



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

5th Floor, Duke of Windsor Social Service Building, 15 Hennessy Road, Hong Kong  
Tel: (852) 2527 8285 (6 lines) Fax: (852) 2865 0943 E-mail: hkma@hkma.org Website: www.hkma.org  
香港軒尼詩道十五號溫莎公爵社會服務大廈五樓

**Application Form for Accreditation of CME Online Activities**

*For application and enquiries, please contact the HKMA Secretariat at 2527 8452 or via email at [cme@hkma.org](mailto:cme@hkma.org)*

Organizer(s) \_\_\_\_\_

Name of Activity \_\_\_\_\_

Topic(s) \_\_\_\_\_

Name of Speaker(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

Live Session at: Lecture \_\_\_\_\_ to \_\_\_\_\_ & \*Q&A \_\_\_\_\_ to \_\_\_\_\_ (\*Q&A session is compulsory)

Platform (e.g: Facebook, Zoom etc): \_\_\_\_\_

**I declare that:**

- Participating doctors are identified by (please provide method): \_\_\_\_\_
- Participating doctors (delete as appropriate): are required to complete a quiz\* / full participation will be confirmed by (please specify): \_\_\_\_\_ *\*quiz must be attached to this application form, if there will be no quiz, a method to ensure attendance and participation must be specified.*
- Confidentiality and privacy must be observed, and that the teaching materials should be confined to participating doctors who take part in the relevant CME activities.
- The activity is open to all doctors

Sponsor(s) (if any) \_\_\_\_\_

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.
  - Quiz (with passing grade indicated)
- (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 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.

*The Medical Council of Hong Kong*

**CME Programme for Practising Doctors  
who are not taking CME Programme for Specialists –  
Guidelines on Conduct of Online CME Activities  
(with effect from 1 April 2020)**

- (i) The educational outcome of the CME activities should not be compromised with the change of mode of delivery to online means.
- (ii) There should be proper registration procedure and means to verify the identity of participating doctors.
- (iii) There should be proper means to ensure attendance and participation, such as the requirement of completing a quiz with pass mark for CME lectures.
- (iv) There should be a Q&A session for the CME activity.
- (v) Attendance record certified by the CME Programme Providers or other organizers (whose activities have been approved by the CME Programme Accreditors) should be made available after the activity. The CME Programme Administrators should record and pass the CME points to the Medical Council on a yearly basis.
- (vi) CME activities through online means are awarded CME points in the same manner as physical attendance at CME activities.
- (vii) Unless under the current outbreak of COVID-19 or other special circumstances, CME Programme Providers should continue to organize conventional CME activities to meet the needs of those doctors who would like to attend CME activities in person.
- (viii) Confidentiality and privacy must be observed, and that the teaching materials should be confined to participating doctors who take part in the relevant CME activities.
- (ix) The above guidelines on online CME activities will be reviewed in 12 months' time.