

The Hong Kong College of Orthopaedic Surgeons

CME/CPD Fellow's Guides on Continuing Medical Education and Continuous Professional Development (CME/CPD)

Effective from 1 January 2014 to 31 December 2016

1. Objective of CME/CPD

The purpose of CME/CPD is to keep Fellows informed and up-to-date, and to maintain a high standard of professional practice.

2. General Principles

- 2.1 The CME/CPD programmes established by The Hong Kong College of Orthopaedic Surgeons (HKCOS) are subjected to approval by the Education Committee of the Hong Kong Academy of Medicine (HKAM) before each 3-year cycle of CME/CPD programme, and subsequent changes must also be approved by the same authority.
- 2.2 All issue(s) related to CME/CPD will be managed by the CME/CPD Committee of HKCOS.
- 2.3 Fellows of the HKCOS are required to satisfy the HKAM CME/CPD requirements. The fulfillment of CME/CPD requirements is compulsory for Fellows to remain within the Fellows Registry of the HKAM, and the Specialists Registry of the Medical Council of Hong Kong (MCHK).
- 2.4 Fellows are required to submit the Annual Return Form to the CME/CPD Committee **before 15 January**, reporting on their CME/CPD credit achievements over the past 12 months ending on 31 December. The form can be downloaded from HKCOS web site (www.hkcos.org.hk) or available from the College Secretariat.
- 2.5 Fellows wishing to gain CME/CPD credits from local/overseas academic/professional activities not listed in the Guides must submit an application. All applications should reach the College Secretariat as stated period in the application forms. Application forms and the list of accredited CME/CPD activities are available at the HKCOS web site: www.hkcos.org.hk.
- 2.6 An Attendance Record Sheet is provided in all accredited activities. Fellows are requested to print and sign their names to prove their physical presence. Please make a note of the number and category (A, B, C or Rehab) approved for each individual event.
- 2.7 All correspondence, forms and applications shall be directed to :-

The Secretariat
The Hong Kong College of Orthopaedic Surgeons
Room 905, HKAM Jockey Club Building
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

Tel No : (852) 2871 8722
Fax No : (852) 2873 4077
E-mail : hkcos@hkcos.org.hk
Web Site : www.hkcos.org.hk

3. The Cycle

- 3.1 A cycle of CME/CPD assessment consists of 3 years starting from 1 January 2014 till 31 December 2016.
- 3.2 All new Fellows will commence their first cycle on the first date of the month immediately after their admission to Academy Fellowship. They have to obtain at least 90 CME/CPD points in a 3 years cycle and the first cycle will be counted on a pro-rata basis.
- 3.3 CME/CPD points from one cycle cannot be carried forward to the next cycle.

4. CME/CPD Activities

The status of Categories is determined by the CME/CPD Committee basing on the nature of the programme submitted by organizer of the academic/professional activity. All Formal College Approved Activities (FCAA) are Category A activities and all other non-FCAA activities have to be approved by the CME/CPD Committee with applications as stated in 2.5. The category as well as the number of points awarded are indicated on the Attendance Record Sheet which Fellows sign to indicate their participation. Fellows can claim both passive and active point(s) in a single FCAA but in which the total claim should not be more than the event's principal accreditation.

4.1 Passive Participation

- 4.1.1 Category A points are awarded to academic/professional activities directly related to the practice of Orthopaedics & Traumatology.
- 4.1.2 Category B points are awarded to academic/professional activities NOT directly related but are relevant to the practice of Orthopaedics & Traumatology. Active CME/CPD accreditation would not be considered by the CME/CPD Committee.
- 4.1.3 Category C points are awarded to academic/professional activities indirectly related to medical practice subject to the approval of the CME/CPD committee. Active CME/CPD accreditation would not be considered by the CME/CPD Committee.
- 4.1.4 Category Rehab points are awarded to academic/professional activities directly related to the practice of (Orthopaedic) Rehabilitation.

4.2 Active Participation

Active CME/CPD accreditation would not be considered for Category B and Category C activities.

- 4.2.1 Presenting/Chairing in a FCAA
- 4.2.2 Tutor/Lecturer in Clinical Tutorials
- 4.2.3 Self Learning
- 4.2.4 Publication
- 4.2.5 Participation in Quality Assurance and Medical Audit
- 4.2.6 Examiner in Examinations
- 4.2.7 Setting Examination Questions
- 4.2.8 Participation in Interactive Workshop
- 4.2.9 Clinical Attachments
- 4.2.10 Authors/Writers for HKCOS PIC Web
- 4.2.11 Lecturers/Tutors/Table Instructors in College held Basic Orthopaedic Bioskill Workshop

5. CME/CPD Requirements of the Cycle

- 5.1 The minimum CME/CPD requirement is 90 points in a 3-year cycle.
- 5.2 The HKCOS recommends Fellows to earn a minimum of 10 points over each calendar year in achieving the entire cycle requirements.
- 5.3 Over a 3-year cycle, not more than 75 points can be awarded for passive participation.
- 5.4 Fellows enrolled in subspecialties approved by the HKCOS must satisfy the CME/CPD requirements as stipulated by individual Sub-Specialty Boards.

