a form of CME/CPD
- b) 1 point per one hour

11. Postgraduate Courses

- a) Attending a relevant course leading to a post-graduate qualification related to medical practice in emergency medicine can be accepted as a form of CME/CPD. The final decision is under the discretion of the CMECPD Subcommittee.
- b) 1 point per one hour
- c) Submission of attendance certificate or equivalent showing successful completion of the course required

12. Development of CME/CPD materials

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

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### 13. Activities for improvement of patient/medical care

- a) Participation in learning/activities, especially those organized by 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
- b) For activities accreditable on time basis (no prior application required) e.g. ACLS, ATLS or other courses of similar relevancy in emergency medicine.
  - i. 1 point per one hour
- c) For activities that cannot be accredited on time basis (prior application for provisional approval required)
  - i. 3 points to each activity
  - ii. Submission of not less than 100 words for the patient care improvement activity required during CMECPD claims
- d) Examples
  - i. Clinical and other skills laboratory learning
  - ii. Simulator and virtual reality learning
  - iii. Patient safety enhancement programme

### 14. Grand Rounds in Training Units

- a) Participation in accredited grand rounds in training units is accepted as a form of CME/CPD. The definition of grand round is clinical round conducted in ward setting with management input and clinical suggestions contributed by various participants and experts.
- b) 1 point per one hour

### 15. Reviewers of Hong Kong Medical Journal (HKMJ), Hong Kong Journal of Emergency Medicine (HKJEM) and other Indexed Journals relevant to emergency medicine practice

- a) Participation in reviewing articles submitted to HKMJ, HKJEM and other indexed journals is accepted as a form of CME/CPD

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- b) Proof of number of articles reviewed required e.g. email/ letter/ certificate from Journal Chief Editor
- c) 1 NP CMECPD point will be given to those who have reviewed one case report article in the journals recognized by our College.
- d) 3 NP CMECPD points will be given to those who have reviewed one original articles in the journals recognized by our College.

#### 16. Hands-on Clinical Attachment Programme

- a) 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
- b) The programme usually should be over a continuous period lasting  $\geq$  one week
- c) Regular weekly attachment over 6 months or longer can also be considered.
- d) The normal rotation of duties, or posting changes are not regarded as attachment.

#### 17. Off-site online participation of CME activities

- a) In alignment with the direction of HKAM, our College accepts online participation as an alternative means to gain CME points. With reference to the recommendation of the Hong Kong Medical Council, organizers of web-based/online CME activities (e.g. webinar) should establish proper registration procedures and means to verify the identity of participants. In order for easy identification, participants should use and show the full names as registered in HK Medical Council when joining the on-line meeting. Organizers should also implement appropriate measures to ensure participants' attendance and reasonable participation (e.g. a requirement on expected duration of participation, satisfactory completion of a post-event quiz, questionnaire or feedback form). CMECPD Subcommittee has the right of decision on whether CME points would be granted for online

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attendance of an activity according to extent of control measures implemented by the organizer, e.g. availability of staff for technical support and monitoring.

- b) The duration of online attendance of individual participant (duration of login) can be readily monitored by most online meeting programmes. Staying for at least 75% of the total duration of an activity is considered as a reasonable degree of participation by our College. 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, including the use of registered name as stipulated in session a), will result in CME points being forfeited.
- c) It is acceptable for individual training centre to set up a satellite meeting site, e.g. in its conference room, to facilitate colleagues to join the online meeting. In such case the training supervisor of that training centre would be responsible to ensure participants' attendance and participation as stipulated in sessions a) and b) above.
- d) Under normal circumstance, the counting and calculation of online CME points is same as physical attendance.

#### 18. Other Non-medical Professional Development Activities

- a) 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.
- b) 1 point per one hour
- c) Maximum 5 points per cycle

### F. **Maximum Number of Accreditable Hours**

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- a) There is a maximum CME/CPD scores for the following category of CME/CPD activities:
- i. Passive participation in FCAA (E1) 75 pts/3yrs
  - ii. Other categories of CMECPD activities (E2-6, 8-16) 30 pts/each category/3 yrs
  - iii. Undergraduate and postgraduate teaching (E7) 15 pts/3 yrs
  - iv. Non-medical professional development activities (E18) 5 pts/3 yrs
  - v. Online alternative to on-site training activities are classified and calculated according to the categories of the original events.
- b) CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.

#### **G. Requirements for a CME/CPD Cycle**

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) The College recommends that the minimum number of Points to be achieved in one single CME year is 15 points.

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- f) Fellows holding multiple Fellowships under different Colleges must fulfill requirements for each of these Fellowships.

## **H. 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.

It is the responsibility of Fellows to obtain adequate CMECPD points timely to fulfill the requirement of each CMECPD cycle. The College has no obligation to remind or provide additional CMECPD activities to those Fellows who cannot achieve the points required near the end of CMECPD cycle.

For remediable non-compliance, the Academy will inform the Medical Council of Hong Kong as soon as possible after the end of the cycle. The Medical Council of Hong Kong may order the fellow's name for removal from



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the specialist register and that the removal order be suspended for a period up to 12 months from the end date of the cycle.

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”.

## **I. 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

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- 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

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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.