

The Hong Kong College of Obstetricians and Gynaecologists

Principles and Guidelines on Continuing Medical Education (CME) and Continuous Professional Development (CPD)

Effective from 1 January 2008

1. Objective of CME/CPD

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

2. Supervision of CME/CPD

- a) The CME/CPD programmes established by the Hong Kong College of Obstetricians and Gynaecologists (HKCOG) must be defined and approved by the Education Committee of the Academy.
- b) Any changes to established CME/CPD programmes require the approval of the Education Committee of the Academy.
- c) The Academy will ensure compliance with CME/CPD requirements by imposing sanctions, which may include suspension of Academy Fellowship.
- d) Academy Fellows, residing in Hong Kong or overseas, must fulfill the full requirements of the CME/CPD programme by the end of each cycle. Academy Fellows holding multiple Fellowships under different Colleges must fulfill requirements for each of these Fellowships.
- e) Academy Fellows must respond to call for CME/CPD returns from Academy/College, and submit all returns with required proof within the defined period of time.
- f) Academy 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 HKCOG.
- g) All notices sent to the address last provided by an Academy Fellow to the Academy/College will be deemed to have been received by that Academy Fellow, and it is the responsibility of a Fellow to update the Academy/College of his contact address whenever it is changed.
- h) The Education Committee of the Academy may recommend to the Council of the Academy the suspension of an Academy 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 with an acceptable time.

3. The Cycle

- a) A cycle of CME/CPD assessment shall consist of 3 years.
- b) The CME/CPD cycle will be synchronised with the duration of practising certificates, and

fixed cycles will be adopted once the Medical Council of Hong Kong have implemented linking of CME/CPD to the renewal of practising certificates. Once synchronisation is implemented, Academy Fellows will commence their first cycle immediately upon their admission to Academy Fellowship; and the required CME/CPD points for the first cycle will count on pro-rata basis.

- c) The HKCOG will 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 will then consider sanction.

4. Measurement of Activities

A Point of CME/CPD activity is equivalent to one hour of participation in a Formal College Approved Activity (FCAA).

A minimum of 1 hour scheduled time is necessary for an activity to be considered for accreditation as CME activity. The first hour is awarded 1 CME point. Half (1/2) a point is awarded for each subsequent completed half hour.

The HKCOG will decide the number of points to be awarded to activities that normally cannot be accredited on time basis.

5. Accredited CME/CPD Activities

5.1 Self-study

- a) Self-study is accepted as a form of CME/CPD.
- b) One hour of self-study is ordinarily awarded 1 Point.
- c) Self-study is only accredited with prior approval from the HKCOG, and with the necessary evidence that it has been carried out diligently.
- d) No more than 20 Points per year can be awarded to each Academy Fellow from O&G related self-study.
- e) Non-O&G related self-studies accepted by the HK Academy of Medicine or HKCOG are recognized. No more than 5 Points per year can be awarded to each Academy Fellow for all non-O&G related activities, including passive participation in meetings and self-studies.

5.2 Passive Participation

One hour of Passive Participation at a FCAA is ordinarily accepted as the basic unit of CME/CPD (1 Point).

- a) CME points have to be applied before the activities are held, and the activities must be announced to all Fellows in reasonable interval. Although there may be a limit to the total number of participants (related to physical constraints of the venue), the meeting should be open to all Academy Fellows.

- b) The CME/CPD Committee represents the HKCOG in decisions about award of CME points. The CME/CPD Committee judges according to her understanding about the level of expertise and audience targeted. There is no limit on the number of attendants or venue.
- c) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.
- d) No more than 75 Points can be awarded to each Academy Fellow for passive participation in each CME/CPD cycle.

5.3 Active Participation

- a) Active Participation is when an Academy Fellow is presenting in a FCAA.
- b) Active Participation is awarded 3 Points for each presentation irrespective of the duration of the presentation. A maximum of 30 Points may be earned each year through active participation.