- 5.4.1 Orthopaedic Specialists (those registered with MCHK) are required to have 90 points over a 3-year cycle. No more than 75 points in passive participations in the cycle with which 60 points must come from Category A. Fellows obtaining with trainer status or acting as Rehabilitation Subspecialty Board Member may have additional requirements as listed below:

Orthopaedic Specialists	O&T Trainer	Rehab Trainer/ Rehab Board Member	O&T + Rehab Trainer/ Board Member
Basic requirement	≥ 30 points per year contributing to ≥ 90 points per cycle (of which no more than 75 passive points with 60 points must come from Cat A)		
Additional requirement	≥ 10 points per year contributing to ≥ 40 points per year	≥ 10 Rehab points per year contributing to ≥ 40 points per year	

- 5.4.2 Rehabilitation Specialists (those registered with MCHK) are required to have ≥ 15 Rehab points per year contributing to ≥ 90 points per cycle, of which ≥ 45 points must be Rehab points. Fellows obtaining with trainer status may have additional requirements as listed below:

Rehabilitation Specialists	O&T Trainer	Rehab Trainer	O&T + Rehab Trainer
Basic requirement	≥ 30 points per year contributing to 90 points per cycle (no more than 75 passive points of which ≥ 15 Rehab points per year)		
Additional requirement	≥ 10 points per year contributing to ≥ 40 points per year (of which ≥ 15 Rehab points per year)		

5.5 Passive Participation

- 5.5.1 Passive participation is audience participation in FCAA.
- 5.5.2 The minimum number of point awarded is 1 which is equivalent to one hour or more of audience participation in a FCAA. Fractional points are not normally awarded.
- 5.5.3 Normally, no more than 5 points are awarded for FCAA lasting a full day. No more than 3 points for a half day meeting. No more than 15 points are awarded for participation in a single specified FCAA.
- 5.5.4 No Fellow may claim more than 15 points from any single specified FCAA.
- 5.5.5 A Fellow must obtain proof of participation either by obtaining a certificate of attendance or sign up in the Fellows' Attendance Record Sheet so provided.
- 5.5.6 Evidence of participation need not be submitted during annual CME/CPD return but it must be kept by the Fellow until the current CME/CPD cycle requirement is completely fulfilled.

5.6 Active Participation

Active CME/CPD accreditation would not be considered for Category B and Category C activities.

5.6.1 Presenting/Chairing in a FCAA

- (i) Fellows will be awarded 1 point for presentation less than 15 minutes; 2 points for presentation more than 15 minutes; and maximum 3 points for presentation more than 30 minutes.
- (ii) To apply points by chairing in a FCAA, Fellows shall submit written documents e.g. summary content or collection/analysis of data.

5.6.2 Tutor/Lecturer in Clinical Tutorials

A Fellow will be awarded 2 points per session for being Tutor in the College Clinical Tutorials.

5.6.3 Self Learning

- (i) Self learning is restricted to a list of accredited Journals and HKCOS approved e-learning CME/CPD programme i.e. Hyperguide Program.
- (ii) To apply points by journal study, Fellows shall submit a copy of the abstract or summary of the article together with a written comment of no less than 100 words. The article must be published within three years of the year of CME/CPD points claim. One Category A or Rehab point will be awarded for each submission.
- (iii) For e-learning i.e. Hyperguide Program, normally one Category A point will be awarded for one hour study.
- (iv) The ceiling for self learning is 15 points per year.

5.6.4 Publication

- (i) Only those related to Orthopaedics & Traumatology are accredited.
- (ii) A publication will accrue CME/CPD points only when the material is published.
- (iii) First page of chapters or scientific papers, poster abstracts or reviewer's reports should be submitted together with the Annual Return Form.

Type of Publication	1st Author	2nd Author	Reviewers	Others
Book Chapters	(To be decided by the CME/CPD Committee)			
Original Paper in Indexed College Approval Journals	10	5	2	2
Original Paper in Non-indexed College Approval Journals	5	3	2	1
Poster Presentation in approved activities	2	1		
PIC Articles	2			

5.6.5 Participation in Quality Assurance and Medical Audit

- (i) Activities such as Mortality and Morbidity meetings, Clinical/Surgical review or audit; Peer review of operative practice, other activities that examine and evaluate the clinical care of patients, are accepted as a form of CME/CPD.
- (ii) Only those related to Orthopaedics & Traumatology with participation of a minimum of 4 Fellows are accredited.
- (iii) A Fellow will be awarded 1 point per hour for participation in Mortality and Morbidity meeting. A maximum of 8 points may be awarded per year.
- (iv) A Fellow must submit a written report on quality assurance and medical audit activities he/she has participated for approval. A maximum of 15 points may be awarded per year.

