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THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

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

Effective from 1 January 2011

1. Objectives of CME/CPD

The Hong Kong Academy of Medicine (HKAM) and the College of Dental Surgeons of Hong Kong (CDSHK) consider essential that there should be a continuous life-long CME/CPD program for Fellows in order to ensure professional development and maintenance of the highest possible standards of practice.

2. Supervision of CME/CPD

- 2.1 The CME/CPD program will seek and receive formal approval from the Education Committee of HKAM before implementation.
- 2.2 Any changes to the CME/CPD program will also be approved by the Academy Education Committee before implementation.
- 2.3 All Fellows of the College who are also Fellows of the HKAM must satisfy the full requirements of the CME/CPD program by the end of each cycle.
- 2.4 CDSHK will ensure compliance with CME/CPD requirements. Any non-compliance will be recorded and reported to the Education Committee of HKAM. The Education Committee of HKAM may recommend to the Council of the Academy the suspension of a Fellow who has failed to comply with CME/CPD requirements by the end of the cycle, unless the Education Committee is satisfied that there are relevant and exceptional circumstances. Furthermore, the Education Committee has to be satisfied that the shortfall can be remedied within an acceptable time.
- 2.5 All operational issues related to CME/CPD will be undertaken by a Sub-committee on Continuing Medical Education of CDSHK.

3. CME Sub-committee

The CME Sub-committee deals with issues related to CME/CPD activities and their accreditation. The Vice-President (General Affairs & CPD) shall be the Chairman of the Sub-committee. The Chairman of the Sub-committee shall be a member of the Education & Examination Committee of CDSHK (EEC) and the Chairman of EEC shall be an ex-officio member of the Sub-committee. The members of the Sub-committee shall be nominated by the Chairman of the Sub-committee and appointed by the Council of CDSHK. There shall be not less than four and not more than seven members in the Sub-committee. The Terms of Reference of the Sub-committee will be determined and revised from time to time by the Council of CDSHK.

4. Terms of Reference

The CME Sub-committee of CDSHK shall be responsible for implementing, monitoring and

evaluating CME/CPD. The CME Sub-committee of CDSHK will scrutinize and approve meetings, conferences, seminars, workshops and other educational activities suitable for accreditation, to capture information on CME/CPD undertaken by each Fellow and to provide feedback to Fellows on their performance.

5. The Cycle

5.1 A Cycle of CME/CPD shall normally consist of three years.

5.2 Fixed CME/CPD cycles has been adopted since 1 January 2005. New Fellows will commence their first cycle on the first day of the month immediately after their admission to the Academy Fellowship; and the required CME/CPD points for the first cycle will be counted on a pro-rata basis.

5.3 CDSHK will report to the Education Committee of HKAM any Fellow of the Academy who fails to comply with CME/CPD requirements at the end of the cycle. The Education Committee of HKAM will then consider such sanctions as are appropriate for recommendation to the Council of HKAM.

6. The Credit Point System

6.1 In this credit point counting system, points are given and accumulated for the various approved CME/CPD activities in which Fellows participate. A minimum of ninety (90) points have to be accredited over a three-year cycle period, and an average of thirty (30) points per year should be the aim of Fellows.

6.2 CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.

6.3 It is strongly recommended that Fellows should maintain a balanced CME/CPD profile with a mix of different activities, including at least 5 points in a cycle from activities in quality assurance activities under section 8.7 in order to capture the full benefit of different types of CME/CPD activities.

7. Measurement of activities

A point of CME/CPD activity is equivalent to one hour of participation as an attendee in a Formal College Approved Activity (FCAA).

The categories of FCAA are as follows:

Category A: Dentally-related FCAA organized by CDSHK, or by organizations on the pre-approved list in the Handbook on CME/CPD, or by reputable organizations with prior approval.

Category B: Medically-related FCAA organized by Colleges of HKAM, or by reputable organizations with prior approval.

Category C: FCAA other than those in Categories A & B including,

- (a) FCAA on topics only indirectly or partly related to dentistry or medicine;
- (b) dentally-related FCAA not organized by those organizations in Category A;
- (c) submission of claims to dentally-related FCAA (local or overseas) without prior approval;
- (d) non-dentally and non-medically related FCAA (e.g. courses on relevant laws, information technology, clinic management, interpersonal communication, etc.)

