

**HKCEM**  
**CME/CPD**

**A Objectives**

1. To ensure Fellows are engaged in professional development endeavours directed at enhancing the quality of specialty service and care to our patients
2. To provide standard documentation for Fellows to demonstrate their participation in professional development activities for purposes such as licensure or privileges to practice.

**B The Cycle**

1. A cycle of CME/CPD assessment shall consist of 3 years.
2. The HKAM plans to start the CME/CPD cycles of all Academy Fellows afresh with effect from 1 Jan 2005. Hence all current Fellows will have the same starting and ending dates of their cycles.
3. Newly admitted fellows will commence their first cycle immediately upon their admission to Academy Fellowship; and the required CME points for the first cycle (which may be less than 3 years) will be counted on pro-rata basis. Subsequent cycles will be at 3-yearly intervals thereafter with the same starting and ending dates as the other Fellows.
4. The Medical Council of Hong Kong is proposing for a mandatory linkage of CME/CPD to renewal of practicing certificate of all Academy Fellows. Subject to its final approval, the renewal of practicing certificates will be integrated into the CME/CPD cycle.
5. The College should report to the Education Committee of the Academy any Fellow of the Academy who fails to comply with CME/CPD requirements at the end of the cycle. The Education Committee of the Academy should then consider sanction.

**C Main Categories of CME/CPD activities**

- 1) Formal College Approved Activities (FCAA)
  - A) Measurement of CME points in FCAA
    - a) One point of CME/CPD activity is equivalent to one hour of passive participation 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) No single FCAA can earn more than 20 points (passive + active participation).
- e) Active participation refers to the scenario when a Fellow is either 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.
  - maximum of 60 points awarded to active participation of FCAA in one 3-year CME/CPD cycle.

B) Examples of accredited FCAA:

- Clinical Governance and Evaluation of Patient care
  - M&M meetings
  - Clinical review and audits
  - Grand Rounds
  - Activities that examine and evaluate the clinical care of patients
- Clinical Knowledge and Skills
  - Conferences
  - Workshops (revision & development of new clinical techniques)
  - Courses
  - Journal clubs
  - Didactic lectures
  - Case conferences
- Activities for Improvement of Patient Cares
  - Participation in learning/activities that enhances the ability to practise

clinical skills, patient management and cares, e.g.

- information technology
- skills laboratory learning
- virtual reality learning
- Personal Professional Development
  - Attending courses leading to post-graduate qualifications (Certificate, Diploma, Degree Courses)
  - Attending courses for Interpersonal and Communication Skill Training
- Research
  - Participation in research activities
  - Development of new services and technology
- Undergraduate and postgraduate teaching activities may NOT be accepted as CME/CPD activities.

## 2) 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.
- 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.
- 10 points awarded to first author publication; 5 points to other authors
- maximum of 60 points awarded to publications in one 3-year CME/CPD cycle

## 3) Examination

- Examiners in specialist examinations
- 10 points awarded to examiners in College Specialist examinations.
- Maximum of 30 points awarded to examiners in one 3-year CME/CPD cycle

## 4) Self study

- 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 awarded to one hour of self-study.
- Maximum of 30 points awarded to self-study in one 3-year CME/CPD cycle

## **D Maximum Number of Accreditable Hours**

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

### **E Minimum Requirements for a CME/CPD Cycle**

- The College recommends that the minimum number of Points to be achieved in one single CME year is 15 points.
- The minimum CME/CPD requirement is 90 Points in a 3-year cycle.

### **F Non-compliance**

1. Non-compliance that is remediable
  - a) A Fellow must:
    - i) have achieved not less than 60 points within the cycle; OR
    - ii) be certified to have suffered from a medical condition which the Academy Council 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 College Education Committee and Academy Council.
  - e) The remedial programme must be finished within 12 months from the end of the cycle concerned.
  - f) The deficit of CME scores in the previous cycle should be earned in the first year of the new CME cycle in addition to the minimum 15 CME points required for that first year of the new cycle.
  - g) 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 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”.

## **G 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 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.

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) When a Fellow 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.

## **H 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 have obtained at least 40 CME/CPD points in the first year of his resumed cycle.
- 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 the minimum number of accreditable CME/CPD points for one CME/CPD cycle, i.e. 90 CME/CPD points, counting back from 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.