

**THE HONG KONG COLLEGE OF EMERGENCY MEDICINE**

**CME ACTIVITY GUIDE**

## **CONTENTS**

### **( I ) The CME Programme**

1. Objective of CME
2. Supervision of CME
3. The CME Cycle
4. Measurement of CME Activities
5. Accreditable CME Activities
6. Non-accreditable Activities
7. Maximum number of Accreditable Hours
8. Minimum CME Requirements
9. Appeal
10. Appendix

### **( II ) Reporting of CME Scores**

1. Systems For Reporting of CME Scores By Individual Fellows
2. Report By Organisers of Accredited CME Activities
3. Reporting of Participation in Activities Which Have Not Received Prior Accreditation

### **( III ) Logging Of CME Programmes Of Fellows**

1. The CME Requirements
2. Central Logging of CME Programmes Of Fellows By the CME Subcommittee
3. Reminder to Fellows who have fallen behind schedule
4. Failure of Fellows in Completing their CME Cycle

### **( IV ) Accreditation Of CME Activities**

1. Self -study
2. Formal College Approved Post-graduate Meetings
3. Publications
4. Quality Assurance
5. College and Academy Activities

### **( V ) Completion of CME Cycle & New CME Cycle**

1. Completion of CME Cycle
2. New CME Cycle

## **(I) The CME Programme**

### 1. Objective of CME

- 1.1 The purpose of CME is to keep Academy Fellows informed and up-to-date, and to maintain a high standard of professional practice

### 2. Supervision of CME

- 2.1 The CME programme established by the Hong Kong College of Emergency Medicine (HKCEM) is subject to approval by the Education Committee of the Hong Kong Academy of Medicine (HKAM), and subsequent changes must also be approved by the same authority.
- 2.2 All issues related to CME will be managed by the CME Subcommittee (under the Education Committee) of the HKCEM. The duties of the CME Subcommittee include:
  - 2.21 Monitoring the CME programme and system;
  - 2.22 Accepting activities which can be recognised for the purpose of CME;
  - 2.23 Awarding CME points to the accepted CME activities;
  - 2.24 Supervising and keeping record of CME points for CME activities of Fellows.
- 2.3 Participants of the CME programme must be registered Fellows with the HKCEM.
- 2.4 All Fellows of the College who are also Fellows of the HKAM must fulfill the full requirements of the CME programme by the end of each CME cycle.
- 2.5 Academy Fellows who have failed to comply with the CME requirements of the HKCEM by the end of the cycle would be reported to the Education Committee of Academy of Medicine. This Committee may recommend to the HKAM Council the suspension of a Fellow who has failed to comply with CME requirement by the end of each cycle unless the Committee is satisfied that there are relevant and exceptional circumstances; and that the shortfall can be remedied within an acceptable time.

### 3. The CME cycle

- 3.1 A cycle of CME assessment shall consist of three years.
- 3.2 The cycle commences within six months after a Fellow of HKCEM is admitted. Normally, the cycles start on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. The date of commencement for each Fellow will be recorded. A new cycle commences at the conclusion of the previous cycle.

#### 4. Measurement of CME Activities

- 4.1 The accreditation of CME points to a particular Education Activity will be decided by the CME Subcommittee of the Hong Kong College of Emergency Medicine (HKCEM). Each Education Activity will be considered on an individual basis although the following guidelines will usually be adopted:
- 4.11 One CME point is generally equivalent to one hour of passive participation in a Formal College Approved Postgraduate Meeting (FCAPM).
- 4.12 Extra points (in addition to passive participation) may be awarded for active participation of FCAPM. Active participation is when a Fellow is either chairing or presenting in a FCAPM. No more than 2 points for Chairman, 3 points for Presenter if no collection or analysis of data is involved and 6 points for Presenter if collection or analysis of data is involved may be accredited in addition to passive participation.
- 4.13 Only a certain proportion of the whole postgraduate meeting organised by other Academy Colleges or other academic / education bodies may be recognised as CME creditable by the HKCEM depending on the relevance of the activity to the field of Emergency Medicine. Normally, the number of creditable CME points will be calculated as percentage of the whole activity that is relevant to Emergency Medicine.
- 4.14 There is generally a ceiling to the maximum CME points that a particular FCAPM can be accredited.
- No single FCAPM can earn more than 20 CME points (For passive participation together with active participation)
  - A maximum of 3 points for a half-day programme
  - A maximum of 6 points for a whole day programme
  - A maximum of 12 points for programme lasting two or more days
- 4.2 Apart from activities documented by the current approved list issued by the College, organising bodies of Postgraduate Meeting should normally seek prior approval for CME accreditation of their activities from the CME Subcommittee of the HKCEM at least 14 working days prior to the activity taking place.
- 4.3 Each Fellow is responsible for collecting documentary proof of his / her CME points to be forwarded to the College at the appropriate time for CME point accrual.

