

# THE COLLEGE OF OPHTHALMOLOGISTS OF HONG KONG

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

### I CME/CPD PROGRAMME

#### 1.1 Objective of CME/CPD

The purpose of CME/CPD is to encourage Fellows to engage in continuous medical education, to keep themselves well educated of the latest ophthalmic advancements, and to maintain a high standard of professional practice.

#### 1.2 Supervision of CME/CPD

(a) CME/CPD programmes established by the College of Ophthalmologists of Hong Kong (COHK) must be clearly defined and approved by the Hong Kong Academy of Medicine (HKAM).

(b) Any changes to established CME/CPD programmes require the approval of the HKAM.

(c) The Academy should ensure compliance with CME/CPD requirements by imposing sanctions, which may include suspension of Fellowship.

(d) Fellows must fulfill the full requirements of the CME/CPD programme by the end of each cycle.

(e) The Education Committee of HKAM may recommend to the Council of HKAM 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 and exceptional circumstances. Furthermore, the Committee has to be satisfied that the shortfall can be remedied within an acceptable time.

(f) All operational issues related to CME/CPD will be undertaken by a CME/CPD Subcommittee of the Education Committee of COHK.

#### 1.3 The Cycle

(a) A cycle of CME/CPD assessment consist of 3 years.

(b) The cycle commences within 6 months after a Fellow of the College is admitted to Fellowship of HKAM (Ophthalmology) of Hong Kong. The date of commencement for each Fellow should be recorded. A new cycle commences at the conclusion of the previous cycle.

(c) The College of Ophthalmologists of Hong Kong will report to the HKAM any Fellow of the Academy who fails to comply with CME requirements at the end of his/her cycle. The HKAM should then consider sanction.

Only CME/CPD activities completed within a particular CME/CPD cycle can be used to apply for CME/CPD points (active or passive) within that particular CME/CPD cycle.

#### 1.4 Measurement of Activities

One Point of CME/CPD activity is equivalent to one hour of audience participation in a Formal

College Approved Activities (FCAA) e.g., lecture, workshop, or scientific meeting at the postgraduate level. Please refer to appendix I for categories of FCAA. Other CME/CPD activities are also accreditable.

## II ACCREDITABLE CME ACTIVITIES

### 2.1 Passive participation in FCAA

- (a) One hour of Passive Participation of FCAA is ordinarily accepted one basic unit of CME/CPD (1 point).
  - (i) For category I(a) meetings, i.e., meetings held solely by COHK or jointly held with public/private hospitals, other Academy/Colleges of Ophthalmology, HKOS etc., CME/CPD points awarded for each meeting attended will be specified in promotional material or in announcement of the meeting.
  - (ii) For category I(b) meetings, i.e., meetings held by a pre-approved list of institutions or organization in Ophthalmology. CME/CPD points will be awarded based on (but not necessarily identical with) the organizing body's recommended CME/CPD points for their own members.
  - (iii) For category II meetings, i.e., meetings held by an organization or a group in Ophthalmology or related fields which are not in the pre-approved list in I(b), points will be awarded on individual basis. One passive CME/CPD point is generally awarded for each one hour of passive participation, whether the topic is directly related to Ophthalmology or not.
  - (iv) For category III meetings, i.e., meetings not in direct relationship to Ophthalmology but are held and accredited by one of the HKAM Colleges, points will be awarded on individual basis. One passive CME/CPD point is generally awarded for each one hour of passive participation, whether the topic is directly related to Ophthalmology or not.
  - (v) Passive CME/CPD points will only be granted for participation in an activity, e.g. lecture or seminar, when there is an opportunity for participants to engage in professional discussions with the presenter(s). Based on this principle, live participation in an online lecture with opportunity for questions and answers will be granted passive CME/CPD point(s), while the viewing of a pre-recorded online lecture with no opportunity for professional interactions will not be granted passive CME/CPD point(s). Nevertheless, the successful completion of MCQs after watching such pre-recorded contents may still be eligible for active CME, provided the other requirements for active CME are fulfilled. In other words, watching pre-recorded online lectures without this opportunity will come under the CME activity category of 'Self Study'.
  - (vi) If it is a live event but recorded and accessible by Fellows for self-study after the event, CME points will not be granted to individuals for 'Self Study' if they have already claimed passive CME for attending the live event with identical contents.
  - (vi) The organizers of CME educational events should apply to COHK for pre-approval of CME points (active or passive) AT LEAST TWO WEEKS BEFORE the event.

