



## CONTINUING MEDICAL EDUCATION (CME) AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME

*(For cycle from 2014 to 2016)*

### Introduction

1. The Council of the Hong Kong College of Anaesthesiologists has approved the following programme for Continuing Medical Education (CME) and Continuous Professional Development (CPD) of its Fellows and Members. These programmes are based on a "Credit Point System" which allocates points for taking part in CME/CPD activities. This system has received the approval of the Hong Kong Academy of Medicine (Academy) and will also be used for CME/CPD accreditation with the Academy.
2. For the purpose of this system, CME/CPD activities are classified according to the principles laid down by the Academy into the following categories :
  - 2.1 Active CME
  - 2.2 Receptive CME
  - 2.3 Publications / Research
  - 2.4 Self Study
  - 2.5 Postgraduate Courses
  - 2.6 Development of CME/CPD Materials
  - 2.7 Quality Assurance, Audits and Activities for Improvement of Patient/Medical Care
  - 2.8 Non-Anaesthesia Related CME/CPD activities
3. CME/CPD activities applicable to Fellows apply also to members.

### Objective of CME/CPD

4. The purpose of CME/CPD is to keep Fellows and Members informed and up-to-date, and to maintain a high standard of professional practice. College will make efforts to facilitate and to accommodate the participation of all Fellows and Members.

### Supervision of CME/CPD programme

- 5.1 The CME/CPD programmes established by our College must be clearly defined and approved by the Education Committee of the Academy. Any changes to established CME/CPD programmes require the approval of the Education Committee of the Academy, and shall be dated accordingly.
- 5.2 The Academy ensures compliance with CME/CPD requirements by imposing sanctions, which may include suspension of Academy Fellowship.

- 5.3 Fellows, residing in Hong Kong or overseas, must fulfill the full requirements of the CME/CPD programme by the end of each cycle. Fellows holding multiple Fellowships under different Colleges must fulfill requirements for each of these Fellowships.
- 5.4 The number of CME/CPD points required for Fellows of different specialties and subspecialties are the same, and a Fellow accredited for more than one specialty / subspecialty within the College is not required to obtain more than 90 points.
- 5.5 Fellows must respond to call for CME/CPD returns from College / Academy, and submit all returns with required proof within the defined period of time.
- 5.6 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 to be determined by College.
- 5.7 All notices sent to the address last provided by a Fellow to the College / Academy will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the College/ Academy of his contact address whenever it is changed.
- 5.8 College has to update the Education Committee of the Academy of CME/CPD status of individual Fellows regularly. 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, and that the shortfall can be remedied within an acceptable time.

### **CME/CPD Subcommittee**

- 6 The CME/CPD Subcommittee is formed under the Board of Education of the College and deals with issues related to CME/CPD activities and their accreditation. The Chairman of the Subcommittee shall be a member of the College Board of Education and the Chairman of the Board of Education shall be an ex officio member of the Subcommittee. The Chairman and members of the Subcommittee shall be nominated by the College Board of Education and appointed by College Council. There shall not be less than three and not more than seven members in the Subcommittee, at least two of which shall be members of the College Board of Education. Members of the Subcommittee should include one representative from the Society of Anaesthetists of Hong Kong, and one Fellow from the private sector. This Subcommittee shall be accountable to the College Council through the College Board of Education. The Terms of Reference of the Subcommittee will be determined and revised from time to time by the College Board of Education and endorsed by College Council.

## **The Credit Point System**

- 7 In this credit point counting system, credit points are given and accumulated for the various accredited CME/CPD activities that Fellows participate in. The basic rules for the system are :
  - 7.1 Cycle length of each period of review is determined to be three (3) years.
  - 7.2 All CME/CPD cycles will be synchronized with the issue of Annual Practising Certificate. All CME/CPD cycles will be synchronized to start on 1<sup>st</sup> January 2005 and thereafter 1<sup>st</sup> January of each 3- year cycle. The cycle will start immediately on the first day of the following month after election to Fellowship of the Hong Kong Academy of Medicine. For fellows who start their cycles on dates other than the synchronized date, the CME/CPD points for the first cycle will be calculated on a pro-rata basis.
  - 7.3 A minimum of ninety (90) points have to be accredited over this three-year cycle period, and an average of thirty (30) points per year should be aimed at by Fellows.
  - 7.4 The basic credit point is one point for each hour of receptive participation in CME/CPD activities.
  - 7.5 Each CME/CPD activity claimed can only be accredited credit points under one single CME/CPD category.
  - 7.6 CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.
  - 7.7 Starting from 1 January 2008, not more than 75 points can be accredited from receptive CME/CPD activities in the 3-year CME/CPD Cycle.
  - 7.8 Starting from 1 January 2011, a minimum of 5 points is strongly recommended to be obtained from Quality Assurance (QA) activities for each 3 year cycle.

