

HONG KONG COLLEGE OF RADIOLOGISTS

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

1 Objective

- 1.1 The objective of CME/CPD is to maintain professional competence and a high standard of professional practice of the Fellows of the College by keeping them informed of, and up-to-date on, improvements in technology and medicine and their impact on the professional activities.

2 Supervision

2.1 Hong Kong Academy of Medicine (HKAM)

- 2.1.1 HKAM is to approve the CME/CPD programme established and any subsequent changes made by the Hong Kong College of Radiologists (HKCR).
- 2.1.2 HKAM is to ensure compliance of the Fellows with the CME/CPD requirements by imposing sanctions, which may include suspension of Fellowship. (Refer to section 4.4)
- 2.1.3 HKAM will issue certification of continuing accreditation to an individual Fellow who satisfies the criteria for such purpose at the end of the 3-year cycle.

2.2 Hong Kong College of Radiologists (HKCR)

- 2.2.1 HKCR is to establish and clearly define the CME/CPD Programme.
- 2.2.2 HKCR is to ensure that there will be sufficient provision of educational activities within the territory for the purpose.
- 2.2.3 HKCR will maintain a registry of Fellows entered into the CME/CPD programme.
- 2.2.4 CME/CPD Subcommittee of Education Committee of HKCR is
- (a) To devise and monitor the CME/CPD system;
 - (b) To adjudicate and accept activities to be recognised for the purpose of CME/CPD;
 - (c) To keep record of CME/CPD points approved for the various activities;
 - (d) To keep record of CME/CPD points of Fellows who are actively obtaining CME/CPD points for FHKAM (Radiology) as recorded by the HKAM.
- 2.2.5 HKCR must report to HKAM any Fellow who has accrued less than 40 CME/CPD points at the end of the second year of a CME cycle.
- 2.2.6 HKCR must report to HKAM any Fellow of the Academy (Radiology) who fails to comply with CME/CPD requirements at the end of a cycle.

3 Registration and Fellows' Responsibility

- 3.1 The date of commencement of the CME/CPD cycle of each Fellow will be recorded in the College registry.
- 3.2 Fellows are responsible to maintain the record of their CME/CPD activities with the standard log sheet.
- 3.3 At the end of each CME/CPD cycle year, Fellows have to submit a summary of their CME/CPD activities within one month (photocopy of the log sheet together with documentation e.g. certificate of attendance, if appropriate) to the CME/CPD Subcommittee.
- 3.4 Besides, Fellows must respond to calls for CME/CPD returns from the Academy / College, and submit all returns with required proof within the defined period of time.
- 3.5 If for any reason, Fellows are unable to submit sufficient points or documentation, it would be most helpful to the College CME/CPD Subcommittee if this reason could be explained in writing. This will increase the efficiency of the Subcommittee and enable a quicker response regarding remedial measures that may be suggested.
- 3.6 Fellows failing to submit return on time will be regarded as CME/CPD non-compliant. Subsequent request to review late submissions may be subjected to an administrative fee to be determined by the College.
- 3.7 All notices sent to the address last provided by a Fellow to the Academy/College will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the Academy/College of his contact address whenever it is changed.

4 CME/CPD Programme

4.1 The Cycle

- 4.1.1 A CME/CPD cycle (hereafter called 'cycle') consists of 3 years.
- 4.1.2 A CME/CPD cycle year starts on 1 January of each calendar year.
- 4.1.3 Fellows must fulfill requirements of the CME/CPD programme by the end of each cycle.
- 4.1.4 Fellows will commence their first cycle on the first day of the month immediately after admission as a Fellow to Hong Kong Academy of Medicine (Radiology) [(FHKAM (Radiology))] and the required CME/CPD points for the first cycle will be counted on pro-rata basis.
- 4.1.5 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.

4.1.6 Notwithstanding 4.1.5 above, if a doctor has been certified for Specialist Registration and already started a CME/CPD cycle prior to his admission as an Academy Fellow, there will be no change in this CME/CPD requirements of existing cycle.

4.2 CME/CPD Points

4.2.1 **Category A** CME/CPD point is accrued by audience participation, lectures and presentations in Formal College Approved Activities (FCAA) as well as research protocol, publications, postgraduate qualification, journal clubs, clinical-radiological and clinical conferences, quality assurance and audit activities, and self study relating to Radiology, Clinical Oncology or Nuclear Medicine.

