



**HONG KONG ACADEMY OF MEDICINE**  
**CME Programme for Practising Doctors**  
**who are not taking CME programme for specialists**  
**Registration Form**

**For Office Use Only**

App. No.: \_\_\_\_\_

Date Rcvd: \_\_\_\_\_

Vetting: \_\_\_\_\_

Data Entd: \_\_\_\_\_

**IMPORTANT:**

Please read the General Information carefully before completing this Form.

Please complete all sections in **BLOCK LETTERS** and in **BLACK**.

To register, please complete this Form and return it to the Academy with a cheque for HK\$3000 (payable to Hong Kong Academy of Medicine) to the Academy at 10/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong. For enquiry, please call 2871 8888 (email: mchkcme@hkam.org.hk).

 **Type of Registrant** (please tick one)

 General Practitioner

 Specialist Trainee (please specify the Academy College: \_\_\_\_\_)
**Personal Particulars**

MCHK no.		HKID Card no.	
Surname			
Forename			
Name in Chinese (if any)			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (dd/mm/yyyy)	/    /
Passport no. (if not holding a HKID Card)	(Expiry Date: _____)		

Were you previously registered with other MCHK CME administrators for the Programme?

 No     Yes, I have been registered with \*DH / HKDU / HKMA for the Programme before.
**Contact Details**

Mailing address	_____		
	_____		
	<input type="checkbox"/> Hong Kong		<input type="checkbox"/> Kowloon/New Territories
Contact tel. no.		Mobile phone no.	
Contact fax no.		Pager	
Email address			

**Current Practice**

Name of organisation / employer (Please tick one only)	<input type="checkbox"/> CUHK <input type="checkbox"/> Dept. of Health <input type="checkbox"/> HKU
	<input type="checkbox"/> Hospital Authority (Hospital/Institution: _____)
	<input type="checkbox"/> Private Hospital/Clinic (Name: _____)
	<input type="checkbox"/> Others (please specify) _____
Present Position	

 Preferred starting date for 1<sup>st</sup> CME Cycle (please tick one):  January \_\_\_\_\_  July \_\_\_\_\_  
 (please see Note 2 of General Information)
**Declaration**

I declare that the information given above is correct and complete. I confirm that I have read and fully understood the General Information on "CME Programme for Practising Doctors who are not taking CME programme for specialists".

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*delete as appropriate

All information provided in this form will be used for purposes relating to the administration of MCHK CME Programme. Data collected in this form will be recorded in the Academy's database should the doctor successfully enrolled in the Programme. In addition, the Academy may use the collected data for statistical research and analysis, and for keeping registrants informed of its services. The Academy may transfer the information to its Colleges, the Medical Council of Hong Kong for the purpose of vetting and CME status. Data held by the Academy will be kept confidential and safeguarded carefully.



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**General Information**

**1. Registration**

All practising doctors can register with the Academy as Programme Administrator by submitting the *Registration Form* and returning it to the Academy. Please note that a practising doctor should register with **ONLY ONE** of the CME Programme Administrators appointed by the Medical Council.

The Academy may cancel the registration of a registrant who is found to have double registered with another Program Administrator. Fees paid for registration will not be refunded.

To register, please complete the *Registration Form* and return it to the Academy with a cheque for HK\$3000 (payable to Hong Kong Academy of Medicine) to the Academy at 10/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong. For enquiry, please call 2871 8888 (email: mchkcme@hkam.org.hk).

Registrants will not be allowed to re-register with the Academy within the same cycle, after they have switched to other Administrators. But they can come back for the immediate next cycle.

**2. 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. Should a registrant choose a starting date prior to his registration date (e.g. if he registers on 1 March 2011 but wishes to start his cycle from 1 January 2011), he must ensure that he will be able to obtain sufficient points required for compliance at the end of the CME cycle. The registrant will **NOT** be certified for CME compliance should he not be able to catch up. In any case, if a doctor submits his application after 31 March but before 30 June of a year, he must start his cycle from the forthcoming 1 July, and similarly if he submits his application after 30 September but before 31 December of a year, he must start his cycle from the forthcoming 1 January.

Registrants will not be allowed to switch their cycle starting date once they have opted for and started their first cycle.

**3. 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 chooses to start his cycle from 1 July 2011, the CME activities he attended before that date will **NOT** be accredited points for the 1<sup>st</sup> year of his cycle.

**4. Cycle Fee**

Registrants for the Academy CME Programme will need to pay a 3-year cycle fee of HK\$3000. All fees paid are non-refundable and non-transferrable.

**5. CME Programme**

Registrants will be eligible to join dedicated CME activities specially designed for registrants of MCHK's CME Programme. Certain CME activities organised by the Academy and its Colleges will be opened up to registrants at appropriate fees.

**6. CME Record and Report**

For CME seminars pre-accredited by the Academy, registrants need to sign on the attendance register provided by the Academy at the venue. For other CME activities (e.g. overseas conferences, self-study and publications), registrants will need to report to the Academy regularly by a *CME Report Form* with relevant supportive documents. Registrants will receive a summary of their CME profile after each year showing their accumulated CME points.

**7. Annual CME Certificate**

The Academy will issue a CME certificate to registrants who have successfully accumulated the required minimum credit points of a year.