## **Active CME**

- 8 This includes activities at which the Fellow plays an active part in the programme and may include the followings:
  - 8.1 Participation as speaker, chairman, panelist, or presenter in any FCAA : five (5) points per presentation.
  - 8.2 Activity as teacher/trainer in formal, non-bedside didactic post-graduate Course organized by the College or Society of Anaesthetists of Hong Kong and other Academy Colleges: three (3) points per hour and a maximum of 5 points per session (4 hours).
  - 8.3 Participation as examiner of the College Fellowship Examinations (Intermediate or Final): 5 points per section (Written, Oral, OSCE) of the examination.

- 8.4 Participation as trainers or trainees in hands-on clinical courses must have prior approval of the CME/CPD Subcommittee. Number of CME/CPD points will be determined for the individual course, subjected to maximum of 10 points per course.
- 8.5 Undergraduate and postgraduate teaching with development of the teaching materials may be accepted as a form of active CME/CPD activities, subject to a quality assurance process. Prior approval at the discretion of the CME/CPD Subcommittee is needed and will be capped to a maximum of 5 points in a cycle.
- 8.6 Oral presentation of abstracts or papers at any FCAA attracts five (5) points for the presenter and two (2) points for the other authors.
- 8.7 Quality Assurance, Audits and Activities for Improvement of Patient/Medical Care.
- 8.8 Quality Assurance (QA) Reports require prior approval and assessment of the College CME/CPD Subcommittee. QA Reports will be assessed and given credit points to the main and other authors at the discretion of the College CME/CPD Subcommittee considering the complexity and extent of the project being undertaken, subject to a maximum of ten (10) points per author. Normally only the first six authors may be credited with Credit Points.
- 8.9 Editing or reviewing a manuscript for a peer-reviewed journal (such as Hong Kong Medical Journal or other indexed-journals) is accepted as a form of active CME/CPD.
  - 8.9.1 Three points will be awarded to each manuscript edited or reviewed; and a maximum of 15 points may be accredited for each CME/CPD cycle.
  - 8.9.2 Fellows have to keep their own record for editing or reviewing manuscript for peer-reviewed journals. The record, with journal's name, manuscript identification number and date, has to be submitted to CME Sub-committee for endorsement when fellows wish to claim CME/CPD points.
  - 8.9.3 Prior approval from CME Sub-Committee is required if fellows wish to be awarded CME/CPD points for reviewing manuscript for non-indexed journals or academic institutions.

### **Receptive CME**

- 9 This includes participation of the Fellow in FCAA (including talks, lectures, seminars, presentations or Mortality & Morbidity Meetings) as a listener.
- 10 Each hour of passive participation in such activities is credited with one (1) point.
- 11 All scientific meetings or other receptive programmes, including local and overseas meetings, Refresher Courses, etc., will be vetted and pre-approved for

CME/CPD accreditation by the College CME/CPD Subcommittee. Scientific meetings and courses organized by the College or the Society of Anaesthetists of Hong Kong are considered FCAAs.

### **Formal College Approved Activity (FCAA)**

- 12 CME meetings with prior approval by the College are Formal College Approved Activities (FCAA). CME/CPD meetings/activities organized by a Department of Anaesthesiology which is recognized and approved for vocational training by the College will be accepted as FCAA.

### **Publications / Research**

- 13 Publications may be papers of clinical and/or academic interest in reputable peer-reviewed journals from time to time accredited by the College CME/CPD Subcommittee.
- 14 Normally only the first six (6) Fellow as authors in any such paper can be credited with Credit Points under this category. The first author of each paper published in an accredited journal is credited with ten (10) points while the minor author(s) are credited with five (5) points.

### **Self Study**

- 15 Documentation is required for completion of self-study programmes including self-assessment programmes accredited by overseas professional bodies. Such programmes need prior approval and accreditation by the College CME/CPD Subcommittee.
- 16 Such programmes completed and documented are credited with not more than ten (10) points per programme as determined by the College CME/CPD Subcommittee.