8. Accreditable CME/CPD activities

8.1 Participation as an attendee in FCAA

- a) One hour of participation as an attendee at a FCAA is ordinarily accepted as the basic unit of CME/CPD (1 point).
- b) Criteria to accredit any FCAA will be determined by the CME Sub-committee.
- c) CME/CPD points will be recorded for those who have signed the Attendance Form; otherwise, proof of attendance must be submitted to the CME Sub-committee for documentation.
- d) Participation as defined above may be awarded a maximum of 25 points for any single FCAA.
- e) Participation as defined above may be awarded a maximum of 75 points per 3-year cycle, including a maximum of 15 points from Category B and/or a maximum of 10 points from Category C.

8.2 Chairing/Presenting in FCAA

- a) Chairing in a FCAA may be awarded 1 point per hour with an additional 1 point per session. An accumulated period of at least 10 minutes but less than 60 minutes will be counted as an hour.
- b) Presenting in a FCAA may be awarded 3 points per hour. An accumulated period of at least 10 minutes but less than 60 minutes will be counted as an hour.
- c) Participation as defined above may be awarded a maximum of 25 points for any single FCAA.
- d) Participation as defined above may be awarded a maximum of 75 points per 3-year cycle, including a maximum of 15 points from Category B and/or a maximum of 10 points from Category C.

8.3 Self-study

- a) Self-study is accepted as a form of CME/CPD.
- b) One hour of self-study is ordinarily awarded 1 point.
- c) Self-study is only accredited with the necessary evidence that it has been carried out diligently by submission of a duly completed Self-study Form.
- d) Self-study may be awarded a maximum of 30 points per 3-year cycle.

8.4 On-line Learning

- a) On-line learning is accepted as a form of CME/CPD.
- b) On-line learning is only accredited with materials uploaded on approved website and the number of points awarded will be indicated in the material after answering questions posted in the website.
- c) On-line learning may be awarded a maximum of 30 points per 3-year cycle.

8.5 Hands-on Courses

- a) Hands-on courses may be awarded 1.5 points per hour.
- b) Hands-on courses may be awarded a maximum of 30 points per 3-year cycle, including a maximum of 15 points from Category B and/or a maximum of 10 points from Category C.

8.6 Publications

- a) A maximum of 10 points may be awarded to the first author and 5 points for other authorship of each publication in indexed journals.
- b) A maximum of 5 points may be awarded to the first author and 2 points for other authorship of each publication in non-indexed journals, or in other approved local journals.
- c) A maximum of 10 points may be awarded to the first author and 5 points for other authorship of each chapter or section of a medical/dental textbook.
- d) A maximum of 10 points may be awarded to the author of a thesis or treatise.
- e) Publications may be awarded a maximum of 45 points per 3-year cycle.

8.7 Quality Assurance, Audits and Activities for Improvement of Patient Care

- a) Quality assurance activities, such as clinical/service review and audit, clinical governance, peer review of operative practice, activities that examine the clinical care of patients or individual practice, and patient safety enhancement program, may attract CME/CPD points on the basis of 1 point per hour.
- b) Quality assurance activities may be awarded a maximum of 30 points per 3-year cycle.

8.8 Postgraduate Courses

- a) Attendance of a full-time course leading to a postgraduate qualification may be awarded 10 points a year.
- b) Such a part-time course may be awarded 5 points a year.

8.9 Development of CME/CPD Materials

Development of CME/CPD materials for self-study or on-line learning may be awarded 2 points per submission. Such an activity may be awarded a maximum of 30 points per 3-year cycle.

8.10 Conducting Examinations

- a) Participating as an examiner in an examination conducted by CDSHK may be awarded a maximum of 10 points for any single examination.
- b) Such participation may be awarded a maximum of 30 points per 3-year cycle.

8.11 Reviewers of Hong Kong Dental Journal (HKDJ) and Indexed Journals

Participation in reviewing articles submitted to HKDJ and other indexed journals may be awarded 2 points per article. Reviewers may be awarded a maximum of 10 points per 3-year cycle.

8.12 Research

Research activities per se do not attract any CME/CPD point. Output from research activities may be awarded CME/CPD points under the category of Presenting in FCAA or Publications.

8.13 Undergraduate and Postgraduate Teaching

Undergraduate and postgraduate teaching is not accepted as a form of CME/CPD.

8.14 Development of New Technology or Services

The development of new technology or services in itself does not attract any CME/CPD point. CME/CPD points may be awarded under the category of Presenting in FCAA or Publications.