#### 5. Creditable CME Activities

## 5.1 Self Study

- 5.11 Self study is accepted as a form of CME.
- 5.12 Self study is only accredited if there is prior approval from the HKCEM, and with the necessary evidence that it has been carried out diligently, such as the provision of an answer sheet to some questions or a summary of no less than 100 words per article read / video subject or an hour of self study.
- 5.13 CME Point Allocation
- 1 hour of pre-approved self study or pre-approved self-study of one article / video subject is awarded 1 CME point.
  - A maximum of 30 CME points may be earned in each 3-year CME cycle through self study.

## 5.2 Passive Participation of Postgraduate Educational Activities

- 5.21 This includes participation of the Fellow in FCAPM (e.g. talks, lectures, seminars or presentations) as a listener.
- 5.22 The College accepts approved local, regional, or international scientific meetings, conferences, workshops, update courses, postgraduate lectures and teach-ins, seminars and special College educational function for CME accreditation.
- 5.23 The College also accepts approved practice-related activities in hospital or institution such as case conferences, X-ray meetings, seminars, journal clubs and audio-visual viewing sessions for CME accreditation.
- 5.24 CME Point Allocation
- One point per hour as passive audience participation
  - A maximum of 3 points for a half-day programme
  - A maximum of 6 points for a whole day programme
  - A maximum of 12 points for programme lasting two or more days

## 5.3 Active Participation of Postgraduate Educational Activities

- 5.31 Active Participation is when a Fellow is either chairing or presenting in a FCAPM.
- 5.32 The College accepts approved local, regional, or international scientific meetings, conferences, workshops, update courses, postgraduate lectures and teach-ins, seminars and special College educational function for CME accreditation.
- 5.33 CME Point Allocation

- Extra points are awarded in addition to passive participation, for active participation of FCAPM (except intra-departmental meeting).
  - A maximum of 2 points for chairing a single meeting
  - A maximum of 3 points in a single meeting for presenter if no collection or analysis of data is involved
  - A maximum of 6 points in a single meeting for presenter if collection or analysis of data is involved
- 3 points / hour as teacher / trainer in formal, non-bedside didactic post-graduate course or hands-on clinical course. The course must have prior approval of the College CME Subcommittee which also determines the number of CME points that may be earned. A maximum of 10 points / course may be earned. Maximum of 20 points for teaching of more than one class of the same course within one CME year.
- A maximum of 60 CME points may be earned per 3-year CME cycle through active participation of postgraduate educational activities

#### 5.4 Publications

5.41 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.

5.42 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.

#### 5.43 CME Point Allocation

- Ten points are awarded to each Academy Fellow for any single publication as the first author.
- 5 points are awarded to each Academy Fellow for any single publication as secondary author (Only first 6 authors can be accredited).
- Each Academy Fellow may not earn more than 60 points in 3-year CME cycle with publications.

#### 5.5 Quality Assurance (QA)

5.51 Quality Assurance activity in itself does not attract CME points. However, the HKCEM may award points for the presentation or production of Quality Assurance reports in FCAPM.

#### 5.52 CME Point Allocation

- 3 points for presentation or production of QA reports in FCAPM.
- A maximum of 30CME points may be earned per 3-year CME cycle through QA activities.

## 5.6 College and Academy Activities

5.61 The participation as an examiner in College examinations will earn CME points, and points are awarded for a single examination.

### 5.62 CME Point Allocation

- 10 points are awarded for a single examination
- A maximum of 30 CME points may be earned per 3-year CME cycle through acting as examiner in College examinations.

## 6. Non-accreditable Activities

### 6.1 Research

6.11 Research activity in itself does not attract any CME Points. However, CME Points may be accredited for its publication in HKCEM accepted publications as mentioned in section 5.4 above.

