

Appendix A: Principles/Guidelines for CME/CPD Accreditation of Online Activities

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.