9. CME/CPD Registry

The CME Sub-committee will maintain a Register of Fellows and non-Fellow specialists who are required to undergo the mandatory CME/CPD Program of HKAM. At the end of each cycle, those who fail to fulfill the requirements of CME/CPD will be reported to HKAM for further action. Please refer to the most updated HKAM Principles and Guidelines on CME/CPD for information concerning non-compliance.

10. Enquiry

If there is doubt regarding any FCAA, Fellows should seek clarification from the CME Sub-committee. In the event of dispute, the decision will rest on the CME Sub-committee. Each and every case will be discussed and the accreditation of any case will depend on individual merits.

11. Appeal System

Any Fellow who does not agree with the CME Sub-committee's decision may make an appeal to the Council of CDSHK, in writing, stating the reason(s) of disagreement. The Council will include the appeal in the agenda of a Council Meeting and make a final decision. The Council may support or overrule the CME Sub-committee's decision; and will advise the CME Sub-committee and the Fellow concerned accordingly.

The College of Dental Surgeons of Hong Kong
Explanatory Notes on Accreditation CME/CPD Activities

	Activities	Applications Process	Accreditation Basis	Remarks	Maximum No. of Points per Cycle	
8.1)	Participation as an attendee in FCAA	Pre-approved scientific meetings and courses: sign register at the meeting for automatic accreditation. For those meetings not pre-approved, seeking prior approval from the CME Subcommittee is advisable; The no. of CME points shall be determined by the CME Subcommittee, depending on the nature, relevance, duration and length of the meeting. Send application together with final programme to College Secretariat for processing. After the meeting send Claim Form and/or proof of attendance for accreditation. <i>(Note: dentally-related meetings claimed without prior-approval will be classified under Category C, and its maximum is only 10 CME/CPD points per cycle)</i>	One CME/CPD point per hour If a meeting lasting for more than one hour, the nearest half an hour will be accredited. e.g. one hour 15 minutes = 1 CME/CPD point one hour 16 minutes = 1.5 CME/CPD points one hour 46 minutes = 2.0 CME/CPD points etc.	The organizer or his/her designated person shall fax the attendance form to College Secretariat for processing.	Category A :	Up to a maximum of 75 CME/CPD can be obtain from category A alone, if none from categories B and C.
					Category B :	A maximum of 15 CME/CPD can be obtained from this category.
					Category C :	A maximum of 10 CME/CPD can be obtained from this category.
8.2)	Chairing/ Presenting in FCAA	Organizer of meetings should have indicated the name(s) of presenter and chairperson on the attendance form: sign register at the meeting for automatic accreditation. Pre-approved scientific meetings: send claim form and relevant document(s) to College Secretariat for processing. All "other meetings": send application and final programme to College Secretariat for handling towards prior-approval. After the meeting, send Claim Form and relevant document(s) to College Secretariat for processing.	Chairperson: one additional CME/CPD point on top of the total no. of hours in any particular session of the meeting e.g. Chairing a two hour meeting will be accredited with 3 CME/CPD points Speaker: Accredited with triple the total no. of hours. e.g. As a speaker for a two hour meeting will be accredited with 6 CME/CPD points. (Remarks: For a presentation of not less than 10 minutes will be counted as one hour, accredited with 3 CME/CPD points)	The organizer or his/her designated person shall fax the attendance form to College Secretariat for processing. For those "other meetings", the CME Subcommittee will assess the programme for accreditation and prior-approval in principal. The same number of CME/CPD will be accredited, whether there has been collection of data or not. Poster presentation can be accredited with one CME/CPD point, with or without involvement of data collection.	Category A :	Within section 8.2, up to a maximum of 75 CME/CPD can be obtain from category A alone, if none from categories B and C.
					Category B :	Within section 8.2, a maximum of 15 CME/CPD can be obtained from this category.
					Category C :	Within section 8.2, a maximum of 10 CME/CPD can be obtained from this category.
8.3)	Self-Study	Send Claim Form and a summary of at least 100 words for each article to College Secretariat for processing.	One CME/CPD per article basis	Extended summary of an article will not gain any additional points.	Maximum 30 CME/CPD per cycle	
8.4)	On-line Learning	Automatic accreditation with appropriate number of CME/CPD point(s) will be enforced at the computer server concerned.	The no. of CME/CPD points is usually pre-accredited to the homepage provider, which is usually one CME/CPD point per set of questions per article.	On-line learning via College approved homepage (e.g. iCMECPD of HKAM) on the internet, by getting the required number of correct answers from questions posted in the homepage.	Maximum 30 CME/CPD per cycle	
8.5)	Hands-on Courses	Pre-approved scientific meetings and courses with hands-on elements: same procedure as the relevant part of 8.1 above. For those meetings with hands-on elements but not pre-approved: same procedure as the relevant part in 8.1 above. <i>(Note: dentally-related meetings with hands-on elements claimed without prior-approval will also be classified under Category C, and its maximum is only 10 CME/CPD points per cycle)</i>	1.5 CME/CPD point per hour of hands-on course If the hands-on course lasting for more than one hour, the nearest half a CME/CPD point will be counted. e.g. 1.5 hour = 2 CME/CPD point 2.5 hour = 4 CME/CPD points etc.	The organizer or his/her designated person shall fax the attendance form to College Secretariat for processing.	Category A :	Within section 8.5, up to a maximum of 30 CME/CPD can be obtain from category A alone, if none from categories B and C.
					Category B :	Within section 8.5, a maximum of 15 CME/CPD can be obtained from this category.
					Category C :	Within section 8.5, a maximum of 10 CME/CPD can be obtained from this category.

