



THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

Principles and Guidelines on CME and CPD 2023 – 2025

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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)

(1 January 2023 to 31 December 2025)

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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 2023

1. Objective and Definition

It is the objectives of the Hong Kong Academy of Medicine (HKAM) and the College of Dental Surgeons of Hong Kong (CDSHK) to promote the advancement of the art and science of medicine, foster the development of postgraduate medical education and continuing medical education as well as promoting the improvement of health care for Hong Kong citizens. The purpose of CME/CPD is to meet these objectives.

CME/CPD is a continuous life-long learning process for Fellows of the HKAM and comprises activities that serve to:

- a) maintain, develop or increase the knowledge, skills and competencies relevant to the practice of Fellows that may change over the years;
- b) enhance professional performance to enable the delivery of quality professional care and safe standard of practice to the patients, and public that Fellows serve, and;
- c) ensure that Fellows will remain competent throughout their professional career.

2. Supervision of CME/CPD

- 2.1 The CME/CPD programme will seek and receive formal approval from the Education Committee of HKAM before implementation.
- 2.2 Any changes to the CME/CPD programme will also be approved by the Education Committee of the HKAM 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 programme 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 HKAM 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 (Please refer to Appendix II for HKAM Principles and Guidelines on CME/CPD 2023-2025 Point 8 and 9 for details). Furthermore, the Education Committee has to be satisfied that the shortfall can be remedied within an acceptable time.

2.5 An administration fee will be charged for re-issuing a revised CME report for the previous cycle.

2.6 All operational issues related to CME/CPD will be undertaken by the CME Sub-committee 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 ten 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 have 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 and related activities under section 8.4 and 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 list approved by the CME Sub-committee from time to time, or by reputable organizations with prior approval.
- Category B: Medically-related FCAA organized by Colleges of HKAM, or by organizations on the list approved by the CME Sub-committee from time to time, 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**

Passive – Passive CME Point <item 8.1>

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 30 points from Category B and/or a maximum of 30 points from Category C.

Non-Passive CME Points <items 8.2 – 8.15>

8.2 Chairing/Presenting in FCAA

8.2.1 Chairing in FCAA

- a) Chairing in a FCAA may be awarded 1 point per hour with an additional 1 point per morning, afternoon or evening session.
- b) Participation as chairing in a FCAA may be awarded a maximum of 15 points for any single FCAA.
- c) Participation as defined above may be awarded a maximum of 45 points per 3-year cycle, including a maximum of 15 points from Category B and/or a maximum of 10 points from Category C.

8.2.2 Presenting in FCAA

- d) Presenting in a FCAA may be awarded 3 points per hour.
- e) Participation as presenting in a FCAA may be awarded a maximum of 25 points for any single FCAA.
- f) 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 45 points per 3-year cycle.

- e) On-line learning is accredited as self-study only with materials uploaded on the websites of the HKAM or its constituent Colleges, or materials as approved by the CME Sub-committee from time to time.
- f) Materials for self-study must be those published within the last 3 years counting from the date the activity is claimed.

8.4 Self-arranged Study Group

- a) Study group in the form of experience sharing for clinical dental cases is accepted as a form of CME/CPD.
- b) The size of the group should be kept in the range from 4 to 8.
- c) 4-8 participants must include at least 1 Fellow and at least 3 other participants should be the College members (i.e. Fellows / MGD Holders / Higher Trainees)
- d) Non pre-approved organization should seek prior approval
- e) During the conduction of the activity, rules governing the confidentiality of patient information must be observed.
- f) Submission of case summaries and attendance form are mandatory.
- g) A maximum of 1 point may be awarded for each activity.
- h) Study group activities may be awarded a maximum of 15 points per 3-year cycle.

8.5 Hands-on Courses

- a) Participation in hands-on clinical or laboratory courses may be awarded 1.5 points per hour.
- b) Participation as defined above may be awarded a maximum of 25 points for any single FCAA.
- c) Participation in hands-on clinical or laboratory courses as trainers may be awarded 2 points per hour.
- d) Hands-on courses may be awarded a maximum of 45 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 other journals approved by the CME Sub-committee.
- 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 30 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 programme, may attract CME/CPD points on the basis of 1 point per hour.
- b) A maximum of 2 points may be awarded for each activity.
- c) Quality assurance activities may be awarded a maximum of 30 points per 3-year cycle.