### **Postgraduate Courses**

- 17 Attending a course and subsequently obtaining a post-graduate qualification can be accepted as a form of CME/CPD. Master course that are specific and relevant to Anaesthesia will earn a total of 30 CME/CPD points irrespective of the number of CME/CPD cycles during which the course was undertaken. Diploma course that are specific and relevant to Anaesthesia will earn 15 CME/CPD points irrespective of the number of CME/CPD cycles during which the course was undertaken. Courses that are relevant but not specific to Anaesthesia will earn Non-Anaesthetic CME/CPD points. The CME/CPD points earned for postgraduate course which is extended more than 1 CME/CPD cycle can only be claimed for 1 cycle.

### **Development of CME/CPD Materials**

- 18 Participation in development of CME/CPD materials for self-study or e-learning can be awarded CME/CPD points at 3 points for each set of material.

### **Quality Assurance, Audits and Activities for Improvement of Patient/Medical Care**

- 19 Quality assurance activities, such as clinical/surgical/service review and audit, clinical governance, peer review of operative practice, activities that examine and evaluate the clinical care of patients or individual practice;
- 20 Participation in mortality and morbidity meetings or structured quality improvement meetings that audit individual or medical practice;
- 21 Participation in learning/activities that enhances the ability to practise medicine both as an individual doctor and as part of the health care team eventually leading to improvement of patient management and medical care, e.g. clinical and other skills laboratory learning, simulator and virtual reality learning, patient safety enhancement programme.
- 22 Participation in and successful completion of each of the following course may earn 10 anaesthetic CME/CPD points : ACRM, ATLS, ACLS, APLS, EMAC

### **Non-Anaesthesia Related CME/CPD activities**

- 23 All CME/CPD learning / activities that neither Anaesthesia / Intensive Care / Pain related will be regarded as Non-Anaesthesia related. A cap of 15 CME/CPD points will be imposed over the 3-year CME/CPD cycle.

### **Documentation of CME/CPD activities**

- 24 Fellows shall submit their accreditation points on the prescribed form to the College CME/CPD Subcommittee every twelve months, i.e. in January or July whichever is the anniversary for the Fellow's CME/CPD cycle. The date of submission for all Fellows will be January when mandatory CME/CPD begins.
- 25 The CME/CPD points accumulated by Fellows will be reviewed annually. Fellows with twenty or more points less than the pro-rated minimum for the period under review will be reminded, i.e. a reminder will be issued if they have earned a total of less than 10 points in the first year and less than 40 points in the first two years of their three year cycle.

### **Certification of satisfactory CME/CPD activity level**

- 26 Fellows who accumulate more than the required minimum credit points are eligible for the issue of a Certificate from the Academy to certify that they have achieve a satisfactory level of CME/CPD activity over the period of review. A fee may be levied for the issue of such a certificate to cover administrative costs and the fee is to be determined by Council of the Academy from time to time.

## **Exemptions**

### **27.1 Retired from Active Practice (Do not apply to members)**

- a) The Academy will consider application for CME/CPD exemption from a Fellow only if he has formally submitted a written declaration to the Academy/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 the minimum number of accreditable 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 fulfill the CME/CPD requirements as aforementioned, he will lose his status as retired Fellow and his Fellowship will be suspended accordingly.

### **27.2 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” provide a sick leave of at least 6 months has been formally granted within 3-year cycle (pro-rata count may apply in case the cycle is less than 3 years).
- c) Partial exemption will be considered on 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 for CME/CPD in that cycle, while pro-rata count of CME/CPD requirement will be applied to the period(s) during which the Fellows are in active practice.

## **Non-compliance**

### **27.3 Non-compliance That Is Remediable**

- a) A Fellow must:
  - i) have achieved not less than two-thirds of the required number of points for a cycle; OR

- ii) be certified to have suffered from a medical condition which Council considers as a reasonable cause for the CME/CPD non-compliance. The Academy may, at its discretion, accept other conditions if supported by the College 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 Education Committee and Academy Council.
- d) The remedial programme must be finished within the time specified by the 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.

#### 27.4 Non-compliance That Is Not Remediable

For Fellows who have obtained less than two-thirds of the required points for 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".

### **Certification for Specialist Registration**

- 28.1 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.
- 28.2 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.
- 28.3 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 the minimum number of creditable CME/CPD points for one CME/CPD cycle counting back from the date of application for certification.
- 28.4 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.

