



香港醫學會
The Hong Kong Medical Association

FOUNDED IN 1920-INCORPORATED IN 1960 AS A COMPANY LIMITED BY GUARANTEE
MEMBER OF WORLD MEDICAL ASSOCIATION AND CONFEDERATION OF MEDICAL ASSOCIATIONS IN ASIA & OCEANIA

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Application Form for Accreditation of CME Activities

For application and enquiries, please contact the HKMA Secretariat at 2527 8452 or via email at cme@hkma.org

Organizer(s) _____
Name of Function _____
Topic(s) _____
Name of Speaker(s) _____
Date(s) _____
Time _____ (Lecture _____ to _____) (Q&A _____ to _____)
Venue(s) _____
Sponsor(s) (if any) _____
No. of Participants Expected _____ (**I declare the function is open to all doctors, first come-first served**)
Registration/Enquiry Contact (Prof./Dr./Mr./Mrs./Ms./Miss) _____
(Tel. _____ Email _____)
Applicant/Coordinator/Person-in-charge _____ Email/Tel. _____
Authorized Signature(s) _____ Date _____

I declare that I have not submitted the same application to other accreditors of the CME program for non-specialists of the Medical Council of Hong Kong.
There is no need to submit an application for the same function to more than one CME Programme Accreditors because the result of accreditation will be circulated among all the CME Accreditors and Administrators for information and record.
The accredited MCHK CME point(s) will **ONLY apply to practicing doctors who are not taking CME Programme for specialists.**

Points to Note:

- (i) Please submit the following documents together with this application form:
 - A brief Curriculum Vitae of each speaker
 - Lecture substance of each talk/presentation which can be in the form of an abstract/ summary of the lecture and/or the pdf or powerpoint of the presentation file(s)
 - DETAILED Program(s)/ Outline(s) of the above function, including the sessions of Panel Discussion(s), Case Presentation(s), Examination(s), etc.
- (ii) All applications should be submitted **at least 7 working days before the commencement date.** Late applications and/or applications with insufficient information will NOT be processed.
- (iii) Please note that under the CME guideline of the MCHK revised on 6 January 2003, no retrospective accreditation application will be considered for locally-held CME activities which have not been accredited before their commencement date(s).
- (iv) To facilitate documentation of CME participation, please return **ALL Attendance Record Sheets to HKMA, HKAM, HKDU and DH (list of contacts in the attendance record sheet) within 2 weeks** after the function for our process. Please note that **NIL return is required.**
- (v) All information provided will be published in the HKMA CME Online Calendar for all doctors.

Continuing Medical Education Programme for Practising Doctors who are not taking CME Programme for Specialists

Guidelines on Credit Point System

1. Objective of the Programme doctors

The purpose of CME Programme for Practising Doctors who are not taking CME Programme for Specialists is to encourage practising doctors who are not taking CME programme for specialists to keep themselves up-to-date on current developments in medical practice so as to maintain a high professional standard. This programme is based on a “Credit Point System” with credit points awarded for participation in CME activities recognised by the Medical Council.

2. The Credit Point System

2.1 The “Credit Point System” awards credit points in the following categories :

- (a) Active and Receptive CME
- (b) Publications
- (c) Self study

2.2 All doctors registered for certification of their CME activities are required to submit proof of attendance, photocopies of published articles, transcripts of courses taken or documentation of self-study programmes, etc. to the CME Programme Administrators.

2.3 CME Point Allocation

- Two points per hour for active and one point per hour for receptive participation in educational activities
- A maximum of three points for a half day programme
- A maximum of five points for a whole day programme
- A maximum of ten points for a programme lasting two or more days
- Each CME activity claimed can only be accredited credit points under one single CME category

3. Criteria for recognising (or approving) CME activities

3.1 Active and receptive CME

This includes activities in which a registered doctor participates and may include the following :

- (a) Active participation as speaker, chairman, panelist, presenter or passive participation as attendant in any accredited activity (two points per hour for active and one point per hour for passive CME).
- (b) Participation as teacher / trainer / trainee in formal, non-bedside didactic post-graduate course (two points per hour for teacher / trainer and one point per hour for trainee).
- (c) Participation in a hands-on clinical course as trainee in a hospital or clinic (one point per hour up to a maximum of ten points). (*Amended in December 2018*)
- (d) Participation in clinical attachment / teaching in family medicine or primary care provided to medical students as part of the undergraduate medical curriculum of The Chinese University of Hong Kong and the University of Hong Kong (five points per year upon proof of satisfactory completion of the teaching programme from the university). (*Amended in December 2018*)

3.2 Publication

Publication includes papers on public health, clinical and / or academic interest published in professional journals, books and newsletters of professional bodies that have been accredited by the CME Programme Accreditors (two points per publication).

3.3 Self-study

This includes self-study programmes such as self-assessment programmes accredited by local medical organisations, colleges and overseas professional bodies that have been accredited by the CME Programme Accreditors. Credit points of each course will be assessed individually and a maximum of 20 points can be awarded for self-study per year.

3.4 Other criteria

- (a) Activities such as symposia, conferences, scientific meetings, panel discussions, workshops, etc. need to be organised by professional bodies, either local or overseas, and conducted by specialists or experts related to the field.

- (b) Regularly held activities of doctor-groups with attendance of a minimum of five doctors may be recognised as CME activities. These include journal meetings, case presentations, X-ray meetings, clinical pathological meetings, audio-visual viewing sessions and invited talks / presentations.
- (c) Network educational programmes which have received prior approval by accredited professional bodies, organized distance-learning programmes, diploma courses, etc. will be granted credit points upon individual application.