5.4 Publications

- a) No more than 10 Points can be awarded to each Academy Fellow for any single publication.
- b) Other than text books (thesis will be regarded as text book), papers in indexed journals or journals published by the Academy or its constituent Colleges, no other publication can be allowed any Points unless agreement from the HKCOG has been obtained prior to publication.
- c) Each Academy Fellow may not earn more than 20 points with publications each year.
- d) No more than two Academy Fellows are allowed to claim points for each case report or letter to editor.
- e) Each chapter of a textbook is considered as one publication.
- f) The CME/CPD Committee should decide on awarding of points to other publications in special conditions.

5.5 Research

Research activities are accepted as a form of CME/CPD.

- a) The Academy Fellow states clearly the purpose, design and expectations of the research project and number of points applied.
- b) Points are awarded at acceptance of a research protocol.
- c) No more than 3 Points can be awarded to the principal investigator. No more than 1 Point can be awarded to other investigators.
- d) No more than 6 Points per year can be awarded to Academy Fellow for research.

- e) The CME/CPD Committee may monitor the progress of a program and the Points awarded may be altered accordingly.

5.6 Development of New Technologies or Services

The development of new services and technologies is accepted as a form of CME/CPD.

- a) The Academy Fellow states clearly the purpose, design and expectations of the new technologies or services and number of points applied.
- b) Points are awarded after implementation of new technologies or services.
- c) No more than 3 Points can be awarded to the principal designer. No more than 1 Point can be awarded to other co-workers.
- d) No more than 6 Points per year can be awarded to Academy Fellow for the development of new technologies or services.
- e) The CME/CPD Committee may monitor the progress of a program and the Points awarded may be altered accordingly.

5.7 Undergraduate Teaching

Undergraduate teaching may not be accepted as a form of CME/CPD. Consideration can be given to development of teaching material such as PBL cases.

- a) The Academy Fellow may award for development of teaching materials for undergraduate teaching.
- b) No more than 3 Points can be awarded to the each production of teaching material for undergraduate teaching or substantial rewriting of existing materials.
- c) No more than 6 Points per year can be awarded to Fellow for development of teaching material for undergraduate teaching.
- d) The CME/CPD Committee may seek verification from the chairman of the clinical departments and Points to be awarded accordingly.

5.8 Postgraduate Teaching

Postgraduate teaching activities may not be accepted as a form of CME/CPD.

5.9 College and Academy Activities

The participation in HKCOG examinations can be counted for CME/CPD Points:-

- i) Examiners: 10 Points
- ii) Observers: 5 Points
- iii) Attendance to workshops (SOE): 5 Points
- iv) Participation in setting/correcting (SOE) questions: 5 Points

I, ii, iii & iv) will be appointed by the HKCOG.

No more than 10 Points can be awarded for any single examination. An Academy Fellow may not earn more than 20 points each year with examiner activities.

5.10 Quality Assurance and Medical Audits

Quality assurance activities, such as clinical/surgical review and audit, clinical governance, peer review of operative practice, activities that examine and evaluate the clinical care of patients, are accepted as a form of CME/CPD.

- a) The quality assurance activity should be registered in advance to the CME/CPD Committee. The organized meeting should be publicized to all FHKAM(O&G) related to the scope of the activity in reasonable interval.
- b) A standardized form to report about the meeting, together with certification of the meeting by the chief organizer with list of attendants of the meeting.
- c) For self-organized audit activities, 3 points are allocated to each audit activity upon submission of a standardized form together with results of the audit.
- d) No more than 3 Points can be awarded to the principal organizer. No more than 2 Points can be awarded to Academy Fellows presenting in the meeting. One hour of passive participation is ordinarily awarded 1 Point.
- e) No more than 6 Points per year can be awarded to Academy Fellow for quality assurance and medical audits.
- f) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.

5.11 Mortality & Morbidity Meetings

Participation in mortality & morbidity meetings can be awarded CME/CPD points.

- a) Mortality & Morbidity Meetings should be registered in advance to the CME/CPD Committee. The organized meeting should be publicized to all FHKAM(O&G) related to the scope of the activity in reasonable interval.
- b) A standardized form to report about the meeting together with certification of the meeting by the chief organizer with list of attendants of the meeting.
- c) For self-organized audit activities, 3 points are allocated to each audit activity upon submission of a standardized form together with results of the audit.
- d) No more than 3 Points can be awarded to the principal organizer. No more than 2 Points can be awarded to Academy Fellows presenting in the meeting. One hour of passive participation is ordinarily awarded 1 Point.
- e) No more than 6 Points per year can be awarded to Academy Fellow for Mortality & Morbidity Meetings

- f) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.