### **EXPLANATORY NOTES TO THE CONTINUING MEDICAL EDUCATION (CME) PROGRAMME DOCUMENT**



Section	Term/Item	Explanation
1	Continuing Medical Education (CME) activities and Continuous Professional Development (CPD)	CME/CPD activities shall be at postgraduate post-Fellowship level for the maintenance and improvement of professional standards.
7.3	Minimum CME/CPD points in the three-year cycle	There is a minimum requirement of ninety (90) CME/CPD points for the three year cycle but no minimum requirement for <i>annual CME/CPD</i> points. CME/CPD points may be accrued from year to year within the same three-year cycle. Points gained over and above the <i>annual average of 30 CME/CPD points</i> being countable towards the final CME/CPD points in that same three-year cycle. Deficits in one year may be made up in a later year within the same three-year cycle period.
8.1	Speaker or presenter at FCAAs	Normally this means a presenter giving a presentation of one hour in duration at an FCAA. Five (5) CME/CPD points are awarded for each hour of presentation. Speakers/presenters giving less than a one-hour presentation will be considered <b><i>pro rata</i></b> with one CME/CPD credit point given for each twelve minutes of presentation.
8.1	Chairman of FCAAs	The chairman of an FCAA, other than hospital departmental meetings or equivalent programmes, will be awarded five (5) CME/CPD points only when the chairman is contributing by more than just an introduction of the speakers and chairing the post-presentation discussions, e.g. a review of the contents of the presentations of the meeting with relevant commentary on the topic(s).
8.1	Panelist at FCAAs	Panelists are major contributors to an FCAA, other than hospital departmental meetings or equivalent programmes, involving multiple speakers on a subject and are expected to gain five (5) CME/CPD points for every hour of participation "on platform". Participation of less than one hour "on platform" will be accredited <b><i>pro rata</i></b> .

8.2	Teaching in formal non-bedside didactic post-graduate Courses	Normally only participation in formal courses (refresher or otherwise) organized by the College or Society of Anaesthetists of Hong Kong is acceptable. Participation in courses conducted by other Academy Colleges or organizations may be considered but needs prior approval from the College
8.3	Examiner at College examinations	An examiner may be one (a) setting and marking written questions; (b) participating in oral examinations; (c) <b>setting up</b> OSCE stations <b>and assessing candidates</b> in these examinations.
8.5	Presentation of abstracts or papers at FCAAs	Orally presented abstracts or papers must be the result of research work by the presenter and the other authors to gain CME/CPD points under this category. Poster presentation at FCAA meetings are included under this category.
8.7	Quality Assurance (QA) Reports	QA Reports are papers presenting results of QA activities.
8.9	Reviewing manuscript for non-indexed journals or academic institutions	Manuscripts, such as research papers for non-indexed medical journals, research grant application or thesis/dissertation towards higher post-graduate qualifications for Colleges or Universities, may be considered eligible for CME/CPD points.
9	Passive (receptive) participation in FCAAs	The minimum countable duration of receptive participation is half an hour and may attract half a point for each half hour of attendance.
11	Scientific meetings	Scientific meetings which are considered acceptable for CME/CPD points are those so indicated by the HK College of Anaesthesiologists and the Society of Anaesthetists of Hong Kong in the publicity material for these meetings. Scientific meetings of the Academy, other Academy Colleges or organizations need to be approved as FCAAs under the relevant Guidelines of the CME/CPD Subcommittee.
12	Formal College Approved Activity (FCAA)	<ul style="list-style-type: none"> <li>• CME/CPD activity is only countable for CME/CPD points if they have <b>prior approval</b> of the College as FCAA</li> </ul>

activity.

- Hospital departments approved for post-graduate training may organize FCAAs but **not all components of departmental meetings are suitable for CME/CPD accreditation** -- the nature and contents of such meetings will need to be considered. Hospital departments need to indicate the CME/CPD creditable components of their departmental meetings and submit their meeting programmes to the CME/CPD Subcommittee according to the relevant Guidelines of the CME/CPD Subcommittee.
- CME meetings must have at least five participants to be considered for accreditation.
- Meetings **solely** for the purpose of pre-Fellowship trainee education are not suitable for award of CME/CPD points.
- CME/CPD meetings must be **well publicized** and **open for College vetting**.

13	Publications	These must be material that has not been previously used to claim for CME/CPD accreditation whether in published form, or presented in abstract or poster form (either in writing or orally).
16	Self study programme	A self study programme is a <b>structural</b> self study activity which may consist of single or multiple components.

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