

## Introduction

### 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.

### Supervision of CME/CPD

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, and subsequent changes must also be approved by the same authority.
2. All issue(s) related to CME/CPD will be managed by the CME/CPD Committee of HKCOS.

### Statutory Status

The fulfillment of CME/CPD requirements is compulsory for Fellows to remain within the Fellows Registry of the Hong Kong Academy of Medicine, and the Specialists Registry of the Medical Council of Hong Kong.

### Procedure

1. The Annual Return Form will be provided by the College Secretariat. Each Fellow is required to submit to the CME/CPD Committee an annual return before the end January, reporting on their CME/CPD credit achievement over the past 12 months ending on 31 December. The form can be downloaded from the web.
2. Fellow wishing to gain CME/CPD credits from local/overseas scientific activities not listed in the Guides may submit an application. However, the application should reach the College Secretariat 2 months before or within 1 month after the activity.
3. 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 & category (A, B, C or Rehab) approved for each individual event.
4. 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 : [hkcoss@hkcoss.org.hk](mailto:hkcoss@hkcoss.org.hk)

## CME/CPD Requirement

All Fellows of the HKCOS are required to satisfy the Hong Kong Academy of Medicine CME/CPD requirements.

All new Fellows are required to start their CME/CPD cycle after admission by the Academy; they have to obtain at least 90 CME/CPD points in a 3 years cycle.

Fellows enrolled in subspecialties approved by the HKCOS must satisfy the CME/CPD requirements as stipulated by individual sub-specialty board.

1. Rehabilitation Specialist (those registered with MCHK) are required to have  $\geq 15$  points Rehab CME/CPD per year contributing to  $\geq 90$  CME/CPD points per cycle, of which  $\geq 45$  points must be Rehab CME/CPD.
2. Subspecialty Board Member in Rehabilitation:
  - (a) those registered as Specialist in Rehabilitation ---  $\geq 15$  Rehab CME/CPD points per year contributing to total of  $\geq 30$  CME/CPD points per year.
  - (b) those registered as Orthopaedic Specialist --- additional 10 Rehab CME/CPD points per year (i.e. 30 CME/CPD points + 10 Rehab CME/CPD points every year).
3. Rehabilitation Trainer:
  - (a) those registered as Rehabilitation Specialist --- additional 10 CME/CPD or Rehab CME/CPD points per year.
  - (b) those registered as Orthopaedic Specialist --- additional 10 Rehab CME/CPD points per year.

Summary:

	Rehab. Specialist	Ortho. Specialist
<b>Rehab. Board Member</b>	$\geq 15$ RCME/CPD per year total $\geq 30$ CME/CPD per year	$\geq 10$ RCME/CPD per year (in addition to $\geq 30$ CME/CPD per year)
<b>Rehab. Trainer</b>	$\geq 10$ CME/RCME per year, in addition to $\geq 30$ CME/CPD per year (of which $\geq 15$ RCME/CPD per year already)	$\geq 10$ RCME/CPD per year in addition to $\geq 30$ CME/CPD per year
<b>Non-trainer, Non-board member</b>	$\geq 15$ RCME/CPD per year contributing to $\geq 30$ CME/CPD per year	$\geq 30$ CME/CPD per year

## CME/CPD Categories

1. Category A points are awarded to scientific activities directly related to the practice of Orthopaedics & Traumatology.
2. Category B points are awarded to scientific activities NOT directly related but are relevant to the practice of Orthopaedics & Traumatology.
3. Category Rehab points are awarded to scientific activities directly related to the practice of (Orthopaedic) Rehabilitation.
4. Category C points are awarded to scientific activities indirectly related to medical practice subject to the approval of the CME/CPD committee.
5. The status of Category A, B, C or Rehab is determined by the CME/CPD committee basing on the nature of the programme submitted by organizer of the scientific activity. The category as well as the number of CME/CPD points awarded is indicated on the paper which Fellows sign to indicate their participation.
6. The minimum CME/CPD requirement is 90 points over a 3-year cycle. 75 out of the 90 points must be from Category A CME/CPD activities.

