

Appendix C: Procedures of CME/CPD Accreditation

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

Activities	Procedures
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. Fellows – NO need to apply; just record the attendance in the meeting, either via electronically or signing-in 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 Complete the application form <u>for Local/Overseas Educational Activities</u>
<ul style="list-style-type: none"> Clinico-radiological conferences, Case Management Meetings, Grand Rounds 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment and Fellows just record the attendance for active/passive participation in the meeting, either via electronically or signing-in Fellows’ Individual Application – Fellows to keep their own attendance record of active/passive participation in the meeting for the whole year with the log sheet provided and submit to the CME/CPD Subcommittee yearly for assessment. Proper documentation/verification is required from the department or hospital with meeting dates and duration should be submitted. Need to satisfy all of the following criteria: <ul style="list-style-type: none"> a) regular schedule b) two or more Specialties present c) three or more Specialists present
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> <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 Documentation of letter of invitation and detailed programme is required

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	<ul style="list-style-type: none"> • Other courses, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities • Documentation of letter of invitation and detailed programme should be submitted with application form for assessment • Complete the application form <u>for Local/Overseas Educational Activities</u>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • 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 • CME/CPD points will be awarded upon necessary evidence provided to the College
<ul style="list-style-type: none"> • Other Publications 	<ul style="list-style-type: none"> • Application should be submitted <u>not later than one month after the end of cycle year</u> • Copy of the publication bearing the name of the authors and the title of the publication to be submitted with the application form • Complete the application form <u>for Publications, Editing/Refereeing Publications & Self Study</u> • An assessment fee 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
<ul style="list-style-type: none"> • Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter 	<ul style="list-style-type: none"> • <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 • Documentation of letter of acceptance or invitation and detailed programme is required
<ul style="list-style-type: none"> • Presentation at recognised conferences/meetings, viz. invited speaker, proffered paper presenter (Continued) 	<ul style="list-style-type: none"> • Other presentation, application should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities • Documentation of letter of acceptance or invitation and detailed programme is required • Complete the application form <u>for Local/Overseas Educational Activities</u>

Activities	Procedures
<ul style="list-style-type: none"> Research Protocols 	<ul style="list-style-type: none"> Application should be submitted together with proper documentation <u>not later than one month after the end of cycle year</u> Submission of a research protocol & copy of approval letter from the Ethics Committee or Institute Review Board of the hospital/institution at which the study will be conducted Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>
<ul style="list-style-type: none"> Postgraduate qualification, viz Postgraduate degree directly related to Radiology, Clinical Oncology or Nuclear Medicine 	<ul style="list-style-type: none"> Application for approval should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities CME/CPD points will be awarded upon evidence of completion of the degree and awarded the appropriate qualification provided to the College Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>
<ul style="list-style-type: none"> Self Study 	<ul style="list-style-type: none"> Organiser – to apply 2 weeks in advance and submit the online self-study activities together with the related online Quiz/MCQ for participants’ completion for assessment. Organiser to provide participants’ attendance records generated via online platform, include information on CME/CPD points associated with the activities in their publicity materials. CME/CPD points will be awarded upon documentation of participants’ attendance record of activity such as attendance report generated via online platform, and completion of Quiz/MCQ related to the contents of online self-study activities with >50% of the questions being correct, provided to the College <ul style="list-style-type: none"> Fellows – 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 OR Completion of MCQ related to the contents of the article or video with >50% of the questions being correct or other assessment programme from printed journals or electronic sources

Activities	Procedures
	<ul style="list-style-type: none"> • <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 • <u>For other self study, viz. articles in non-Index Medicus listed journals, videos / 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>, two months prior application for approval is required. Copy of the original article should be submitted with application for assessment • Complete the application form <u>for Publications, Editing/Refereeing Publications & Self Study</u> • An assessment fee 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
<ul style="list-style-type: none"> • Editing or refereeing a paper in a recognized peer-reviewed journal 	<ul style="list-style-type: none"> • <u>For the edited/refereed papers in Index Medicus listed journals and the journals published by HKCR</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 • Documentation of a copy of invitation letter and front page of the papers bearing the title of the article is required • <u>For other edited/refereed papers</u>, application should be submitted <u>not later than one month after the end of cycle year</u> • Documentation of a copy of invitation letter and front page of the papers bearing the title of the article to be submitted with the application form • Complete the application form <u>for Publications, Editing/Refereeing Publications & Self Study</u> • An assessment fee per edited/refereed paper 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

Activities	Procedures
<ul style="list-style-type: none"> Assessing Grant Applications 	<ul style="list-style-type: none"> Application should be submitted together with proper documentation <u>not later than one month after the end of cycle year</u> Documentation of a copy of invitation letter for assessing the grant applications to be submitted with the application form Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u>
<ul style="list-style-type: none"> Local/Overseas Hands-on Clinical Attachment Programme 	<ul style="list-style-type: none"> Application for approval should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Submission of the report with a summary of no less than 250 words of the programme CME/CPD points will be awarded upon submission of report and certificate of attendance provided to the College Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u>
<ul style="list-style-type: none"> Examiners / Setting Examinations Questions in College / Specialist Examinations 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Trainers in Structured Training Courses organized by Hong Kong College of Radiologists 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Development of New Technologies or Services 	<ul style="list-style-type: none"> Applications should be submitted together with proper documentation <u>2 weeks</u> before the start of the project Submission of the project action plan at which the project will be conducted Complete the application form <u>for Grant Assessing, Local/Overseas Hands-on Clinical Attachment & Development of New Technologies or Services</u> Submission of the project progress report upon the request from CME/CPD Subcommittee

Activities	Procedures
<ul style="list-style-type: none"> Practice Assessment and Quality Assurance Activities 	<ul style="list-style-type: none"> Applications of the activities should be submitted together with proper documentation <u>2 weeks</u> prior to the dates of the activities Submission of the report with a summary of no less than 250 words of the activity CME/CPD points will be accredited to all participants Complete the application form <u>for Quality Assurance and Audit Activities, Research Protocols & Postgraduate Qualification</u>
<ul style="list-style-type: none"> Case Conference and Morbidity and Mortality Meeting where an interesting or sentinel case is presented 	<ul style="list-style-type: none"> Organiser – to apply <u>2 weeks</u> in advance and submit detailed programme for assessment. Need to satisfy all of the following criteria: <ul style="list-style-type: none"> a) at least 3 Specialists present b) one or more departments involve Fellows – NO need to apply; just record the attendance for active/passive participation in the meeting, either via electronically or signing-in