4.2.2 **Category B** CME/CPD point is accrued by attending CME/CPD activities not considered by the CME/CPD Subcommittee to be directly related to Radiology, Clinical Oncology or Nuclear Medicine but which would be valued in updating and broadening Fellows' medical knowledge.

4.2.3 Audience participation as an attendee in FCAA would fall into the **Passive Category**.

4.2.4 CME/CPD activities other than audience participation as an attendee in FCAA would be classified as **Active Category**.

4.2.5 Those have already scored points from Active participation could not score additional points from Passive participation.

4.3 CME/CPD Requirements

4.3.1 The minimum CME/CPD requirement is **90** CME/CPD points in a **3-year** cycle, of which not more than 30 Category B CME/CPD points can be counted.

4.3.2 A minimum of 10 CME/CPD points is recommended within any single year.

4.3.3 In the event that a Fellow has accrued less than 40 CME/CPD points at the end of the second year of a cycle, HKAM will issue a letter of reminder.

4.3.4 No more than 75 points can be awarded for passive participation in a cycle. The minimum of **15 (Active)** CME/CPD points is required.

4.3.5 Participation in 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 communications, may be accepted as a form of CME/CPD. No more than 5 points can be obtained from activities in this category in a cycle.

4.3.6 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 category 4.5.15 in order to capture the full benefit of different types of CME/CPD activities.

4.4 Failure to comply with the CME/CPD requirements

4.4.1 Remediable non-compliance

4.4.1.1 For a 3-year cycle, Fellows must have achieved (a) at least $\frac{2}{3}$ of the required number of points within a cycle or (b) be certified to have suffered from a medical condition that the Council of HKCR considers as a reasonable cause for non-compliance.

4.4.1.2 These Fellows must engage in a remedial programme to make up for the deficiency.

4.4.1.3 The reasons for non-compliance and the remedial CME /CPD programme must be endorsed by the Education Committee of HKCR and the Education Committee and Council of HKAM.

4.4.1.4 The remedial programme must be finished within the time specified by the College. In any case, the remedial programme must be finished within 12 months from the completion of the previous CME/CPD cycle.

4.4.1.5 The next CME/CPD cycle of these Fellows shall follow immediately after the previous cycle without any break. In other words, these Fellows will have to undergo normal and remedial CME/CPD at the same time.

4.4.1.6 For remediable non-compliance, the Academy will inform the Medical Council of Hong Kong as soon as possible after the end of cycle.

4.4.2 Not remediable non-compliance

4.4.2.1 HKAM will inform the Medical Council of Hong Kong of those Fellows who have not fulfilled CME /CPD requirements.

4.4.2.2 Upon reviewing each case, a recommendation for termination of the Fellowship of the Hong Kong Academy of Medicine may be made.

4.4.2.3 Reinstatement of Academy Fellowship shall be (a) at the discretion of the Academy Council, and (b) upon payment of prevailing fees as determined by the Academy, and (c) subjected to any other requirements of the Academy.

4.4.3 Exemption: Fellows belonging to the following are exempted from CME/CPD.

4.4.3.1 Fellows having formally submitted written declaration to the College that he/she has retired from active clinical practice in and outside Hong Kong; OR

4.4.3.2 Fellows suffering from acute/prolonged disability, and not in active practice; OR

4.4.3.3 Fellows who have ceased to obtain a practicing certificate from the Medical Council of Hong Kong.

4.5 Guidelines for Approval of CME/CPD Points [Also refer to Appendix A for the Summary of Approved Active CME/CPD Activities and Appendix B for Procedures of CME/CPD Accreditation.]

- 4.5.1 Formal College Approved Activities (FCAA) organised under the auspices of, or recognised by, the Hong Kong College of Radiologists, viz. Annual Scientific Meeting, Seminars, Scientific Lectures and other recognised activities.

*One hour of lecture/seminar counts as one **Category A** CME/CPD point with no more than 75 points can be awarded for passive participation in a cycle. (Maximum points for individual function may apply)*

1 Category A (Active) CME/CPD point per hour of accredited activities up to a maximum of 15 points per cycle for the chairperson(s) of the meeting. (Refer to Appendix A)

NO additional points for passive participation could be scored if those have already scored point from chairing the meeting.