5.12 Postgraduate Courses

Attending a course leading to post-graduate qualification can be accepted as a form of CME/CPD.

- a) No more than 10 Points per year can be awarded to Academy Fellow attending a course leading to post-graduate qualification related to Obstetrics & Gynaecology.
- b) No more than 10 Points per year can be awarded to Academy Fellow for each course.
- c) The CME/CPD Committee determines the relevance of the course to O&G.

5.13 Development of CME/CPD Materials

Participation in development of CME/CPD materials for self-study or e-learning can be awarded CME/CPD points.

- a) No more than 10 Points per article can be awarded to the Academy Fellow developed a CME/CPD materials for self-study or e-learning.
- b) No more than 10 Points per year can be awarded to Academy Fellow for development of CME/CPD materials for self-study or e-learning. No more than 4 points are given to each Academy Fellow who sets up MCQ questions in each issue.

5.14 Activities for Improvement of Patient Cares

Participation in learning/activities that enhances the ability to practice clinical skills patient management and cares, e.g. information technology, interpersonal and communication skill training, skills laboratory learning, and virtual reality learning can be awarded CME/CPD points.

- a) CME/CPD points may be awarded to Academy Fellows participating activities for improvement of patient care.
- b) One hour of participation in O&G related activities for improvement of patient care is ordinarily accepted as the basic unit of CME/CPD (1 Point).
- c) No more than 5 Points per year can be awarded to Academy Fellow for participating activities for improvement of patient care.
- d) The CME/CPD Committee determines the relevance of the activity to O&G.

5.15 Grand Rounds in Training Units

Participation in accredited grand rounds in training units can be awarded CME/CPD points.

- a) One hour of Participation at a Grand Round is ordinarily accepted as the basic unit of CME/CPD (1 Point)
- b) No more than 3 Points can be awarded to the participation in accredited Grand Round.
- c) No more than 10 Points per year can be awarded to the participation in accredited Grand Round.

6. Maximum Number of Accreditable Hours

No single FCAA can earn more than 30 passive CME/CPD Points.

7. Minimum CME/CPD Requirements for a 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 to each Academy Fellow for passive participation in each CME/CPD cycle.

The HKCOG recommends each Academy Fellow to earn a minimum of 20 points each year.

8. Exemptions

8.1 Retired from Active Practice

- a) The Academy will consider application for CME/CPD exemption from an Academy 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) An Academy Fellow holding multiple Fellowships cannot claim retirement from active practice for one specialty while still practising the other specialties. An Academy Fellow can apply for suspension of an Academy 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 fulfill the CME/CPD requirements as aforementioned, he will lose his status as retired Fellow and his Academy Fellowship will be suspended accordingly.

8.2 Acute/Prolonged Illness and Permanent Disability

- a) An Academy 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 an Academy 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.

9. Non-compliance

9.1 Non-compliance That Is Remediable

- a) An Academy Fellow must:
 - i) has achieved not less than 60 points within the cycle; OR
 - ii) be certified to have suffered from a medical condition which Academy Council consider as a reasonable cause for the CME/CPD non-compliance.

The Academy may, at its discretion, accept other conditions if supported by the College of the Academy Fellow on reasonable grounds.

- b) The Academy 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 HKCOG. 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 Academy Fellow will have to undergo normal and remedial CME/CPD at the same time.

9.2 Non-compliance That Is Not Remediable

For Academy Fellows who have obtained less than 60 points with a cycle without acceptable reasons, a recommendation for Academy 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”.

10. Certification for Specialist Registration

- a) The Academy will inform the Medical Council of Hong Kong, for the purpose of Specialist Registration, if an Academy 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, the Academy Fellow cannot complete his remedial by the deadline set by the Academy.
- c) If an Academy 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.

- d) If an Academy 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.
- e) An Academy 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.

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