- (v) 5 points per cycle is strongly recommended by HKAM so as to maintain a balanced CME/CPD profile with a mix of different activities.

5.6.6 *Examiner in Examinations*

A Fellow will be awarded 10 points as examiner or organizer (organiser refers to the Chief Examiner and the College Censor) in HKCOS Exit Examination and 5 points for Hong Kong Intercollegiate Board of Surgical Colleges Membership Examination.

5.6.7 *Setting Examination Questions*

- (i) Only referred to question accepted by Censor/Examination Committee for HKCOS Exit Examination and Hong Kong Intercollegiate Board of Surgical Colleges Membership Examination.
- (ii) Every 3 Multiple Choice Questions (MCQ) accepted by the HKCOS Examination Committee and Hong Kong Intercollegiate Board of Surgical Colleges Membership Examination will be awarded 1 point. 1 Short Answer Question (SAQ) will be awarded with 1 point. Fellows would be certified by the Examination Committee for each CME/CPD point.
- (iii) The certified CME/CPD points can be submitted once across years of a cycle.

5.6.8 *Participation in Interactive Workshop*

Demonstration or participation in hands-on workshop would be accredited with prior application to CME/CPD Committee.

5.6.9 *Clinical Attachments*

- (i) Fellows can apply to the CME/CPD Committee for accreditation of their local or overseas clinical attachment provided that the following criteria are fulfilled.
 - Apply to the CME/CPD Committee at least one month before the proposed attachment.
 - A report should be submitted for verification after the attachment.
- (ii) The maximal CME/CPD points granted for an activity shall not be more than 15 points.
- (iii) No more than 3 points would be granted for clinical attachment lasting for one month or less.

5.6.10 *Authors/Writers for HKCOS PIC Web*

Fellows will be awarded 2 points per each articles approved and accepted to post on the HKCOS PIC Web by the Public Information Committee.

5.6.11 *Lecturers/Tutors/Table Instructors in College held Basic Orthopaedic Bioskill Workshop*

- (i) Lecturers/Tutors will be awarded 1 point for lecturing/tutoring less than 15 minutes; 2 points for more than 15 minutes; and 3 points for more than 30 minutes.
- (ii) Table Instructors will be awarded 1 point for a half day workshop and 2 points for a full day workshop.

6. Exemption

- 6.1 There is NO exemption for all active fellows. Fellows practising locally or overseas are treated alike.
- 6.2 Inactive Fellows who are no longer in active clinical practice should submit a written declaration to the HKAM / HKCOS to apply exemption from CME/CPD requirements.

- 6.3 A Fellow who falls behind CME/CPD because of acute/prolonged illness or permanent disability can be exempted from the CME/CPD requirements, on condition that he is not in active practice. An illness can be accepted as "prolonged illness" provided a sick leave of at least 6 months has been formally granted within a 3-year cycle (pro-rata count may apply in case the cycle is less than 3 years). Partial exemption will be considered on a case by case pro-rata basis depending on the extent of the illness and its impact on practice. The guiding principle of exemption is that when a Fellow is not in active practice because of the illness, CME/CPD requirement of that total period of "not in active practice" will be exempted for CME/CPD in that cycle, while pro-rata count of CME/CPD requirement will be applied to the period(s) during which the Fellows are in active practice.

7. Non-compliance

- 7.1 If a Fellow fails to meet the minimum 90 points requirement over a cycle but the deficit is small or there is a good explanation, the CME/CPD committee may recommend to the College/Academy to grant a remedial program. By the program, the Fellow is required to make up the deficit within six months. During the remedial period, the Fellow is simultaneously required to fulfill the requirement of the next cycle.
- 7.2 The CME/CPD Committee will report to the College for any Fellow who fails to meet the minimum CME/CPD requirements. It is necessary for CME/CPD requirements to be met to maintain the Fellow's name on the Fellow Registry of the Academy & the Specialist Registry of the Medical Council.
- 7.3 A Fellow removed from the Academy registry required to accumulate 90 CME/CPD points within 3-years counting back from the date of application for re-instatement.

8. Appeal of CME/CPD

Appeal shall be directed to the CME/CPD Committee, a reply will be given from the Chairman on behalf of the CME/CPD Committee, and further appeal will be directed to the College Censor for necessary action.