8.6)	Publications	Send Claim Form and preferable a copy of the published article, or at least the first page of that article, to College Secretariat for processing.	Indexed journal: Chief Author – 10 CME/CPD points per article Secondary Author – 5 CME/CPD points per article Non-indexed journal Chief Author – 5 CME/CPD points per article Secondary Author – 2 CME/CPD points per article	CME/CPD points will be accredited per article basis, not on the number of words, photographs or charts in that particular article.	Maximum 45 CME/CPD per cycle
8.7)	Quality Assurance, Audit & Activities for Improvement of Patient Care	CDSHK and College pre-approved Quality Assurance meetings: sign register at the meeting for automatic accreditation. For other types of Quality Assurance activities: send in application to College Secretariat for prior approval. (it is recommended to have at least 5 pts under this category per cycle)	One CME/CPD point per hour. The no. of CME/CPD points for other types of QA Activities will be assessed on individual basis by the CME Subcommittee	The organizer on his/her designated person should fax the attendance form to College Secretariat for processing. After completing other types of Quality Assurance activities, participants should send in claim form(s) and relevant documents to College Secretariat for processing.	Maximum 30 CME/CPD per cycle
8.8)	Postgraduate Courses	Send information and details of the postgraduate course to College Secretariat for processing.	Full time course: 10 CME/CPD per academic year Part time course: 5 CME/CPD per academic year	CME Subcommittee will assess the relevance and accreditability of the course.	
8.9)	Development of CME/CPD Materials	Send Claim Form and all relevant document(s) to College Secretariat for processing.	The no. of CME/CPD points for other types of QA Activities will be assessed on individual basis by the CME Subcommittee	CME/CPD points will be accredited per submission basis, not on the length and depth of the submission.	Maximum 30 CME/CPD per cycle
8.10)	Conducting Examinations	Representative of the Specialty Board should send in a letter indicating the date(s), time, level of the Examination being taken, as well as name(s) of the examiner(s) involved, to College Secretariat for processing.	10 CME/CPD points per examination	CME/CPD points will be accredited per examination basis, not on the number of sessions/days involved in any particular examination.	Maximum 30 CME/CPD per cycle
8.11)	Reviewers of HKDJ & Indexed Journals		2 CME/CPD points per article		Maximum 30 CME/CPD per cycle

Remarks:

- 1) A CME/CPD cycle consists of 3 years with a minimum of 90 points in order to meet the HKAM's requirement.
- 2) Since majority of the meetings will be accredited and recorded on a group basis, no acknowledgement will be sent to individual participants or Fellows.
- 3) CME/CPD claims by individual Fellow/applicant will be processed by our Secretarial Staff at the earliest possible moment, acknowledgement will be sent via fax or e-mail to that individual Fellow/applicant. Nevertheless, Fellows are encouraged to check their respective CME/CPD scores periodically in the HKAM's web-page at: www.icmecpd.hk
- 4) From the year 2011 onwards, no yearly CME/CPD report will be sent to Fellows in order to save more trees in our world village. Fellows are again encourage to check their CME/CPD status at any time in the HKAM's web-page at: www.icmecpd.hk

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List of Journals Accredited for Self-Study

