



## **Instructions to HKAM Registrants - for the Medical Council CME Programme**

### **CME Requirements**

Please refer to the guidelines of the Medical Council of Hong Kong, which could be found attached to the letter from MCHK dated 17 September 2001 or downloaded from MCHK's website <http://www.mchk.org.hk>. Registrants can gain CME points from CME activities organised by the Course Providers or accredited by Course Accreditors appointed by the Medical Council. Only "pre-accredited" activities (i.e. Active and Passive activities in Hong Kong accredited before commencement of the event) will be awarded points. Registrants can however claim CME points from other activities, subject to assessment by the CME Sub-Committee whose decision will be final.

### **CME Cycle**

CME cycle is of a 3-year duration and starts on 1<sup>st</sup> January and 1<sup>st</sup> July each year.

### **CME Schedule**

Registrants can visit the Academy website [http://www.hkam.org.hk/events\\_fs.html](http://www.hkam.org.hk/events_fs.html) to check for updated information. Details of CME activities suitable for the MCHK CME Programme will be updated regularly in the "Medical Council CME Programme".

### **Credit Points System and CME Requirements**

Please refer to the Medical Council's Guidelines. A registrant can only gain CME points from accredited CME activities held within the period of his cycle. For instance, if a registrant starts his cycle from 1 July 2003, the CME activities he attended before that date will NOT be accredited points for the 1<sup>st</sup> year of his cycle.

### **CME Attendance Record**

For pre-accredited CME activities, the Academy will arrange to have an *Attendance Record Sheet* placed at the venue whenever possible (see sample enclosed). All HKAM Registrants must sign on this sheet for CME record purpose. CME points will not be recorded if a registrant did not sign on the attendance sheet.

Although the Academy will try to make sure the Academy's attendance sheet will be placed at the venues for registrants to sign, there were incidents that some organizers have failed to do so. In case you cannot find any Academy attendance sheet to sign on at the venue of a pre-accredited CME activity, you should check with the organizer or ask the organizer to certify your attendance – you can put the date and the name of event on a paper and ask the speakers or officials of the organizer to sign on it (name of signatory must be provided on the paper). Please submit the attendance sheet immediately to the Academy in case this happens.

### **CME Reporting**

For other CME activities (e.g. diploma courses, self-study, publications and overseas conferences), HKAM registrants will need to report to the Academy by a *CME Report Form* with relevant supportive documents.

Records or claims for CME activities taken during a certain year of the CME cycle must be submitted within one month after the end of that year.

### **Application for CME accreditation for activities not pre-accredited**

There will be an administrative fee for CME accreditation for activities that are not pre-accredited, e.g. diploma courses and overseas CME activities. The fee will be HK\$300 per application. However, registrants can group all CME activities in query in one application and the fee will still be \$300. To save money, registrants should submit activities for accreditation only if they cannot obtain sufficient points from pre-accredited activities by the end of a cycle year (for cycle starting on 1 January, the cycle year end should be 31 December, and for cycle starting on 1 July, the cycle year end should be 30 June).

### **Self-study**

The *Hong Kong Medical Journal* (HKMJ), an official scientific publication of the Academy, has launched a CME programme for doctors. Quizzes will be prepared for two articles selected per issue. HKAM registrants for the MCHK CME Programme will be awarded 1 point per article should they complete the answer sheet and return it to the Academy. The quizzes for articles and answer sheet will be circulated with the HKMJ. If registrants wish to subscribe to the HKMJ, please contact the Secretariat for details. The current annual subscription (for six issues a year) is HK\$600 (Hong Kong)/US\$160 (Overseas).

### **Title of “CME Certified”**

Doctors who have obtained 90 points or more CME points for a 3-year CME cycle would be allowed to use the title of “CME certified” by the Medical Council.

#### **Enquiries**

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