

THE HONG KONG COLLEGE OF PSYCHIATRISTS

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

Effective from 1 January 2008

1. Objective and Definition

The purpose of CME/CPD is to keep Fellows informed and update on current medical advances, and to maintain a high standard of professional practice in psychiatry, as well as to improve the provision of psychiatric care for the community.

To this end, CME/CPD is a continuous life-long learning process for College Fellows and comprises activities that serve to:

- a) maintain, develop or increase the knowledge, skills and competencies relevant to the practice of Fellows that may change over the years;
- b) enhance professional performance to enable the delivery of quality professional care and safe standard of practice to the patients, and public that Fellows serve, and;
- c) ensure that Fellows will remain competent throughout their professional career.

2. General Principles

- 2.1 The CME/CPD programme will seek formal approval from the Education Committee of the Hong Kong Academy of Medicine (HKAM) before implementation.
- 2.2 Any changes to the CME/CPD programme will also be approved by the Academy Education Committee before implementation.

- 2.3 All Fellows of the College who are also Fellows of the HKAM must satisfy the full requirements of the CME/CPD programme by the end of each Cycle.
- 2.4 Fellows must respond to call for CME/CPD returns from the College, and submit all returns with required proof within the defined period of time. 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 College.
- 2.5 It is the duty of Fellows to keep themselves up-to-date in all areas of their practice. Fellows are encouraged to devise a personal professional education and development portfolio to help them monitor and achieve the objectives of CME/CPD. The College would provide assistance if and when required.
- 2.6 The College will ensure compliance with CME/CPD requirements. Non-compliance will be recorded and reported to the Academy Education Committee. This Committee has been empowered to recommend to HKAM Council the suspension of a 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 exceptional circumstances.
- 2.7 All notices sent to the address last provided by a Fellow to the College will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the College of his contact address whenever it is changed.
- 2.8 All operations issues related to CME/CPD will be undertaken by the Education Committee of the College.

3. The Cycle

- 3.1 A Cycle of CME/CPD assessment shall span three years.
- 3.2 The College has adopted **fixed CME/CPD cycles from January 2005**. Fellows will commence their first cycle on the first day of the month immediately after their admission to College Fellowship;

and the required CME/CPD points for the first cycle will be counted on a pro-rata basis. If the first cycle is shorter than 3 years:

- i) normal capping on individual CME/CPD categories will still apply; but
- ii) the minimum requirements of individual CME/CPD categories, if any, will be waived.

3.3 Notwithstanding 3.2 above, if a doctor has been certified for Specialist Registration and already started a CME/CPD cycle prior to his admission as a College Fellow, there will be no change in this CME/CPD requirements of existing cycle.

3.4 For satisfactory CME/CPD performance, in each calendar year, the programme requires a Fellow to obtain an advisable minimum of **20 CME Points** from at least 2 separate types of CME/CPD activities set in Section 5.

3.5 A Fellow who has not achieved the advisable minimum CME points in one year will receive a reminder from the College and will be required to make up the insufficient points in the following year. If a minimum of **90 CME/CPD Points** cannot be accumulated in any three consecutive years, the Fellow will be reported to the Education Committee of the Academy of Medicine for consideration of sanction.

4. Measurement of Activities

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

5. Accreditable CME/CPD Activities

The list below serves as a general guideline. It is strongly recommended that Fellows should maintain a balanced CME/CPD profile with a mix of different activities, including 5 points in a cycle from activities under category 5.12-5.14 in order to capture the full benefits of different types of CME/CPD activities.

5.1 Self-study

- a) Self-study is accepted as a form of CME/CPD.
- b) Self-study is only accredited subject to prior approval from the College, with evidence that it has been carried out diligently.
- c) Self-assessment programmes currently accredited by overseas Psychiatric Colleges or Academic Institutions require prior approval from the College.

Fellows may subscribe to such approved programmes on an individual basis and submit to the College Education Committee documentary evidence of participation.

Such programme may be awarded up to **15 CME/CPD Points** per annum.

- d) Journal reading from a College-approved list is an acceptable form of Self-study. Evidence in form of written summary is required. **1 CME/CPD Point** can be awarded from reading any article of the Journal. A maximum of **2 CME/CPD Points** can be awarded from reading any particular review article of the Journal. The approved list may be amended by the College from time to time.