- 4.5.2 FCAA recognised for CME/CPD purposes by the international or national organisations of Radiology / Clinical Oncology / Nuclear Medicine.

*Points accredited by overseas organisations are accredited as **Category A** CME/CPD points to such activities with no more than 75 points can be awarded for passive participation in a cycle. (Maximum points for individual function may apply)*

1 Category A (Active) CME/CPD point per hour of accredited activities up to a maximum of 15 points per cycle for the chairperson(s) of the meeting. (Refer to Appendix A)

NO additional points for passive participation could be scored if those have already scored point from chairing the meeting.

- 4.5.3 Other overseas Radiology / Clinical Oncology / Nuclear Medicine meeting which is NOT on the pre-approved list of recognised activities.

Category A CME/CPD points will only be awarded on an individual basis upon proper formal application with no more than 75 points can be awarded for passive participation in a cycle.

- 4.5.4 Educational activities organised by Hong Kong Academy of Medicine, other Colleges of the Hong Kong Academy of Medicine, or professional organisations of Hong Kong or overseas.

Category A or Category B CME/CPD points will be accredited as determined by the CME/CPD Subcommittee. No more than 75 points can be awarded for passive participation in a cycle.

- 4.5.5 Clinico-radiological conferences, Case Management Meetings, Grand Rounds

Multidisciplinary patient management related activities with a) regular schedule, b) involving two or more Specialties and c) three or more Specialists, can be submitted to CME/CPD Subcommittee for prior approval

1 Category A (Passive) CME/CPD point per hour of accredited activities up to a maximum of 15 points per cycle for passive participation.

1 Category A (Active) CME/CPD point per hour of accredited activities up to a maximum of 15 points per cycle, provided that only ONE chairperson could be awarded for each meeting. (Refer to Appendix A)

NO additional points for passive participation could be scored if those have already scored point from chairing the meeting.

4.5.6 Lecturer or Tutor in Radiology, Clinical Oncology, Nuclear Medicine and related topics in CME/CPD courses organised by the academic Colleges and other professional bodies.

5 Category A (Active) CME/CPD points per lecture/tutorial up to a maximum of 60 points per cycle. (Certain conditions apply and please refer to Appendix A.)

4.5.7 Publications and Presentations

Only publications/presentations related to Radiology / Clinical Oncology / Nuclear Medicine, including those on Quality Assurance and Clinical Audit shall count for **Category A (Active) CME/CPD points.**

A publication shall accrue points at the time the material is published.

A presentation shall accrue points at the time the presentation is delivered.

4.5.7.1 Publications:

<i>Papers in Index Medicus listed journals</i>	<i>10 points</i>
<i>Papers in the official journals of HKAM and HKCR</i>	<i>10 points</i>
<i>Case of the Month in the Academy/College Website</i>	<i>3 points</i>

No other publication will be awarded any CME/CPD points unless prior application has been submitted to the CME/CPD Subcommittee not later than one month after the end of cycle year. An assessment fee may be charged payable to the College subject to the decision of the CME/CPD Subcommittee. 5 Category A points will be accredited for each paper in non-Index Medicus listed journals.

4.5.7.2 Presentations at recognised conferences/meetings:

<i>Invited speaker, each presentation</i>	<i>5 points</i>
<i>Proffered paper accepted and presented, each paper</i>	<i>5 points</i>
<i>Proffered poster, each poster</i>	<i>3 points</i>

4.5.7.3 For publications and presentations, the first 3 authors get the full points while the other authors will get half the points.

Category A (Active) CME/CPD points accredited to publications and presentations up to a maximum of 60 points per cycle. (Certain conditions apply and please refer to Appendix A.)

NO additional points for passive participation could be scored if those have already scored point from presentations at the recognized conferences/meetings.

4.5.8 Research Protocols

Submission of a research protocol that has been approved by the Research Ethics Committee or Institute Review Board of the hospital / institution at which the study will be conducted.

For research protocols, the principal investigator(s) get the full points while the co investigators will get half the points.

3 Category A (Active) CME/CPD points per submission up to a maximum of 60 points per cycle. (Certain conditions apply and please refer to Appendix A.)

