

Principles/Guidelines for CME/CPD Accreditation of Online Activities

Hong Kong College of Radiologists

1. General Principle

On-line learning activities are important means to enhance the professional knowledge of our Fellows. There are needs to lay down the requirements for CME/CPD approval for these activities to ensure reasonable participation and high quality learning.

2. Operational Guidelines

When an event organiser applies for CME/CPD point for online activity, they have to ensure these are in place before approval would be granted.

- a. Participant has to be individually registered and log into the event in person with name and e-mail address.
- b. Upon request and as appropriate, the participant must turn on the camera on his/her viewing device and show his/her face in real time.
- c. The participant must show his/her full name on screen when appropriate upon request.
- d. At the end of the event, one of these has to be done to ensure full participation:
 - Each participant has to complete a quiz or survey online.
 - Each participant has to answer a set of MCQ questions related to the event content
 - Scan a QR code (generated from iCMECPD) online to capture (via CMECPD) as proof of participation

Falling short of this a certificate of attendance or CME/CPD certificate shall not be issued.

- e. If the event content will be made available for self-study after the event, no additional self-study CME/CPD point will be granted for participants who have already participated in the event online.

3. CME/CPD accreditation for online events not meeting the above criteria

- a. Fellows submitting CME/CPD application for online events not meeting the above criteria shall follow the existing procedure for in-person events. A CME/CPD point record issued by the organiser has to be submitted as proof of duration of participation.
- b. If only a certificate of attendance is available, the Fellow shall only apply for CME/CPD points according to actual hours of participation in the event. The CME/CPD Subcommittee and HKCR would make individual consideration for these applications.

Event Organizer

Online Activities – Live Event

(Submit the [application for CME/CPD accreditation](#) at least 2 weeks prior to the event date)

- Participant has to be individually registered and log into the event in person with name and e-mail address

One of the below has to be done to ensure full participation **at the end of the event.**

- Each participant has to complete a quiz or survey online
- or**
- Each participant has to answer a set of MCQ questions related to the event content
- or**
- Scan a QR code (generated from iCMECPD) online to capture (via CMECPD) as proof of participation

- Participants' attendance records** generated via online platform
- Participants' completion result of quiz/survey/MCQ questions** (if any)

The above should be returned to the College within 1 month after the event.

Passive CME/CPD points

Recorded Lecture (Post Event)

Set up an online quiz/MCQ related to Online Activity for participants' completion. A proof of attendance indicating the completion result should be provided to participants.



If the event content will be made available for self-study after the event, **NO additional self-study CME/CPD point** will be granted for participants who have already participated in the live event.

HKCR Fellows & non-FHKCR Specialists

(Submit the [CME/CPD Accreditation Application for Self-study](#))

- Completion of MCQ** related to the contents of Online Activity with >50% of the questions being correct

If online quiz/MCQ is not available



- Submission of an **original summary** of **no less than 100 words**. This should contain the Fellow's own interpretation of the recorded lecture and its relevance to one's clinical practice.

Active CME/CPD points
(under category of Self-study)