Other journals in psychiatry and subspecialties may be accredited but require prior approval by the College Education Committee.

- e) Online Self-Study program on the Membership & Learning Management System (MLMS) site currently accredited by the College may be awarded up to a maximum of **15 CME/CPD Points** per annum.
- f) Self-study may be accredited a maximum of **75 CME/CPD Points** per three-year cycle.

5.2 Passive Participation

- a) **1 CME/CPD Point** is awarded for each hour of audience participation in a FCAA. For approved long congress or conference (either local or overseas) **1 CME /CPD Point** is awarded for each hour of audience participation up to a maximum

of **6 CME/CPD Points** per day for up to three days for that particular conference/congress.

- b) Organising bodies or Fellows must seek from the College Education Committee prior accreditation for each meeting, and supply a summary of contents and speaker. Criteria to accredit such meetings will be determined by the Education Committee.
- c) Postgraduate meetings organised by other Academy Colleges, their subspecialty societies and other Associations may also be accredited by the College as List B activities, if prior approval is sought and received in writing. CME Points equivalent to College of Psychiatrists organised activities may be awarded to Psychiatric Fellows for attendance at such meetings. A maximum of **15 CME/CPD Points** in each three-year cycle may be accredited for Passive Participation at FCAA organised by other Academy Colleges.
- d) Proof of attendance must be provided.
- e) Passive Participation as defined above may be accredited a maximum of **75 CME/CPD Points** per three-year cycle. Fellows are encouraged to decrease further the CME/CPD points gained from passive participation through increasing the proportion of other CME/CPD activities.

5.3 Active Participation

- a) Active Participation includes chairing or presenting in a FCAA.
- b) Active Participation may be awarded a maximum of **3 CME/CPD Points** if no collection of data is involved, and **6 CME/CPD Points** if collection or analysis of data is involved.
- c) For approved long congress or conference (either local or overseas), a maximum of **6 CME/CPD Points** per day up to three days can be awarded for that particular conference/congress.
- d) Active participation may be accredited a maximum of **75 CME/CPD Points** per three-year cycle.

5.4 Publications

- a) A maximum of **10 CME/CPD Points** may be awarded to the chief author, and **5 CME/CPD Points** for co-authorship of each Publication in journals published by the College, HKAM and indexed international journals.
- b) A maximum of **5 CME/CPD Points** may be awarded to the chief author, and **2 CME/CPD Points** for co-authorship of each Publication in non-indexed international journals, journals published by other constituent Colleges of HKAM, or other local journals provided that there is prior approval from the College Education Committee.
- c) A maximum of **10 CME/CPD Points** may be awarded to the chief author, and **5 CME/CPD Points** for co-authorship of each chapter or section of a textbook of psychiatry for mental health professionals.
- d) A maximum of **10 CME/CPD Points** may be awarded to the author of a thesis or treatise on a psychiatric topic in preparatory and published for a post-graduate degree conferred by a local university or equivalent.
- e) Publications may be accredited a maximum of **75 CME/CPD Points** per three-year cycle.

5.5 Conducting Examinations

A Fellow participating as an Examiner in a College Examination will be awarded a maximum of **10 CME/CPD Points** in one year.

5.6 Research

- a) Research activities are accepted as a form of CME/CPD subject to documentary description of the Fellow's role in the research activities normally to be certified by the principal investigator.
- b) Up to **3 CME/CPD Points** may be granted per approved project.
- c) Research work presented in related publication already claimed for CME/CPD points will not attract further CME/CPD points.
- d) A maximum of **15 CME/CPD Points** in each three-year cycle may be accredited for Research activities.

5.7 Development of New Technologies or Services

- a) The Development of New Services or Technologies is accepted as a form of CME/CPD subject to full documentation of **the Fellow's role in** the project concerned.
- b) Up to **3 CME/CPD Points** may be granted per project.
- c) The new services/technologies presented in related publication already claimed for CME/CPD points will not attract further CME/CPD points.
- d) A maximum of **15 CME/CPD Points** per three year cycle.

5.8 Undergraduate Teaching

- a) Undergraduate Teaching does not attract any CME Points.
- b) Consideration can be given to development of teaching materials. Fellows are required to submit documentation of the teaching materials concerned to the College Education Committee. **1 CME/CPD Point** may be awarded for providing teaching materials of each topic.
- c) Maximum accredited points for all Undergraduate Teaching activities in a three-year CME cycle is **10 CME/CPD Points**.