4.5.9 Postgraduate Qualification

Completion of postgraduate degree directly related to Radiology, Clinical Oncology or Nuclear Medicine.

10 Category A (Active) CME/CPD points per qualification up to a maximum of 45 points per cycle. (Certain conditions apply and please refer to Appendix A)

4.5.10 Self Study

Participation in the following items in Radiology / Clinical Oncology / Nuclear Medicine can be accredited:

- (a) Articles of journals*
- (b) Videotapes / multimedia teaching material*
- (c) A monograph or chapter of a book*
- (d) Web based CME/CPD programmes*

1 CME/CPD point per article or video will be awarded upon submission of: (i) an original summary of no less than 100 words. This should contain the Fellow's own interpretation of the article/video and its relevance to one's clinical practice. A duplicate or extract from part of the article/video or its abstract is not considered an original summary for this purpose. Or (ii) reply to multiple choice questions related to the contents of the article. Completion of MCQ with >50% of the questions being correct or other assessment programme from printed journals or electronic sources.

For the articles in Index Medicus listed journals and the journals published by HKCR or web based CME/CPD programmes at pre-approved list of recognised overseas activities, Fellows have to keep their own record of CME/CPD activities with the log sheet provided and submit with documentation to the CME/CPD Subcommittee yearly for record.

For other self study relating to Radiology, Clinical Oncology and Nuclear Medicine, viz. articles in non-Index Medicus listed journals, videotapes / multimedia teaching material, a monograph or chapter of a book, web based CME/CPD programmes which are NOT on the pre-approved list of recognised activities, prior application for approval have to be obtained from the HKCR at least two months before the start of the self study, and the assessment period will take at least one month. CME/CPD points shall be accrued at the time the result is confirmed. An assessment fee per article will be required for each submission. And the submission of self study materials will be assessed upon payment of such fee payable to the College.

Those that have already scored points from passive participation could not score additional points by completion of the quiz associated with the presentation.

Category A (Active) CME/CPD points accredited to self study up to a maximum of 45 points per cycle. (Certain conditions apply and please refer to Appendix A.)

4.5.11 Editing or refereeing a paper in a recognized peer-reviewed journal or assessing grant applications

For the edited/refereed papers in Index Medicus listed journals and the journals published by HKCR, Fellows have to keep their own record of CME/CPD activities with the log sheet provided and submit with documentation to the CME/CPD Subcommittee yearly for record.

No other edited/refereed papers will be awarded any CME/CPD points unless prior application has been submitted to the CME/CPD Subcommittee not later than one month after the end of cycle year. An assessment fee may be charged payable to the College subject to the decision of the CME/CPD Subcommittee.

For assessing grant applications, prior application for approval has to be obtained from the CME/CPD Subcommittee not later than one month after the end of cycle year.

3 Category A (Active) CME/CPD point per original article up to a maximum of 20 points per cycle. (Refer to Appendix A)

2 Category A (Active) CME/CPD points per case report / research project / grant application up to a maximum of 20 points per cycle. (Refer to Appendix A)

4.5.12 Local/Overseas Hands-on Clinical Attachment Programme

Local/Overseas 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 a specified area, or to enable the Fellow to learn new knowledge 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.

3 (Active) CME/CPD points per day up to a maximum of 45 points per cycle. (Maximum points for individual programme may apply) (Certain conditions apply and please refer to Appendix A.)

4.5.13 Conducting Examinations

10 Category A (Active) CME/CPD points per examination up to a maximum of 20 points per cycle for the examiner(s) in College / specialist examinations. (Refer to Appendix A)

5 Category A (Active) CME/CPD points per examination up to a maximum of 20 points per cycle for setting the examinations questions. (Refer to Appendix A)

4.5.14 Development of New Technologies or Services

Submission of a project action plan for development of new technologies or services at which the project will be conducted. The CME/CPD Subcommittee reserves the right to request a progress report for the project.

For development of new technologies or services, the first 3 investigator(s) get the full points while the other investigators will get half the points.

5 (Active) CME/CPD points per activity up to a maximum of 15 points per cycle. (Refer to Appendix A)

4.5.15 Practice Assessment and Quality Assurance Activities

College approved quality assurance and audit activities, such as clinical/surgical review and audit, clinical governance, peer review of operative practice, activities that examine and evaluate the clinical care of patients.