- Acta Odontologica Scandinavia
- Acta Odontology Scandinavia
- American Journal of Dentistry
- American Journal of Human Genetics
- American Journal of Orthodontics and Dentofacial Orthopedics
- American Journal of Physical Anthropology
- Angle Orthodontics
- Annals of Human Biology
- Annals of Periodontology
- Archives of Oral Biology
- ASDC Journal of Dentistry for Children
- Asian Journal of Oral and Maxillofacial Surgery
- Australian Dental Journal
- Australian Endodontic Journal
- Australian Journal of Orthodontics
- Australian Prosthodontic Journal
- British Dental Journal
- British Journal of Oral and Maxillofacial Surgery
- Chinese Journal of Dental Research
- Cleft Palate Craniofacial Journal
- Clinical Oral Implants Research
- Community Dental Health
- Community Dentistry and Oral Epidemiology
- Compendium of Continuing Education in Dentistry
- Critical Reviews in Oral Biology & Medicine
- Current Opinion in Periodontology
- Dental Clinics of North America
- Dental Materials
- Dental Traumatology (formerly published as Endodontics and Dental Traumatology)
- Dental Update
- Endodontic Practice
- European Journal of Oral Service
- European Journal of Orthodontics
- European Journal of Paediatric Dentistry
- European Journal of Prosthodontic and Restorative Dentistry
- European Journal of Public Health
- General Dentistry
- Gerodontology
- Health Promotion International
- Hong Kong Medical Journal
- Human Biology
- Implant Dentistry
- International Dental Journal
- International Endodontic Journal
- International Journal of Oral Maxillofacial Implants
- International Journal of Oral Maxillofacial Surgery
- International Journal of Paediatric Dentistry
- International Journal of Periodontics and Restorative Dentistry
- International Journal of Prosthodontics
- Journal of Adhesive Dentistry

- Journal of American Dental Association
- Journal of Clinical Orthodontics
- Journal of Clinical Paediatric Dentistry
- Journal of Clinical Periodontology
- Journal of Craniofacial Genetics and Development Biology
- Journal of Craniofacial Surgery
- Journal of Craniomandibular Practice
- Journal of Cranio-maxillofacial Surgery
- Journal of Dental Research
- Journal of Dentistry
- Journal of Endodontics
- Journal of Esthetic Dentistry
- Journal of Oral and Maxillofacial Implants
- Journal of Oral and Maxillofacial Surgery
- Journal of Oral Implant Research
- Journal of Oral Implantology
- Journal of Oral Rehabilitation
- Journal of Orofacial Pain
- Journal of Orthodontics
- Journal of Periodontal Research
- Journal of Periodontology
- Journal of Prosthetic Dentistry
- Journal of Public Health Dentistry
- Journal of the Canadian Dental Association
- Journal of the Institute of Health Education
- Nature
- New England Journal of Medicine
- New Zealand Endodontic Journal
- Operative Dentistry
- Oral and Maxillofacial Surgery Clinics of North America
- Oral Diseases
- Oral Microbiology and Immunology
- Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology and Endodontics
- Paediatric Dentistry
- Periodontology 2000
- Plastic and Reconstructive Surgery
- Primary Dental Care
- QDT Quintessence Dental Technology
- Quintessence International
- Social Science and Medicine
- Special Care in Dentistry
- Swedish Dental Journal
- The International Journal of Adult Orthodontics & Orthognathic Surgery
- World Journal of Orthodontics

(Other indexed medical and dental journals would also be considered for accreditation)

**List of Organizations whose scientific meetings and courses are
recognized for Accreditation of CME/CPD points**

- (i) Regular Member Association of Fédération Dentaire Internationale

- (ii) Local Specialist Associations / Societies:
 - Hong Kong Association of Oral and Maxillofacial Surgeons
 - Hong Kong Endodontic Society
 - Hong Kong Prosthetic Dentistry Society
 - Hong Kong Society of Family Dentistry
 - Hong Kong Society of Orthodontics
 - Hong Kong Society of Paediatric Dentistry
 - The Hong Kong Society of Hospital Dentistry
 - The Hong Kong Society of Periodontology

- (iii) International or Regional Dental Organizations:
 - Asian Pacific Dental Federation
 - Fédération Dentaire Internationale
 - International Association of Dental research
 - Royal Australasian College of Dental Surgeons (Asia Regional Committee)
 - World Health Organization

- (iv) Institutions and Hospitals which are recognized by CDSHK as Training Units

- (v) Hong Kong Academy of Medicine and all its Constituent Colleges