### 6.2 Development of New Technologies or Services

6.21 The development of new services and technologies cannot in themselves attract CME points.

### 6.3 Undergraduate Teaching

6.31 Undergraduate teaching does not attract any CME points.

### 6.4 Postgraduate Teaching

6.41 Postgraduate teaching activities, other than those already counted under passive and active participation, do not attract CME points.

## 7. Maximum number of Accreditable Hours

7.1 No single FCAPM can earn more than 20 points (For passive participation together with active participation).

7.2 Maximum CME point accrual for one single year should not exceed 60 points.

## 8. Minimum CME Requirements

8.1 The minimum CME requirements is 90 CME points in a 3-year-cycle.

8.2 The HKCEM recommends each Academy Fellow to earn a minimum of 15 CME points each year. If an Academy Fellow earns below 15 CME points at the end of a one year period, the College will send a reminder to the Academy Fellow concerned. If the Academy Fellow falls behind the schedule in 2 consecutive years, the College will undertake to investigate the underlying reason and try to assist the Academy Fellow in fulfilling the remaining CME requirement for that cycle.

## 9. Appeal

9.1 The Appeal Committee of the HKCEM will handle appeals, problems and disputes arising from the CME programme.

## 10. APPENDIX

<b>Type Of Activities</b>	<b>CME Points</b>	<b>Details / Examples of CME Activities</b>	<b>Minimum / Maximum point / yr</b>
Self Study	<ul style="list-style-type: none"> <li>1 pt = 1 hr or 1 article read / video subject</li> </ul>	<ul style="list-style-type: none"> <li>Prior approval needed</li> <li>Evidence of self study needed</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of 30 pts / 3 yr</li> </ul>
Formal College Approved Post-graduate Meeting (FCAPM)	<ul style="list-style-type: none"> <li>Maximum of 20 pts / FCAPM (For passive participation plus active participation)</li> <li>Maximum 3 pts / half-day programme</li> <li>Maximum 6 pts / whole day programme</li> <li>Maximum 12 pts / programme &gt; = 2 days</li> <li>A FCAPM may be partially accredited depending on the degree of relevance</li> <li>1 pt / hr passive participation</li> <li>Additional pts for active participation <ul style="list-style-type: none"> <li>Max 2 pts for chairman in single meeting</li> <li>Max 3 pts for presenter in single meeting</li> <li>Max 6 pts for presenter in single meeting if data collection or analysis involved</li> </ul> </li> <li>3 pts/hr as trainer in preapproved formal, non bedside didactic postgraduate course or hands-on clinical course. Max 10 pts / course. Maximum 20 pts for teaching of more than one class of the same course within one CME year.</li> </ul>	<ul style="list-style-type: none"> <li>Recent Advances Seminars by HKCEM</li> <li>Inter-hospital Case Conference by HKCEM</li> <li>Quarterly Scientific Meeting by HKCEM</li> <li>Management Seminars by HKCEM</li> <li>Intra-departmental Clinical Meetings</li> <li>Inter-departmental Clinical Meetings</li> <li>Regional &amp; International Conferences</li> <li>Related academic meetings organised by other Colleges</li> <li>Approved training courses <ul style="list-style-type: none"> <li>Advanced Cardiac Life Support</li> <li>Advanced Trauma Life Support</li> <li>Paediatric Advanced Life Support</li> <li>Advanced Paediatric Life Support</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Max 60 pt / 3 yr for active participation</li> </ul>

Approved Publications	<ul style="list-style-type: none"> <li>• 10 pts / single approved publication as first author</li> <li>• 5 pts / single approved publication as secondary author (Only first 6 authors can be accredited)</li> </ul>	<ul style="list-style-type: none"> <li>• Text book ( or thesis)</li> <li>• Indexed journals <ul style="list-style-type: none"> <li>• Journal of Accident &amp; Emergency Medicine (UK)</li> <li>• Emergency Medicine (Australia)</li> <li>• Annals of Emergency Medicine</li> <li>• Other indexed journals</li> </ul> </li> <li>• Journals by the Academy or its constituent Colleges <ul style="list-style-type: none"> <li>• HK Journal of Emergency Medicine</li> <li>• Journals by other Colleges</li> </ul> </li> <li>• Other publications with PRIOR agreement by the HKCEP</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 60 pts / 3 yr with publication</li> </ul>
Quality Assurance Activities	<ul style="list-style-type: none"> <li>• No CME pts for Quality Assurance activity itself</li> <li>• 3 pts for presentation or production of QA reports in FCAPM</li> </ul>		<ul style="list-style-type: none"> <li>• Max 30 pts / 3 yr</li> </ul>
Research Activities	<ul style="list-style-type: none"> <li>• No CME pts for research activity itself</li> <li>• CME pts may be accredited for approved publication</li> </ul>		
College & Academy Activities	<ul style="list-style-type: none"> <li>• 10 pts / single examination as examiner</li> </ul>		<ul style="list-style-type: none"> <li>• Max 30 pts / 3 yr as examiner</li> </ul>
Development of New Technologies or Services	<ul style="list-style-type: none"> <li>• No CME pts</li> </ul>		
Undergraduate Teaching	<ul style="list-style-type: none"> <li>• No CME pts</li> </ul>		
Postgraduate Teaching	<ul style="list-style-type: none"> <li>• No CME pts except for Postgraduate Meetings approved by the College (FCAPM)</li> </ul>		