8.8 Postgraduate Courses

- a) Attendance of an approved full-time course leading to a postgraduate qualification may be awarded 10 points a year.
- b) Attendance of an approved part-time course leading to a postgraduate qualification may be awarded 5 points a year.
Note : Qualification attainable after completion of the course should be registrable in the Dental Council of Hong Kong.

8.9 Development of CME/CPD Materials

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

8.10 Conducting Examination

- a) Participating as an examiner in an examination conducted by CDSHK may be awarded a maximum of 10 points for any single examination. Such participation may be awarded a maximum of 30 points per 3- year cycle.
- b) Setting examination questions for examination conducted by CDSHK may be awarded a maximum of 3 points for any examination. Such participation may be awarded a maximum of 9 points per 3-year cycle.

8.11 Performing Training duties

- a) Performing training duties as an approved trainer can be awarded a maximum of 10

points per trainee for a single year. No more than 30 points can be awarded for a single trainer per 3-year cycle.

8.12 Reviewers of indexed journals and approved journals

- a) Participation in reviewing articles submitted to indexed journals and approved journals may be awarded 2 points per article.
- b) Reviewers may be awarded a maximum of 20 points per 3-year cycle.

8.13 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.

8.14 Undergraduate and Postgraduate Teaching

Undergraduate and postgraduate teaching may be accepted as a form of CME/CPD, subject to a quality assurance process and a maximum of 3 points per year.

8.15 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 Programme 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.

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 Sub-committee, 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. (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)	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 14 minutes = 1 CME/CPD point one hour 15 minutes = 1.5 CME/CPD points one hour 45 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 obtained from category A alone, if none from categories B and C.
					Category B:	A maximum of 30 CME/CPD can be obtained from this category.
					Category C:	A maximum of 30 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 per *session (morning or afternoon) 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: A presentation of not less than 15 minutes will be counted as half-an-hour, accredited with 1.5 CME/CPD points) *Remark: - max. no. of Co-Chairmen are 2 - min. 45 minutes per session - min. 1.5 hours can gain extra 1 point	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 accreditability 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 45 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 on a per article basis	Extended summary of an article will not gain any additional points. Study summaries previously submitted in previous cycles will not be accepted.	Maximum 45 CME/CPD per cycle	
8.4)	Self-arranged study group	Non pre-approved organization should seek prior approval from the CME Subcommittee before meeting. Sign "Study Group Attendance Form" with submission of the report summaries of those cases after the activity to the CME Subcommittee for assessment.	One CME/CPD point per hour. One CME/CPD point per activity. Number of participants: 4-8. 4-8 participants must include at least 1 Fellow and at least 3 other participants should be the College members (i.e. Fellows / MGD Holders / Higher Trainees)	CME/CPD points will be accredited after reviewing the case summaries by the CME Subcommittee.	Maximum 1 CME /CPD per meeting: Maximum 15 CME/CPD per cycle	