5.9 Postgraduate Teaching

Postgraduate Teaching activities other than those listed under Sections 5.2 and 5.3 do not attract CME/CPD Points.

5.10 Postgraduate Courses

- a) Attending a course leading to post-graduate qualification can be accepted as a form of CME/CPD.
- b) Up to **5 CME/CPD Points** may be granted per course.
- c) A maximum of **15 CME/CPD Points** in each three-year cycle may be accredited for attending Postgraduate Courses.

5.11 Development of CME/CPD Materials

- a) Participation in development of CME/CPD materials for self-study or e-learning can be awarded CME/CPD points.
- b) Fellows are required to submit the articles as documentary proof.
- c) Up to **3 CME/CPD Points** may be granted per article .

- d) A maximum of **15 CME/CPD Points** in each three-year cycle may be accredited for Development of CME/CPD Materials.

5.12 Quality Assurance & Medical Audits

- a) The College may accept approved quality assurance activities on clinical audit and quality improvement projects that are directly related to the practice of psychiatry for CME/CPD accreditation.
- b) Participation in approved quality assurance activities would be evaluated by written documentation and/or report. A maximum of **5 CME/CPD Points** can be granted per project.
- c) For presentation of the quality assurance project in Formal College Approved Quality Assurance Programme (FCAQAP), **3 additional CME/CPD Points** can be accredited.
- d) A maximum of **5 CME/CPD Points** may be awarded to all authors of a College approved Quality Assurance Report.
- e) Maximum accredited points for all quality assurance-related activities in a three-year CME cycle is **30 CME/CPD Points**.

5.13 Mortality & Morbidity Meetings

- a) Participation in accredited mortality & morbidity meetings **in training units** can be awarded CME/CPD points subject to prior approval.
- b) **1 CME/CPD Point** per meeting may be granted.
- c) A maximum of **10 CME/CPD Points** per three year cycle.

5.14 Activities for Improvement of Patient Care

- a) Participation in learning/activities that enhances the ability to practice, psychiatry both as an individual doctor and as part of the health care team eventually leading to improvement of patient management and care, e.g. special psychotherapeutic skills, psychiatric risk management, forensic psychiatry, mental competence assessment, can be awarded CME/CPD points.
- b) **1 CME/CPD Point** per activity may be granted.

- c) Maximum accredited points for all Activities for Improvement of Patient Care in a three-year CME cycle is **10 CME/CPD Points**.

5.15 Grand Rounds in Training Units

- a) Participation in accredited grand rounds in training units can be awarded CME/CPD points.
- b) **1 CME/CPD Point** per grand round may be granted.
- c) A maximum of **10 CME/CPD Points** in each three-year cycle may be accredited for all Grand Rounds in Training Units

5.16 Other Activities of the College and Academy

- a) Participation as CME Assessor may be accredited a maximum of **30 CME/CPD Points** per three-year cycle.
- b) Participation as Journal Reviewer for the College Journal may be awarded **2 CME/CPD Points** per paper up to **18 CME/CPD Points** per cycle.

5.17 Other non-medical professional development activities

Participation in other non-medical professional development activities that may facilitate the practice of Fellows, e.g. information technology, clinic management and interpersonal communication, is also accepted as a form of CME/CPD. No more than 5 Points can be obtained from activities in this category in a cycle.

6. Minimum CME Requirements

- 6.1 The minimum CME/CPD requirement is **90 Points** in each three-year cycle. CME/CPD points accumulated in excess of the requirement of one cycle cannot be carried forward to the next cycle.
- 6.2 The advisable minimum annual CME/CPD requirement is **20 Points**.

7. Certification

The Education Committee will certify completion of CME/CPD requirements for Psychiatric Fellows at the end of each cycle.

8. CME Registry

The Education Committee will maintain a Register of Psychiatric Fellows who have been awarded certification under Section 7.

9. Remarks

As for CME/CPD exemption, non-compliance and certificate for Specialist Registration, Psychiatric Fellows can refer to the revised Academy CME/CPD guidelines in summer 2007.