- (vi) For an online educational event to qualify as a CME/CPD activity, the organizer must be able to establish a proper registration procedure and an effective means to verify the identity of participants. Participants must register before the event with his / her full name (as registered with COHK), and then log in to attend the online program. The login is equivalent to the 'signing in' during previous offline physical programs. After the event, the organizer must be able to provide a clear list of the full names of COHK Fellows who have attended the event, together with the cumulative duration of their log-in to the event, in order that their event could be considered for passive CME. For each individual Fellow, he / she must have logged-in for more than 75% of the duration of the whole event in order to receive the passive CME/CPD point. If it is a live event but recorded and accessible by Fellows for self-study after the event, CME/CPD points should not be given to those who have accessed the recordings for self-study if they have already attended the live event with identical contents.
- (vii) For educational events that have not received prior approval for CME/CPD points by COHK, participating Fellows may still apply for CME/CPD points after the event. Detailed information of the educational contents and proof of attendance (e.g. a Certificate of Attendance) must be submitted to COHK, alongside the claim form for CME/CPD points. Such application will be reviewed on a case-by-case basis by the Chair of the COHK CME Subcommittee, who may seek advice from the COHK Council when he / she feels appropriate.

- (b) The maximum number of CME points to be accredited for a single FCAA is 25 points.
- (c) Passive participation as defined above may be accredited a maximum of 75 points per three-years cycle.

## 2.2 Active Participation in FCAA

- (a) This includes activities in which a Fellow plays an active part in the programmes:
  - (i) Speakers, presenters at FCAA.

6 points per presentation if collection and/or analysis of data is involved, 3 points per presentation if no collection of data is involved and up to 12 points for any one meeting.
  - (ii) Chairman, Panelists or moderators at FCAA.

3 points per hour and up to 6 points for any one meeting.
  - (iii) Paper, accepted and presented personally.

6 points for each paper if collection and/or analysis of data is involved, and 3 points per paper if no collection of data is involved. Up to 12 points for any one meeting.
  - (iv) Paper, accepted but not presented personally.

5 points for each paper if collection and/or analysis of data is involved, and 2

points per paper if no collection of data is involved. Up to 10 points for any one meeting.

- (v) Poster and video.

3 points for each presentation and up to 6 points for any one meeting.

- (vi) Completion of a multiple-choice question (MCQ) paper after attending a relevant educational presentation or reading relevant educational contents

All MCQ papers should be uploaded to the iCMECPD platform for online completion by Fellows.

Each MCQ paper should consist of at least 5 MCQs, with contents related to the materials presented or read.

Answering at least 50% of the questions correctly (e.g. 3 correct answers out of 5 MCQs) would normally allow the granting of 1 active CME/CPD point for one set of MCQs.

Up to a maximum of 2 active CME/CPD points may be granted per one hour of learning activity. Up to a maximum of 4 active CME/CPD points may be granted for participation in the same event per day.

The MCQs must be completed within 1 week from the date of the educational event, whether they are completed online or in paper format. If the MCQs are completed in paper format, the claimant's full name (as registered with COHK) must be clearly legible on the MCQ paper, and the MCQ paper signed and dated before being faxed, posted, or its scanned copy emailed back to our College secretariat.

Program organizers and speakers are strictly prohibited from directly distributing answers of MCQs to participants. COHK reserves the right to cancel all active CME points for an event if MCQ answers are distributed to participants by the program organizers or speakers.