8.5)	Hands-on Courses	<p>Pre-approved scientific meetings and courses with hands-on elements: same procedure as the relevant part of 8.1 above.</p> <p>For those meetings with hands-on elements but not pre-approved: same procedure as the relevant part in 8.1 above.</p> <p>(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)</p>	<p>1.5 CME/CPD point per hour of hands-on course</p> <p>If the hands-on course lasting for more than one hour, the nearest half a CME/CPD point will be counted. The multiplier is not applicable to the decimal. e.g. 1.5 hour = 2 CME/CPD points 2.5 hour = 3.5 CME/CPD points etc.</p> <p>A maximum of 25 CME/CPD points will be awarded for any single FCAA.</p>	<p>The organizer or his/her designated person shall fax the attendance form to College Secretariat for processing.</p>	<p>Category A:</p> <p>Category B:</p> <p>Category C:</p>	<p>Within section 8.5, up to a maximum of 45 CME/CPD can be obtain from category A alone, if none from categories B and C.</p> <p>Within section 8.5, a maximum of 15 CME/CPD can be obtained from this category.</p> <p>Within section 8.5, a maximum of 10 CME/CPD can be obtained from this category.</p>
8.6)	Publications	<p>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.</p>	<p>Indexed journal: Chief Author – 10 CME/CPD points per article Secondary Author – 5 CME/CPD points per article Approved Non-indexed journal Chief Author – 5 CME/CPD points per article Secondary Author – 2 CME/CPD points per article</p>	<p>CME/CPD points will be accredited on a per article basis. Letters to Editor, abstracts, poster presentations, book reviews, Editorial, etc. will not be considered as an article.</p>	<p>Maximum 30 CME/CPD per cycle</p>	
8.7)	Quality Assurance, Audit & Activities for Improvement of Patient Care	<p>CDSHK and College pre-approved Quality Assurance meetings: sign register at the meeting for automatic accreditation.</p> <p>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)</p>	<p>One CME/CPD point per hour.</p> <p>The no. of CME/CPD points for other types of QA Activities will be assessed on individual basis by the CME Sub-committee</p>	<p>The organizer on his/her designated person should fax the attendance form to College Secretariat for processing.</p> <p>After completing other types of Quality Assurance activities, participants should send in claim form(s) and relevant documents to College Secretariat for processing.</p>	<p>A maximum of 2 CME/CPD per activity Maximum 30 CME/CPD per cycle</p>	
8.8)	Postgraduate Courses	<p>Send information and details of the postgraduate course to College Secretariat for processing.</p>	<p>Full time course: 10 CME/CPD per academic year Part time course: 5 CME/CPD per academic year</p>	<p>CME Sub-committee will assess the relevance and accreditability of the course.</p>	<p>Maximum 30 CME/CPD per cycle</p>	
8.9)	Development of CME/CPD Materials	<p>Send Claim Form and all relevant document(s) to College Secretariat for processing.</p>	<p>The no. of CME/CPD points for other types of QA Activities will be assessed on individual basis by the CME Sub-committee</p>	<p>CME/CPD points will be accredited on a per submission basis, not on the length and depth of the submission.</p>	<p>Maximum 30 CME/CPD per cycle</p>	
8.10)	Conducting Examinations	<p>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.</p>	<p>Examiner: 10 CME/CPD points per examination Setting Examination Questions: 3 CME/CPD points per examination</p>	<p>CME/CPD points will be accredited on a per examination basis, not on the number of sessions/days involved in any particular examination.</p> <p>Note: Fellows/members who claimed CME for conducting examinations cannot claim any CME point for questions setting in the same exam.</p>	<p>Examiner : Maximum 30 CME/CPD per cycle Setting Examination Questions: Maximum 9 CME/CPD per cycle</p>	
8.11)	Performing Training duties	<p>Specialty Board should send in the letter indicating the training period, names of trainers and their respective trainees, training centers and other relevant information, to the College Secretariat for processing.</p>	<p>Maximum 10 CME/CPD per year for a single trainee</p>	<p>No more than two trainers can claim CME for a single trainee in a single year.</p>	<p>Trainer: Maximum 30 CME/CPD per cycle</p>	

8.12)	Reviewers of Indexed Journals		2 CME/CPD points per article		Maximum 20 CME/CPD per cycle
8.13)	Undergraduate & Postgraduate Teaching	Send the following proof document(s) to College Secretariat for processing: - Certifying the period of teaching (e.g. Certificate of Service or equivalent)	Maximum 3 points per year	Applicable for both full-time and part-time teaching	

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) To be more environmental friendly, no hardcopy of the yearly CME/CPD report will be sent to Fellows from the year 2011 onwards. Fellows are again encouraged to check their CME/CPD status at any time in the HKAM's web-page at: www.icmecpd.hk

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THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

