

## Functional Module – CME Report

<b>Platform</b>	Website
<b>Description</b>	The E-portfolio System should allow trainees to fill the electronic form (CME Report) (Annex 1) and then be reviewed and signed by the trainers. The CME report is required to submit every 6 months, together with the half-yearly assessment.
<b>Requirement</b>	<p><b>BSTs</b> are required to gain 30 CME points per year from the following activities:</p> <ul style="list-style-type: none"> <li>■ In-hospital meetings / Instructional Courses.</li> <li>■ National/ International Meetings.</li> <li>■ Basic trainees are encouraged to participate in investigation studies / research activities.</li> </ul> <p><b>HSTs and EECs</b> are required to gain a minimum of <b>30 points per year</b> is required and composes of the followings (i &amp; ii):</p> <ol style="list-style-type: none"> <li>i. A maximum accrued CME points for <b>Category 1</b> per year is 20 points</li> <li>ii. A minimum accrued CME points for <b>National/International Scientific Meetings of Category 2</b> per year is 10 points.</li> </ol> <p>1. Allocation of CME points from Category 1 and 2 are as below:</p> <ol style="list-style-type: none"> <li>i. Category 1</li> </ol> <p><b><u>In-hospital Meetings</u></b> One CME point is awarded for each hour of in-hospital meeting.</p> <p><b><u>Publication</u></b> For the purpose of CME/CPD points, only publications in fields related to surgery shall count.</p> <ul style="list-style-type: none"> <li>· A publication shall accrue CME/CPD points at the time the material is accepted for publication (letter of acceptance should be submitted for proof) or is published (reprints should be submitted).</li> <li>· A maximum of 10 CME/CPD points (active) may be awarded to thesis, books, chapters in books, original articles in Index Medicus listed journals or journals published by the HKAM or its constituent Colleges.</li> <li>· A maximum of 5 CME/CPD points (active) may be awarded to Short Communications (for example surgical technique, Letters to the Editor) in Index Medicus listed journals or journals published by the HKAM or its constituent Colleges.</li> <li>· Publication of non-Index Medicus listed journals and those not published by the HKAM or its constituent Colleges might also be awarded with CME/CPD points, application and the points to be awarded would be subject to the approval of the CME/CPD committee and approval must be obtained from the CSHK prior to publication.</li> <li>· The same CME/CPD points (active) will be awarded to anyone of the individual authors in the publication as CME/CPD encourages involvement and it is by no means an academic assessment.</li> <li>· Abstracts that have been presented at a FCAPM will not be awarded with dual CME/CPD accreditation.</li> </ul>

	<p><b><u>Research</u></b></p> <ul style="list-style-type: none"> <li>· A research activity/investigation studies shall accrue CME/CPD points at the time the project is completed with an output. Mandatory research project submitted by Higher Trainees within the four years of higher training will not be awarded with CME/CPD accreditation.</li> <li>· A maximum 10 points (active) may be awarded per published paper with the submission of a copy of the paper.</li> <li>· A maximum of 5 points (active) may be awarded per poster with the submission with a copy of the output.</li> <li>· Studying in postgraduate degree could be considered accreditable on submission with the documentation proof. Points awarded will be determined from case to case.</li> </ul> <p>ii. Category 2 National/International Scientific Meetings (Accrue a minimum of 10 points per year)</p> <p>Conferences held outside the parent hospital. (e.g. the College’s Annual Scientific Meetings, local and overseas scientific meetings)</p> <ul style="list-style-type: none"> <li>a. Participation as Speaker/ Presenter 6 CME points per presentation and up to 12 points for any one meeting.</li> <li>b. Participation as Moderator/ Chairman/ Panelist 3 CME points per hour and up to 6 points for any one meeting.</li> <li>c. Participation as attendees 1 CME point is awarded for each hour and up to a maximum of 6 points per day up to three day per meeting.</li> </ul>
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	Workflow	BST/HST/EEC
1.	System Settings	<ul style="list-style-type: none"> <li>● CME cycle is defaulted according to the start date of the training.</li> <li>● Allow BST/HST/EEC to upload documents.</li> </ul>
2.	Submission Within Deadline	<ul style="list-style-type: none"> <li>● BST/HST to fill in the required information, then click “Upload” to submit the supporting document and then submitted the whole set of CME report.</li> </ul>
3.	Post-submission	<ul style="list-style-type: none"> <li>● BST/ HST/ EEC can view and download the overall summary report at the e-portfolio system</li> </ul>