

THE HONG KONG COLLEGE OF PSYCHIATRISTS

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

Effective from 01 January 2014

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 The College is required to submit a summary of all Fellows' total number of CME/CPD points to the Education Committee of the Academy within 6 weeks after the end of the first and second year of a cycle, and within 4 weeks after the end of the cycle to facilitate timely return to Medical Council of Hong Kong. All Fellows are advised to submit CME/CPD applications well ahead of the deadlines.
- 2.6 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.
- 2.7 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.
- 2.8 Fellows, residing in Hong Kong or overseas, must fulfill the full requirements of CME/CPD programme by the end of each cycle.
- 2.9 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.
- 2.10 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 Fellows will commence their first cycle on the first day of the month immediately after their admission to Academy Fellowship; and the required CME/CPD points for the first cycle will be counted on a pro-rata basis.
- 3.3 If the first cycle is shorter than 3 years:
- i) normal capping on individual CME/CPD category will still apply; but
 - ii) the minimum requirements of individual CME/CPD category, if any, will be waived.
- 3.4 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 CME/CPD requirements of existing cycle.

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

It is strongly recommended that Fellows should maintain a balanced CME/CPD profile with a mix of different activities, in order to capture the full benefits of different types of CME/CPD activities.

A Fellow who has not achieved the advisable minimum CME/CPD 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 a 3-year cycle, 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). It is strongly recommended that Fellows should maintain a balanced CME/CPD profile with a mix of different activities in order to capture the full benefit of different types of CME/CPD activities. The Academy and the College also see the needs and benefits of regular review and evaluation of its Fellows' practice on improvements to the quality of their patient services and advancement of their practice. The Academy plans to make activities in the category of 5.11 and 5.12 a part of CPD profiles of all Fellows in the long term. Meanwhile, the College recommends all Fellows to include 5 points in a cycle from category 5.11 or category 5.12 in their CME/CPD activities, though this is not mandatory in this current cycle.

5. Accredited CME/CPD Activities

The list below serves as a general guideline.

- 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** may 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 its subspecialties may also be accredited, but require prior approval by the College Education Committee
- e) Online Self-Study program on the International Network for CME and CPD (iCMECPD) site currently accredited by the College may be awarded up to a maximum of **15 CME/CPD Points** per three-year cycle.
- f) Self-study (5.1) may be accredited a maximum of **45 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 an activity directly related to psychiatry (Formal College Approved Activities) (FCAA, List A). 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) Organizing bodies or Fellows should 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 of activities directly related to the medical practice as organized by other Academy Colleges, their subspecialty societies and other Associations may also be accredited as FCAA List B activities, if prior approval is sought and received in writing. A maximum of **15 CME/CPD Points** in each three-year cycle may be accredited for Passive Participation of activities organized by other Academy Colleges.
- d) Proof of attendance will follow the updated guidelines and principles endorsed by the Education Committee of the Academy.
- e) Passive Participation (List A + List B) as defined above may be accredited a maximum of **75 CME/CPD Points** per three-year cycle. Fellows are strongly

advised 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 per session**.
- 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 chairing or presenting in 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 (thesis is regarded as a textbook chapter) for a post-graduate degree conferred by a local university or equivalent.
- e) Publications may be accredited a maximum of **20 CME/CPD Points** per three-year cycle.

5.5 Conducting Examinations

A Fellow actively contributing to the production of College/Royal College of Psychiatrists examination materials (endorsed by the Board of Examiners) or participation as an examiner in the above examinations 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 and Postgraduate Teaching

Undergraduate and postgraduate teaching may be accepted as a form of CME/CPD, subject to a quality assurance process and a maximum of 5 points per cycle.

5.9 Postgraduate Courses

- a) Attending a course leading to qualification of post-graduate diploma or above 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.

5.10 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.

5.11 Quality Assurance & Medical Audits

College may accept pre-approved quality assurance activities on clinical audit and quality improvement project as (a) and (b) below that are directly related to the practice of psychiatry for CME/CPD accreditation.

- a) Such quality assurance and improvement activities may include clinical/service/practice review and audit, clinical governance, peer review of operative practice including inter-practice visits, activities that examine and evaluate the clinical care of patients or individual/group/medical practice.
- 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) The maximum accredited point for all quality assurance-related activities in a three-year CME/CPD cycle is **30 CME/CPD Points**.

5.12 Mortality & Morbidity Meetings

- a) Participation in accredited mortality & morbidity meetings in training or approved units, or pre-approved structured quality improvement meetings that audit individual or group medical practice 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.

5.13 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 and patient safety enhancement programme, can be awarded CME/CPD points.
- b) **1 CME/CPD Point** per activity may be granted.
- c) The maximum point accredited for Activities for Improvement of Patient Care in a three-year CME/CPD cycle is **10 CME/CPD Points**.

5.14 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 for up to a maximum of **10 CME/CPD Points** in each three-year cycle.

5.15 Other Activities of the College and Academy

- a) Participation as CME/CPD 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.

5.16 Other non-medical professional development activities

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

6. Minimum CME/CPD 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/CPD 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, Fellows of the College should refer to the updated Academy CME/CPD guidelines.

Chairman, Education Committee
The Hong Kong College of Psychiatrists

May 2012

**The Hong Kong College of Psychiatrists
CME/CPD Supplementary Guidelines**

1. Journal reading from a College-approved list is accepted for Self-study. The accredited Journal List is as follows :

Acta Psychiatrica Scandinavica
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
East Asian Archives of Psychiatry (formerly Hong Kong Journal of Psychiatry)
Advances in Psychiatric Treatment
2. Written summary should be submitted to the CME/CPD Assessor by using the CME/CPD/Self-Study Journal Reading Summary Form.
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 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.
4. The CME/CPD Assessor would assess the submitted summary and state the actual CME/CPD point scored. All the CME/CPD scores will be submitted to the Academy for recording.

**The Hong Kong College of Psychiatrists
CME/CPD Supplementary Guidelines**

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. 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 Scientific Meetings organized by the College;
 - b. Meetings organized by other Academy Colleges, their subspecialty societies and other Associations approved as FCAA by the College of Psychiatrists
 - c. Central Academic Course is recognized as CME/CPD activities. Being chairman or speaker in Central Academic Course (CAC) of the Training Scheme of the College would attract 3 active points per session and being an audience would attract one passive point per hour of attendance. Please contact the responsible tutor/ course organizer for booking of seats. The tutor/course organizer 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:

World Psychiatric Association (WPA) World Congress
American Psychiatric Association Annual Meeting
Royal College of Psychiatrists Annual Scientific Meeting
Collegium Internationale Neuropsychopharmacologium Congress
European Neuropsychopharmacology Congress
International Conference on Schizophrenia
International Psychogeriatric Association Biannual Meeting
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 participation, individual Fellow should seek prior approval for CME/CPD from these activities.

4. Please refer to the appropriate form for the individual CME/CPD application.

5. Whenever you attend any FCAA, please sign your attendance. Please also 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 may be required for processing of late submission of CME/CPD return.

6. After assessment of your annual Record Form, the Education Committee will confirm the total CME/CPD points you have scored and send the information to HKAM for recording.
7. Please keep your CME/CPD Recording Form for at least three years.
8. The College will not be responsible for automatic recording of CME/CPD activities in a cycle when the following conditions have been fulfilled. 1) CME/CPD requirements for that cycle, and 2) Yearly advisable minimum of 20 points.

Chairman Education Committee
The Hong Kong College of Psychiatrists

November 2012