Institutions recognized by CDSHK as CME/CPD Providers in 2023-2025

I. Institutions accredited as CME/CPD providers for Category A (Dentally related) FCAA

Local Dental Organizations

1. Dental Service, Department of Health
2. Faculty of Dentistry, The University of Hong Kong
3. Hong Kong Academy of Medicine and all its Constituent Colleges
4. Hong Kong Association of Oral and Maxillofacial Surgeons
5. Hong Kong Dental Association
6. Hong Kong Endodontic Society
7. Hong Kong Prosthetic Dentistry Society
8. Hong Kong Society of Family Dentistry
9. Hong Kong Society of Orthodontists
10. Hong Kong Society of Paediatric Dentistry
11. Hong Kong Society of Periodontology and Implant Dentistry
12. Institutions and hospitals which are recognized by CDSHK as Training Centres
13. Royal Australasian College of Dental Surgeons (Hong Kong Regional Committee)
14. The University of Hong Kong Dental Alumni Association

Overseas Dental Organizations

1. Asia Pacific Dental Federation
2. Fédération Dentaire Internationale / FDI World Dental Federation
3. International Association of Dental Research
4. Royal Australasian College of Dental Surgeons
5. World Health Organization

II. Local Institutions accredited as CME/CPD providers for Category B (Medically related) FCAA

1. The Chinese University of Hong Kong
2. Department of Health
3. The Federation of Medical Societies of Hong Kong
4. Hong Kong Academy of Medicine and all its Constituent Colleges
5. Hong Kong Adventist Hospital
6. Hong Kong Doctors Union
7. Hong Kong Medical Association
8. Hong Kong Sanatorium & Hospital
9. Hospital Authority
10. Matilda International Hospital
11. St. Paul's Hospital
12. St. Teresa's Hospital
13. The University of Hong Kong

III. List of Journals Accredited for Self Study

- (1) All PubMed indexed medical or dental journals
- (2) Medical Diary of the Federation of Medical Societies of Hong Kong
- (3) Any other Journals as approved by CME Sub-committee from time to time

THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

List of Pre-approved Regular Overseas Meetings / Conferences for the cycle 2023 - 2025

Name of Overseas Organizations	Title of Meetings
American Academy of Paediatric Dentistry (AAPD)	Annual Sessions
European Academy in Paediatric Dentistry (EAPD)	Annual Congress
International Association of Paediatric Dentistry (IAPD)	Annual Congress
Pediatric Dentistry Association of Asia (PDAA)	Biennial Congress
American Association of Endodontists (AAE)	Annual meeting
European Society of Endodontology (ESE)	ESE Biennial Congress
International Federation of Endodontic Associations (IFEA)	World Endodontic Congress (triennial)
The Asian Association of Oral & Maxillofacial Surgeons (Asia AOMS)	Asian Congress on Oral & Maxillofacial Surgery (annual)
The International Association of Oral & Maxillofacial Surgeons (IAOMS)	International Conference on Oral & Maxillofacial Surgery (ICOMS) (annual)
International Academy for Oral & Facial Rehabilitation (IAOFR)	Annual meeting
International Association of Dental Traumatology (IADT)	World Congress of Dental Traumatology (WCDDT) (biennial)
Asian Pacific Society of Periodontology (APSP)	International Meeting (Biennial)
European Federation of Periodontology (EFP)	EuroPerio (triennial)
International Team for Implantology (ITI)	ITI World Symposium (annual)
Osteology Foundation (OF)	International Osteology Symposium (triennial)
The American Association of Orthodontists (AAO)	AAO annual session
Asia-Pacific Orthodontic Society (APOS)	Asia-Pacific Orthodontic Congress (Biennial)
中华口腔医学会口腔正畸专业委员会	全国口腔正畸学术会议 (Annual)
European Orthodontic Society (EOS)	Annual Meeting
Taiwan Association of Orthodontists (TAO)	Annual meeting
International College of Prosthodontists (ICP)	Biennial meeting

1. Hong Kong Academy of Medicine
Principles and Guidelines on Continuing Medical Education and Continuous Professional Development (CME/CPD) for Cycle 2023-2025