- (b) For papers, posters, and videos with multiple authors, the presenting / first / corresponding author will receive the full allocation of CME points, while only half the number of points as presenter / first / corresponding author will be accredited to the second and third co-authors of the paper / presentation. Only one-quarter of the number of points will be awarded to all remaining authors.
- (c) Half number of points per hour will be accredited if presentation is given to paramedicals and no points will be accredited if presentation is given to laymen.
- (d) Active participation may be accredited a maximum of 75 points per three-year cycle.

### 2.3 Self Study

- (a) Self study is accepted as a form of CME/CPD.

- (b) One hour of self study is ordinarily awarded 1 CME/CPD point.
- (c) Self study on the following is accreditable:
  - (i) Article from College approved list of journals in ophthalmology. Other journals in ophthalmology may be accredited but require approval by the College CME/CPD Subcommittee. Likewise, articles related to ophthalmology published in non-ophthalmology journals will also be accepted, subject to approval of the College CME/CPD Subcommittee.
  - (ii) Video or audio recordings of educational contents in ophthalmology produced for CME/CPD purposes.
  - (iii) Self assessment programme.
  - (iv) A book or chapter of a book in ophthalmology.

CME/CPD-points obtained:

For (i) and (ii), 1 CME/CPD point/article or video will be awarded upon submission of a summary of no less than 100 words/article or video.

For (iii) and (iv), the number of CME/CPD points will be determined on individual basis upon submission of a summary of the self study.

- (e) Self study may be accredited a maximum of 60 points per three-year cycle.

## 2.4 Publications

- (a) Publications in the field of Ophthalmology or related fields can be accredited.
- (b) A publication shall accrue CME/CPD points at the time the material is accepted for publication (letter of acceptance should be submitted) or is published (reprints should be submitted).
- (c) 10 CME/CPD points are awarded to: (i) thesis, (ii) books, (iii) chapters in books, (iv) original articles in Index Medicus listed journals or journals published by the HKAM or its Constituent Colleges.
- (d) 5 points are awarded to short communications (e.g., case report, letters to Editor) in Index Medicus listed journals or journals published by the HKAM or its Constituent Colleges.
- (e) No other publication will be awarded any CME/CPD points unless approval has been obtained from the COHK prior to publication.
- (f) For publications with multiple authors, the first / corresponding author will receive the full allocation of CME points, while only half the number of points as the first / corresponding author will be accredited to the second and third co-authors of the publication. One-quarter of the number of points will be awarded to all remaining co-authors.

- (g) Publications may be accredited a maximum of 75 points per three-year cycle.
- (h) Research activities are accepted as a form of CME/CPD. Half the number of points will be accredited to each research report which is not published.
- (i) Participation in reviewing articles submitted to Hong Kong Medical Journal (HKMJ), Hong Kong Journal of Ophthalmology (HKJO) and other indexed journals is accepted as a form of CME/CPD. 1 point will be awarded to Reviewers of HKMJ, HKJO and other indexed Journals

## 2.5 Other creditable CME/CPD activities

- (a) Quality Assurance Reports. 5 CME points may be awarded to the first author and half the number of points will be awarded to the other authors of a Quality Assurance Report.  
Quality Assurance Reports may be accredited a maximum of 20 points per three-year cycle.

### *Quality Assurance*

- a) Quality assurance and improvement activities, such as clinical/surgical/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 mortality and morbidity meetings or structured quality improvement meetings that audit individual/group/medical practice;

One hour of activity is ordinarily awarded 1 CME/CPD point. Maximum 10 points per three-year cycle.

*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 in Quality Assurance, Audits and Activities for Improvement of Patient/Medical Care in order to capture the full benefit of different types of CME/CPD activities.*

- (b) Activities for Improvement of Patient/Medical Care  
Participation in learning/activities that enhances the ability to practice medicine both as an individual doctor and as part of the health care team eventually leading to improvement of patient management and medical care, e.g. clinical and other skills laboratory learning, simulator and virtual reality learning, patient safety enhancement programme.
- (c) Examiners: College and Academy  
6 active points awarded per session,  
maximum 12 points awarded per examination/mock examination, and  
maximum of 36 points per three-year cycle.  
Setting questions and marking of papers for COHK Fellowship  
examination: 2 active CME points per hour of work
- (d) Development of New Technologies or Services.  
The development of new services and technologies are accepted as a form of CME/CPD.