7. The HKCOS recommends each Fellow to earn a minimum of 10 points over each calendar year.
8. CME/CPD points from one cycle **CANNOT** be carried forward to the next cycle.

### **Measurement of Activities**

1. The minimum number of point awarded is 1 which is equivalent to one hour or more of audience participation in a Formal College Approved Activity (FCAA).
2. Normally, no more than 5 CME/CPD points are awarded for FCAA lasting a full day. No more than 3 CME/CPD for a half day meeting. No more than 15 CME/CPD points are awarded for participation in a single specified FCAA.
3. Fractional CME/CPD points are not normally awarded.
4. No Fellow may claim more than 15 CME/CPD points from any single specified FCAA.

### **Exemption from CME/CPD**

There is NO exemption. Fellows practising local or overseas are treated alike.

### **Failure to meet CME/CPD Requirement**

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.
2. The CME/CPD Committee will report to the College for any Fellow who fails to meet the minimum CME 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.
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.

### **Prolonged Illness**

The Fellow concerned will not be required to do CME/CPD. But once the fellow resumes full or part time medical practice, the fellow will be required to re-start the CME/CPD cycle and to obtain at least 40 CME/CPD points in the first year of the cycle.

### **Inactive Fellow**

Inactive Fellows who are no longer in active clinical practice should submit a written declaration to the Academy / College to apply exemption from CME/CPD requirements.

### **Submission of CME/CPD Requirement**

All Fellows are required to submit the CME/CPD point achievement yearly in the format specified by the College. Submission must be made not later than one month after the due date (normally 31 December of each year). The format can be downloaded from the College homepage or available from the Executive Secretary.

## **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.

## **Methods to earn CME/CPD Points**

### **Passive Participation**

1. Passive participation is audience participation in FCAA. Not more than 75 points can be awarded for passive participation in a cycle.
2. 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.
3. 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.

### **Non-Passive Participation**

Non-passive Participation is when a Fellow delivers a presentation in a FCAA.

## **Accredited Non-Passive CME/CPD Activities**

### ***Presentation in a FCAA***

A Fellow will be awarded 1 point for presentation less than 15 minutes; 2 points for presentation more than 15 minutes; and 3 points for presentation more than 30 minutes. The maximum CME/CPD points awarded should not be more than the event's approved total CME/CPD points.

### ***Tutor/Lecturer in Clinical Tutorials and Didactic Lectures***

A Fellow will be awarded 2 CME/CPD points per session for being Tutor in the College Clinical Tutorials and Lecturer in Didactic Lecture.

### ***Self Learning***

1. Self study is restricted to a list of accredited Journals and College approved e-learning CME/CPD programme.
2. To apply CME/CPD by journal study, the Fellow 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 claim. One Category A or Rehab CME/CPD point will be awarded for each submission.
3. For e-learning, normally one Category A point will be awarded for one hour study.
4. The ceiling for self study is 15 CME/CPD points per year.

### ***Publication***

1. Only those related to Orthopaedics & Traumatology are accredited.
2. A publication will accrue CME/CPD points only when the material is published.

Type of Publication	1st Author	2nd Author	Others
Book	10	5	2
Original Paper in Indexed Journals	10	5	2
Original Paper in Non-indexed College Approval Journals	5	3	1
Poster Presentation	2	1	0

### ***Quality Assurance and Medical Audit***

1. 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.
2. Only those related to Orthopaedics & Traumatology with participation of a minimum of 4 Fellows are accredited.
3. A Fellow will be awarded 1 point per hour for participation in Mortality and Morbidity meeting. A maximum of 8 CME/CPD points may be awarded per year.
4. A Fellow can submit a written report on quality assurance and medical audit activities he has participated for approval. A maximum of 5 CME/CPD points may be awarded per year.

### ***Examiner in Examinations***

A Fellow will be awarded 10 non-passive points as examiner in College Exit Examination and 5 points for Entrance Examination. Non-passive participation can be an Organiser or Examiner (Organiser refers to the Chief Examiner and the College Censor).