8. Exemptions

8.1 Retired from Active Practice

- a) The Academy will consider application for CME/CPD exemption from a Fellow only if he has formally submitted a written declaration to the Academy / College that he has retired from active practice in and outside Hong Kong.*
- b) A Fellow holding multiple Fellowships cannot claim retirement from active practice for one specialty while still practising the other specialty / specialties. A Fellow can apply for suspension of a Fellowship for which he chooses not to continue with CME/CPD.*
- c) A retired Fellow who subsequently wishes to resume active practice will be required to have obtained at least 90 CME/CPD points within 36 months counting back from the date of application in order to resume medical practice. A pro-rata number of the 90 points required must be obtained within the period between the date of retirement and the date of application for resuming practice. Should a retired Fellow resume medical practice before he can fulfil the CME/CPD requirements as aforementioned, he will lose his status as a retired Fellow and his Fellowship will be suspended accordingly.*

8.2 Acute / Prolonged Illness and Permanent Disability

- a) A Fellow who falls behind CME/CPD because of acute / prolonged illness or permanent disability can be exempted from the CME/CPD requirements, on condition that he is not in active practice.*
- b) An illness can be accepted as “prolonged illness” provided a sick leave of at least 6 months has been formally granted within a 3-year cycle (pro-rata count may apply in case the cycle is less than 3 years);*
- c) Partial exemption will be considered and approved by the Education Committee of the Academy on a case by case pro-rata basis depending on the extent of the illness and its impact on practice. The guiding principle of exemption is that when a Fellow is not in active practice because of the illness, CME/CPD requirement of that total period of “not in active practice” will be exempted for CME/CPD in that cycle, while pro-rata count of CME/CPD requirement will be applied to the period(s) during which the Fellows are in active practice.*

9. Non-compliance

9.1 *Non-compliance That Is Remediable* a) A Fellow must: i) have achieved not less than two-thirds of the required number of points for a cycle; or ii) be certified to have suffered from a medical condition which the Council of the Academy considers as a reasonable cause for the CME/CPD non-compliance. The Academy may, at its discretion, accept other conditions if supported by the College of the Fellow on reasonable grounds. b) The Fellow must engage in a remedial programme to make up for the deficiency. c) The reason for non-compliance and the remedial programme must be endorsed by the Education Committee and Council of the Academy. d) The remedial programme must be finished within the time specified by the appropriate College. In any case, the remedial programme must be finished within 12 months from the end of the cycle concerned. e) The next cycle shall follow immediately after the previous cycle without any break, i.e. the Fellow will have to undergo normal and remedial CME/CPD at the same time.

9.2 *Non-compliance That Is Not Remediable*

For Fellows who have obtained less than two-thirds of the required number of points for a cycle without acceptable reasons, a recommendation for Fellowship suspension will be made. Reinstatement of Academy Fellowship shall be subject to the conditions stipulated in the Academy policy paper entitled “Reinstatement of Fellowship”.

2. Guidelines for on-line CME activities

General Principles:

Accreditation of web-based/online CME activities (e.g. webinar) is based on interalia, assurance from event organisers that they will:

- a) establish proper registration procedures with means to verify the identity of participants.
- b) implement appropriate and feasible measures to ascertain participants attendance and reasonable participation for the purpose of awarding CME points (e.g. a requirement on expected duration of participation, satisfactory completion of a post–event quiz, questionnaire or feedback form, or other methods).

Operation Guidelines:

- a) Event organizers shall provide relevant information and supporting evidence when applying for CME/CPD points.
- b) The College will consider the said evidence when deciding whether to grant CME/ CPD points to the activity in question.
- c) The minimum requirements for a participant to achieve reasonable participation are as follows:

- i. The participant must register online personally; registration by proxy would not be suffice.
- ii. Upon request and as appropriate to the particular activity concerned, the participant must turn on the camera on his/her viewing device and show his/her face; the display of a still image would not constitute participation.
- iii. The participant must show his/ her full name on screen where appropriate upon request.
- iv. CME activities delivered online with live streaming subject to prior accreditation could be accredited with CME and such allocation of CME points for online CME activities is in the same manner as that for CME activities requiring physical attendance.