3 CME points would be accredited to each new technique (min 5 cases). Individual case would be decided by the CME/CPD Subcommittee. Maximum of 15 points per three-year cycle.

- (e) **Undergraduate and Postgraduate Teaching**  
Undergraduate and Postgraduate teaching activities can attract CME/CPD points, subject to a quality assurance process. One hour of teaching activity is ordinarily awarded 1 CME point for undergraduate ophthalmology teaching, and 2 active CME points for postgraduate ophthalmology teaching. Maximum of 15 points per three-year cycle.
- (f) **Postgraduate Courses**  
Teaching in a course leading to post-graduate qualification related to the profession/teaching a group\* of ophthalmic trainee/ophthalmologists can be accepted as form of CME/CPD. One hour of teaching activity is ordinarily awarded 2 CME point. Maximum of 20 points per three-year cycle.
- (g) **Development of CME/CPD Materials**  
Participation in the development of CME/CPD materials for self-study or e-learning can be awarded CME/CPD points. One hour of activity is ordinarily awarded 1 CME point. Maximum 10 points per three-year cycle.
- (h) **Activities for Improvement of Patient Care**  
Participation in learning/activities that enhances the ability to practise clinical skills, patient management and cares, e.g., information technology, interpersonal and communication skill training, laboratory skills, learning, virtual reality learning, voluntary services and organizing committee member of major scientific meeting can be awarded CME/CPD points. One hour of activity is ordinarily awarded 1 CME/CPD point. Maximum 10 points per three-year cycle.
- (i) **Hands-on Clinical Attachment Programme**  
Hands-on clinical attachment programme to accredited training units of the appropriate specialty is accepted as a form of CME/CPD to enhance/refresh the knowledge and skills of a Fellow in specified areas, or to enable the Fellow to learn new knowledge and skills. Clear learning objectives have to be defined in such attachment programmes, and the programme usually should be over a continuous period lasting one week or longer. Regular weekly attachment over a longer period can also be considered. The normal rotation of duties, or posting changes are not regarded as attachment. One hour of activity is ordinarily awarded 1 CME/CPD point. Maximum of 10 points per three-year cycle.
- (j) **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 points can be obtained from activities in this category in a cycle. Maximum of 5 points per three-year cycle.

*\* a group should consist of 3 or more participants.*

### **III CME/CPD REQUIREMENTS**

- 3.1 The minimum CME/CPD requirement is 90 points in a three-year cycle. The COHK recommends to its Fellows a minimum number of 10 points to be achieved in any single year.

#### **IV REGISTRATION**

- 4.1 All Fellows have to register before the commencement of the cycle. Registration fee of HK\$1,500 is payable to COHK for a three-year cycle.
- 4.2 Upon registration, each Fellow will be issued Claim Forms for claiming CME /CPD credit points.
- 4.3 At the end of each CME/CPD cycle year, the Academy/College will send to each Fellow a statement (CME/CPD Record Form) of his/her CME/CPD activities and accumulated credit points.

#### **V MONITORING AND CERTIFICATION**

- 5.1 The Education Committee and CME/CPD Subcommittee of the College are responsible for monitoring the CME/CPD system and keeping detailed record of the CME/CPD activities of Fellows.
- 5.2 The College will issue a certificate to Fellows who have completed a three-year programme. The College will maintain a registry of Fellows who have been awarded certification.

#### **VI APPEALS**

- 6.1 The Appeal Committee of the College will handle appeals, problems and disputes arising from the CME programme.

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Approved by HKAM EC and COHK Council

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CME Subcommittee / Education Committee