- Maximum CME point accrual for one single year should not exceed 60 points
- The minimum CME requirements is 90 CME points in a 3-year cycle
- The HKCEM recommends each Academy Fellow to earn a minimum of 15 CME points each year

## ( II ) Reporting Of CME Scores

### 1. Systems For Reporting of CME Scores By Individual Fellows

1.1 It has been decided by the CME Subcommittee of the HKCEM that individual Fellow can report their CME scores through either one of the following pathways although Fellows working in various hospitals are highly recommended to report through the pre-designated Hospital CME Coordinator of their department in order to smooth out the process.

#### 1.11 Submission through pre-designated Hospital CME Coordinator (HCC)

- Fellows to report their CME scores to their HCC regularly with document proof of their scores such as attendance certificates
- HCC to verify the scores and keep continual records
- HCC to submit to CME Subcommittee of HKCEM half-yearly the records of their colleague Fellows with the document proof

#### 1.12 Submission on individual basis

- Individual Fellow to keep record of their own CME scores and document proof
- Submit to the CME Subcommittee of the HKCEM half-yearly during their CME cycle

### 2. Report By Organisers of Accredited CME Activities

2.1 Organisers of Accredited CME Activities are required to keep attendance records of their activities and to submit verified copy to the CME Subcommittee after their completion. The attendance record will be used as a means of cross-verification of CME reporting by individual Fellows.

2.2 Organisers of Accredited CME Activities are also required to issue attendance certificates to participants on request so as to facilitate CME reporting by individual Fellows. The certificate should contain information on the number of awarded CME points and whether it is a result of passive or active participation or both.

### 3. Reporting of Participation in Activities Which Have Not Received Prior Accreditation

3.1 Fellows who intend to participate in activities which have not received prior accreditation may apply to the CME Subcommittee in writing for recognition and CME Scores awarding. However, such application must be made before the education activity actually takes place.

- 3.2 Such applications will be considered in individual basis. It is the responsibility of the applying Fellows to submit enough information about the activities in their application and also evidences of their completion of the activities after they have attended the activities.

### **( III ) Logging Of CME Programmes Of Fellows**

#### **1. The CME Requirements**

- 1.1 All Fellows of the College who are also Fellows of the HKAM must fulfill the full requirements of the CME programme by the end of each three-year CME Cycle.
- 1.2 The minimum CME requirements is 90 CME points in a three-year cycle.
- 1.3 The maximum CME point accrual for one single year should not exceed 60 points.
- 1.4 The HKCEM recommends each Academy Fellow to earn a minimum of 15 CME points each year.
- 1.5 For the full approved CME Programme, please refer to Section I (The CME Programme) above.

#### **2. Central Logging of CME Programmes Of Fellows By the CME Subcommittee**

- 2.1 The CME Subcommittee of the HKCEM is continually keeping record of all Fellows. Each Fellow is responsible for collecting documentary proof of his / her CME scores to be forwarded to the CME Subcommittee of the college at half-yearly interval for CME point accrual.
- 2.2 The central record contains information on personal particulars, the commencement date of the CME Cycle of each Fellow together with the scores in the various categories such as Active / Passive participation in Post-graduate Meetings, Publications, College and Academy Activities, and pre-approved self study.
- 2.3 The central record will only be used for purpose of monitoring of the CME programme of Fellows.
- 2.4 Individual Fellow may apply to the CME Subcommittee for review of his / her own central CME record.