For clinical audit or peer review activities that involve systematic assessment and evaluation of patient care (with a clearly defined topic, involves data collection and analysis, making recommendations for changes and a presentation of the findings), **3 (Active) CME/CPD points per activity up to a maximum of 15 points per cycle.** (Refer to Appendix A)

For presentations including case conference and morbidity and mortality meeting where an interesting or sentinel case is presented, **1 (Active) CME/CPD point per activity for the presenter/facilitator of the meeting up to a maximum of 15 points per cycle.** Other participants would have **1 (Passive) CME/CPD point per activity up to a maximum of 10 points per cycle.** At least 3 Specialists have to be present. One or more departments can be involved. (Refer to Appendix A)

4.5.16 Postgraduate Teaching

1 Category A (Active) CME/CPD points per hour of lecture up to a maximum of 10 points per cycle for the trainer(s) in the structured training courses in Radiology / Clinical Oncology / Nuclear Medicine organized by Hong Kong College of Radiologists for radiology trainees. (Refer to Appendix A)

4.5.17 Other College Activities

- (a) Preparation of materials for self-study CME/CPD activities

CME/CPD points as determined by the CME/CPD Subcommittee

- (b) Any other activities specifically approved by the College for CME/CPD purpose.

CME/CPD points as determined by the CME/CPD Subcommittee

4.6 Activities which do not attract CME/CPD points

4.6.1 Lecturing to participants who are not eligible for CME/CPD credits, e.g. undergraduate teaching, GP and non-specialist CME programme.

4.6.2 Post-graduate teaching other than those specified in 4.5.16 or those already counted under active participation in FCAA.

4.6.3 Service on committees or working parties, of Hospital Authority, hospital, university, Academy or College.

Appendix A: Summary of Approved Active CME/CPD Activities

Group	Activities	Number of Active CME/CPD points	Limits
I	Development of New Technologies or Services	5 points per activity (Refer Section 4.5.14)	15 points per cycle
	Practice Assessment and Quality Assurance Activities	3 points per activity (Refer Section 4.5.15)	
II	Chairing at: 1. Formal College Approved Activities (FCAA) 2. Clinico-radiological conferences 3. Case Management Meetings 4. Grand Rounds	1 point per hour of the meeting <i>provided that NO additional points for passive participation could be scored if those have already scored point from chairing at the meeting</i> (Refer Sections 4.5.1, 4.5.2 & 4.5.5)	15 points per cycle
	Presenter / Facilitator at the case conference and morbidity and mortality meeting where an interesting or sentinel case is presented	1 point per activity for the presenter/facilitator of the meeting <i>provided that NO additional points for passive participation could be scored if those have already scored point from presenting / facilitating at the meeting</i> (Refer Section 4.5.15)	
III	Conducting Examinations – Examiners for College Examinations	10 points per examination (Refer Section 4.5.13)	20 points per cycle
	Conducting Examinations – Setting Examination Questions	5 points per examination (Refer Section 4.5.13)	
IV	Trainer in College’s structured training courses	1 point per hour of lecture (Refer Section 4.5.16)	10 points per cycle
V	Lecturer or Tutor in CME/CPD courses	5 points per lecture/tutorial (Refer Section 4.5.6)	60 points per cycle
	Delivering lectures, proffered paper & poster presentations at FCAA	5 points per lecture / presentation (Refer Section 4.5.7)	
	Publications	(Refer Section 4.5.7)	
	Research Protocols	3 points per submission (Refer Section 4.5.8)	
VI	Postgraduate Qualification	10 points per qualification (Refer Section 4.5.9)	45 points per cycle
	Self Study	1 point per article or video (Refer Section 4.5.10)	
	Local/Overseas Hands-on Clinical Attachment Programme	3 points per day (Refer Section 4.5.12)	
VII	Editing a paper for a peer-reviewed journal	3 points per original article and 2 points per case report / research project / grant application (Refer Section 4.5.11)	20 points per cycle
	Refereeing Publications		
	Assessing Grant Applications		

