

## Appendix B: Procedures of CME/CPD Accreditation

<b>Activities</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in</li> </ul>
<ul style="list-style-type: none"> <li>FCAA recognised for CME/CPD purpose by the international/national organisations of radiology/ oncology/ nuclear medicine</li> </ul>	<ul style="list-style-type: none"> <li>College will publish a pre-approved list of recognised overseas activities for CME/CPD purpose</li> <li>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</li> <li>Fellows are required to indicate clearly for the number of Active/Passive CME/CPD points (if any) to be accrued for the meeting</li> <li>Documentation of attendance of activity such as Certificate of Attendance and detailed programme is required</li> </ul>
<ul style="list-style-type: none"> <li>Other overseas Radiology / Clinical Oncology / Nuclear Medicine meeting which is NOT on the pre-approved list of recognised activities</li> </ul>	<ul style="list-style-type: none"> <li>Application of the activities should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities</li> <li>Detailed programme should be submitted with application form for assessment</li> <li>CME/CPD points will be awarded upon documentation of attendance of activity such as Certificate of Attendance provided to the College</li> <li>Complete the application form <u>for Local/Overseas Educational Activities</u></li> </ul>

<b>Activities</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Fellows – NO need to apply; just record the attendance in the meeting, either via electronically or signing-in</li> <li>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</li> <li>Complete the application form <u>for Local/Overseas Educational Activities</u></li> </ul>
<ul style="list-style-type: none"> <li>Clinico-radiological conferences, Case Management Meetings, Grand Rounds</li> </ul>	<ul style="list-style-type: none"> <li>Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment.</li> <li>Need to satisfy all of the following criteria: <ul style="list-style-type: none"> <li>a) regular schedule</li> <li>b) two or more Specialties present</li> <li>c) three or more Specialists present</li> </ul> </li> <li>Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li><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</li> <li>Documentation of letter of invitation and detailed programme is required</li> </ul>
	<ul style="list-style-type: none"> <li>Other courses, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities</li> <li>Documentation of letter of invitation and detailed programme should be submitted with application form for assessment</li> <li>Complete the application form <u>for Local/Overseas Educational Activities</u></li> </ul>

<b>Activities</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>CME/CPD points will be awarded upon necessary evidence provided to the College</li> </ul>
<ul style="list-style-type: none"> <li>Other Publications</li> </ul>	<ul style="list-style-type: none"> <li>Application should be submitted <u>not later than one month after the end of cycle year</u></li> <li>Copy of the publication bearing the name of the authors and the title of the publication to be submitted with the application form</li> <li>Complete the application form <u>for Publications, Editing/Refereeing Publications &amp; Self Study</u></li> <li>An assessment fee of \$1,000 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</li> </ul>
<ul style="list-style-type: none"> <li>Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter</li> </ul>	<ul style="list-style-type: none"> <li><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</li> <li>Documentation of letter of acceptance or invitation and detailed programme is required</li> </ul>
<ul style="list-style-type: none"> <li>Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter (Continued)</li> </ul>	<ul style="list-style-type: none"> <li>Other presentation, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities</li> <li>Documentation of letter of acceptance or invitation and detailed programme is required</li> <li>Complete the application form <u>for Local/Overseas Educational Activities</u></li> </ul>
<ul style="list-style-type: none"> <li>Research Protocols</li> </ul>	<ul style="list-style-type: none"> <li>Application should be submitted together with proper documentation <u>not later than one month after the end of cycle year</u></li> <li>Submission of a research protocol &amp; copy of approval letter from the Ethics Committee or Institute Review Board of the hospital/institution at which the study will be conducted</li> <li>Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols &amp; Postgraduate Qualification</u></li> </ul>

<b>Activities</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>• Postgraduate qualification, viz Postgraduate degree directly related to Radiology, Clinical Oncology or Nuclear Medicine</li> </ul>	<ul style="list-style-type: none"> <li>• Application for approval should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities</li> <li>• CME/CPD points will be awarded upon evidence of completion of the degree and awarded the appropriate qualification provided to the College</li> <li>• Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols &amp; Postgraduate Qualification</u></li> </ul>
<ul style="list-style-type: none"> <li>• Self Study relating to Radiology, Clinical Oncology and Nuclear Medicine</li> </ul>	<ul style="list-style-type: none"> <li>• 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 <b>OR</b></li> <li>• Completion of MCQ related to the contents of the article or video with &gt;50% of the questions being correct or other assessment programme from printed journals or electronic sources</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <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</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <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> <b>two months</b> prior application for approval is required. Copy of the original article should be submitted with application for assessment</li> <li>• Complete the application form <u>for Publications, Editing/Refereeing Publications &amp; Self Study</u></li> <li>• An assessment fee of \$1,000 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</li> </ul>

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

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