#### **3. Reminder to Fellows who have fallen behind schedule**

3.1 If a Fellow earns below 15 CME points at the end of a one year period, the CME Subcommittee will send a reminder to the Fellow concerned.

3.2 If a Fellow falls behind the schedule in 2 consecutive years, the College will undertake to investigate the underlying reason and try to assist the Fellow in fulfilling the remaining CME requirement for that cycle.

4. Failure of Fellows in completing their CME Cycle

4.1 Fellows who have failed to comply with the CME requirements of the HKCEM by the end of the cycle would be reported to the Education Committee of Academy of Medicine. This Committee may recommend to the HKAM Council the suspension of a Fellow who has failed to comply with CME requirement by the end of each cycle unless the Committee is satisfied that there are relevant and exceptional circumstances; and the shortfall can be remedied within an acceptable time.

**( IV ) Accreditation Of CME Activities**

1. Self-study

1.1 Self study is only accredited if there is prior approval from the HKCEM, and with the necessary evidence that it has been carried out diligently, such as the provision of an answer sheet to some questions or a summary of no less than 100 words per article read / video subject or an hour of self study.

1.2 In order to earn CME scores through self-study, a Fellow has to apply for prior approval by the CME Subcommittee in writing together with information on the educational materials that he / she intends to study and his / her proposed evidence that the study will be diligently carried out.

1.3 Each application for self-study will be considered separately and a letter of either approval or disapproval will be issued by the CME Subcommittee.

1.4 For details on CME Point allocation, please refer to section 5.13 of the CME Programme.

2. Formal College Approved Post-graduate Meetings

2.1 For both Passive and Active participation, the College accepts approved local, regional, or international scientific meetings, conferences, workshops, update courses, postgraduate lectures and teach-ins,

- seminars and special College educational function for CME accreditation.
- 2.2 For Passive participation only, the College also accepts approved practice-related activities in hospital or institution such as case conferences, X-ray meetings, seminars, journal clubs and audio-visual viewing sessions for CME accreditation.
  - 2.3 The accreditation of CME points to a particular education activity will be decided by the CME Subcommittee of the Hong Kong College of Emergency Medicine (HKCEM). Each education activity will be considered on an individual basis depending on the degree of relevance of the activity to Emergency Medicine and the standard of the activity.
  - 2.4 Application for accreditation of regularly-conducted educational activities such as biweekly Intra-departmental or Intra-hospital educational activities is submitted to the CME Subcommittee in advance. It is the responsibility of the Hospital CME Coordinator to ensure that subsequent sections of the accredited activities will be held in the manner as specified in the original application. Any subsequent change in the amount of the activities as well as the nature, duration and other significant aspects of the activities should be reported to the CME Subcommittee immediately.
  - 2.5 Apart from activities documented by the current approved list issued by the College, organising bodies of Postgraduate Meeting should normally seek prior approval for CME accreditation of their activities from the CME Subcommittee of the HKCEM at least 14 working days prior to the activity taking place.
  - 2.6 For details on CME Point allocation, please refer to sections 5.24 and 5.33 of the CME Programme.

### 3. Publications

- 3.1 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.
- 3.2 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.
- 3.3 For details on CME Point allocation, please refer to section 5.43 of the CME Programme.

### 4. Quality Assurance

- 4.1 Quality Assurance activity in itself does not attract CME points. However, the HKCEM may award points for the presentation or production of Quality Assurance reports in FCAPM.
- 4.2 For details on CME Point allocation, please refer to section 5.52 of the CME Programme.

5. College and Academy Activities

- 5.1 The participation as an examiner in College examinations will earn CME points, and points are awarded for a single examination.
- 5.2 For details on CME Point allocation, please refer to section 5.62 of the CME Programme.

**( V ) Completion of CME Cycle and New CME Cycle**

1. Completion of CME Cycle

- 1.1 A Cycle of CME assessment shall consist of three years.
- 1.2 The cycle commences within six months after a Fellow of HKCEM is admitted. Normally, the cycles start on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. The date of commencement for each Fellow will be recorded.
- 1.3 A certificate of completion of a CME Cycle will be issued by the CME Subcommittee after proper completion of a three-year CME Cycle by a particular Fellow.

2. New CME Cycle

- 2.1 A new cycle commences immediately at the conclusion of the previous cycle.