Appendix B: Procedures of CME/CPD Accreditation

Activities	Procedures
<ul style="list-style-type: none"> FCAA activities organised under the auspices of, or recognised by, the Hong Kong College of Radiologists, viz. Annual Scientific Meeting, Seminars, Scientific Lectures and other recognised activities 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment. Organiser to include information on CME/CPD points associated with the activities in their publicity materials Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in
<ul style="list-style-type: none"> FCAA recognised for CME/CPD purpose by the international/national organisations of radiology/ oncology/ nuclear medicine 	<ul style="list-style-type: none"> College will publish a pre-approved list of recognised overseas activities for CME/CPD purpose Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record Fellows are required to indicate clearly for the number of Active/Passive CME/CPD points (if any) to be accrued for the meeting Documentation of attendance of activity such as Certificate of Attendance and detailed programme is required
<ul style="list-style-type: none"> Other overseas Radiology / Clinical Oncology / Nuclear Medicine meeting which is NOT on the pre-approved list of recognised activities 	<ul style="list-style-type: none"> Application of the activities should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Detailed programme should be submitted with application form for assessment CME/CPD points will be awarded upon documentation of attendance of activity such as Certificate of Attendance provided to the College Complete the application form <u>for Local/Overseas Educational Activities</u>

Activities	Procedures
<ul style="list-style-type: none"> Educational activities organised by Hong Kong Academy of Medicine, other Colleges of the Hong Kong Academy of Medicine, or professional organizations of Hong Kong or overseas 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment. Organiser to include information on CME/CPD points associated with the activities in their publicity materials. Fellows – NO need to apply; just record the attendance in the meeting, either via electronically or signing-in Organiser has not applied – Fellow to apply with detailed programme at least <u>2 weeks</u> in advance if the applicant wishes to be guaranteed of the CME/CPD judgement as to the suitability of the meeting. CME/CPD points will be awarded upon documentation of attendance of activity such as Certificate of Attendance provided to the College Complete the application form <u>for Local/Overseas Educational Activities</u>
<ul style="list-style-type: none"> Clinico-radiological conferences, Case Management Meetings, Grand Rounds 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment. Need to satisfy all of the following criteria: <ul style="list-style-type: none"> a) regular schedule b) two or more Specialties present c) three or more Specialists present Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in
<ul style="list-style-type: none"> Lecturer or Tutor in Radiology, Clinical Oncology, Nuclear Medicine and related topics in CME/CPD courses organised by the academic Colleges and other professional bodies 	<ul style="list-style-type: none"> <u>For courses organised by the pre-approved list of International Academic Bodies or local courses with pre-approved CME/CPD points accredited by HKCR</u>, Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record Documentation of letter of invitation and detailed programme is required <hr/> <ul style="list-style-type: none"> Other courses, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Documentation of letter of invitation and detailed programme should be submitted with application form for assessment Complete the application form <u>for Local/Overseas Educational Activities</u>

Activities	Procedures
<ul style="list-style-type: none"> Publications, viz. original paper in Index Medicus listed journals, papers in the official journals of HKAM and HKCR and Case of the Month in the Academy/College Website 	<ul style="list-style-type: none"> Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record Copy front page of the publications bearing the name of the authors and the title of the article to be submitted with the log sheet CME/CPD points will be awarded upon necessary evidence provided to the College
<ul style="list-style-type: none"> Other Publications 	<ul style="list-style-type: none"> Application should be submitted <u>not later than one month after the end of cycle year</u> Copy of the publication bearing the name of the authors and the title of the publication to be submitted with the application form Complete the application form <u>for Publications, Editing/Refereeing Publications & Self Study</u> An assessment fee per published material may be charged payable to the College and to be submitted with the application form; the assessment fee may be waived subject to the decision of CME/CPD Subcommittee
<ul style="list-style-type: none"> Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter 	<ul style="list-style-type: none"> <u>For presentation at pre-approved list of recognised overseas activities or at the local educational activities with pre-approved CME/CPD points accredited by HKCR</u>, Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record Documentation of letter of acceptance or invitation and detailed programme is required
<ul style="list-style-type: none"> Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter (Continued) 	<ul style="list-style-type: none"> Other presentation, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Documentation of letter of acceptance or invitation and detailed programme is required Complete the application form <u>for Local/Overseas Educational Activities</u>
<ul style="list-style-type: none"> Research Protocols 	<ul style="list-style-type: none"> Application should be submitted together with proper documentation <u>not later than one month after the end of cycle year</u> Submission of a research protocol & copy of approval letter from the Ethics Committee or Institute Review Board of the hospital/institution at which the study will be conducted Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>

