

Appendix B: 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. 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 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"> 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
	<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>

Activities	Procedures
<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>
<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>

Activities	Procedures
<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 relating to Radiology, Clinical Oncology and Nuclear Medicine 	<ul style="list-style-type: none"> 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 <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 <ul style="list-style-type: none"> <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> 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

Activities	Procedures
<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
<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>

Activities	Procedures
<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
<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