Chairman, Education Committee
The Hong Kong College of Psychiatrists

Endorsed in September 2007

Revised in September 2004

Amended in March 2001

19 April 1996

Hong Kong College of Psychiatrists
Supplementary CME Guidelines
on Self-study - Journal Reading

1. Journal reading from a College-approved list is an acceptable form of Self-study. The accredited Journal List (as from September 2004) is as follows :

Acta Psychiatrica Scandinavica
Advances in Psychiatric Treatment
American Journal of Psychiatry
Archives of General Psychiatry
Australian and New Zealand Journal of Psychiatry
British Journal of Psychiatry
Canadian Journal of Psychiatry
Current Opinion in Psychiatry
Hong Kong Journal of Psychiatry
Journal of the American Academy of Child and Adolescent Psychiatry
Psychiatric Annuals
Psychological Medicine

2. Evidence in form of written summary is required to be submitted to the CME Assessor by using the attached CME/Self-Study Journal Reading Summary Form. You should complete the Form from time to time when you read the approved journals and send it back to the CME Assessor.
3. Articles from journals listed under the most recent Journal Citation Report in the subject category "Psychiatry" with an impact factor above 1.0 can also be accepted for CME/CPD accreditation on Self Study of Journal Reading. In order to facilitate assessment for CME/CPD points, Fellows are requested to submit the summary with a copy of the article if it is from a journal outside the College approved list.
4. The CME Assessor would assess the submitted summary and would state the actual CME/CPD point your summary scored. All the marked summaries will be filed and your CME/CPD score will be entered to your Continuing Education Record Form by the end of each CME Calendar year.

CME/HKCPsych/ 4/96 (Amended 9/2004)

Hong Kong College of Psychiatrists
CME/CPD Supplementary Guidelines on
Formal College Approval Activities (FCAA)

1. In order to be approved as FCAA, the activities should fulfill the following criteria;
 - a. Activities should be held at a convenient time for the fellows.
 - b. The meeting should be opened to all Fellows/Members/Inceptors of the College;
 - c. In any one meeting, a minimum of 20 seats or participants is required;
 - d. All Fellows/Members/Inceptors of the College should be informed about the activities.
2. The meetings approved by the Education Committee as FCAA include
 - a. all the Scientific Meetings organised by the College;
 - b. Meetings organised by other Academy Colleges , their subspecialty societies and other Associations approved as FCAA by the College of Psychiatrists
 - c. Central Academic Course is recognised as CME/CPD activities. Being chairman or speaker in Central Academic Course (CAC) of the Training Scheme of the College would attract 3 points per session and being an audience would attract one point per hour of attendance. Please contact the responsible tutor/ course organiser for booking of seats. The tutor/course organiser would keep a list of attendance of the Fellows and send it back to the Education Committee for recording.
 - d. The following international events are approved as FCAA and fellows attending these events do not need to apply for prior approval:
 1. World Psychiatric Association (WPA) World Congress

2. American Psychiatric Association Annual Meeting
3. Royal College of Psychiatrists Annual Scientific Meeting
4. Collegium Internationale Neuropsychopharmacologium Congress
5. European Neuropsychopharmacology Congress
6. International Conference on Schizophrenia
7. International Psychogeriatric Association Biannual Meeting
8. International Psychogeriatric Association Regional Meeting

The above list might change from time to time, for up-dated information, please refer to the College Newsletter.

3. For any other activities as passive or active participant, individual fellows should seek prior approval if they want to gain CME/CPD points from these activities.
4. In order to facilitate the Fellows to apply for approval of certain activities for CME/CPD scoring, a particular form is designed for the said purpose.
5. Whenever you attend any FCAA, please sign your attendance and the attendance form would be kept by the Education Committee for verification. Please always record your attendance to any meetings as it is the Fellow's responsibility to keep the CME/CPD Record Form up-dated. Your Record Form should be sent to the Honorary Secretary of the Education Committee for assessment by the end of the CME/CPD calendar year. An administrative charge will be required for processing of late submission of CME/CPD return.
6. After assessment of your annual Record Form, the Education Committee/CME assessors will confirm the total CME/CPD points you have scored for that calendar year and send the information to HKAM for recording.
7. Please keep your CME/CPD Recording Form for at least three years.

Chairman Education Committee
Hong Kong College of Psychiatrists

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Revised June 2001
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