Activities	Procedures
<ul style="list-style-type: none"> • Postgraduate qualification, viz Postgraduate degree directly related to Radiology, Clinical Oncology or Nuclear Medicine 	<ul style="list-style-type: none"> • Application for approval should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities • CME/CPD points will be awarded upon evidence of completion of the degree and awarded the appropriate qualification provided to the College • Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>
<ul style="list-style-type: none"> • Self Study relating to Radiology, Clinical Oncology and Nuclear Medicine 	<ul style="list-style-type: none"> • Submission of an original summary of no less than 100 words. This should contain the Fellow's own interpretation of the article/video and its relevance to one's clinical practice. A duplicate or extract from part of the article/video or its abstract is not considered an original summary for this purpose OR • Completion of MCQ related to the contents of the article or video with >50% of the questions being correct or other assessment programme from printed journals or electronic sources <hr/> <ul style="list-style-type: none"> • <u>For the articles in Index Medicus listed journals and the journals published by HKCR or web based CME/CPD programmes at pre-approved list of recognised overseas activities,</u> Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit with documentation to the CME/CPD Subcommittee yearly for record <hr/> <ul style="list-style-type: none"> • <u>For other self study relating to Radiology, Clinical Oncology and Nuclear Medicine, viz. articles in non-Index Medicus listed journals, videotapes / multimedia teaching material, a monograph or chapter of a book, web based CME/CPD programmes which are NOT on the pre-approved list of recognised activities,</u> two months prior application for approval is required. Copy of the original article should be submitted with application for assessment • Complete the application form <u>for Publications, Editing/Refereeing Publications & Self Study</u> • An assessment fee per self study material may be charged payable to the College and to be submitted with the application form; the assessment fee may be waived subject to the decision of CME/CPD Subcommittee

Activities	Procedures
<ul style="list-style-type: none"> Editing or refereeing a paper in a recognized peer-reviewed journal 	<ul style="list-style-type: none"> <u>For the edited/refereed papers in Index Medicus listed journals and the journals published by HKCR</u>, Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit with documentation to the CME/CPD Subcommittee yearly for record Documentation of a copy of invitation letter and front page of the papers bearing the title of the article is required
<ul style="list-style-type: none"> Assessing Grant Applications 	<ul style="list-style-type: none"> Application should be submitted together with proper documentation <u>not later than one month after the end of cycle year</u> Documentation of a copy of invitation letter for assessing the grant applications to be submitted with the application form Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u>
<ul style="list-style-type: none"> Local/Overseas Hands-on Clinical Attachment Programme 	<ul style="list-style-type: none"> Application for approval should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Submission of the report with a summary of no less than 250 words of the programme CME/CPD points will be awarded upon submission of report and certificate of attendance provided to the College Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u>

Activities	Procedures
<ul style="list-style-type: none"> Examiners / Setting Examinations Questions in College / Specialist Examinations 	<ul style="list-style-type: none"> Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record
<ul style="list-style-type: none"> Trainers in Structured Training Courses organized by Hong Kong College of Radiologists 	<ul style="list-style-type: none"> Fellows to keep their own record of CME/CPD activities with the log sheet provided and submit to the CME/CPD Subcommittee yearly for record
<ul style="list-style-type: none"> Development of New Technologies or Services 	<ul style="list-style-type: none"> Applications should be submitted together with proper documentation <u>2 weeks</u> before the start of the project Submission of the project action plan at which the project will be conducted Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u> Submission of the project progress report upon the request from CME/CPD Subcommittee
<ul style="list-style-type: none"> Practice Assessment and Quality Assurance Activities 	<ul style="list-style-type: none"> Applications of the activities should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Submission of the report with a summary of no less than 250 words of the activity CME/CPD points will be accredited to all participants Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>
<ul style="list-style-type: none"> Case Conference and Morbidity and Mortality Meeting where an interesting or sentinel case is presented 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment. Need to satisfy all of the following criteria: <ul style="list-style-type: none"> a) at least 3 Specialists present b) one or more departments involve Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in