

CME Scopes, Requirements and Points Assessment System of CME Programmes

Scope of Continuing Education in Chinese Medicine (CME)

1. The scope of CME for registered Chinese medicine practitioners (CMPs) should tie in with practising knowledge and skills in the profession of Chinese medicine so as to ensure that registered CMPs are equipped with up-to-date professional knowledge. Apart from those covered by the Chinese Medicine Practitioners Licensing Examination, the scope of CME also includes relevant areas such as integration of Chinese-Western medicine, modernization of Chinese medicine, the Chinese Medicine Ordinance, and the Code of Practice for Registered Chinese Medicine Practitioners. Please refer to Appendix I for relevant CME subjects within the scope. Only CME programmes falling within the scope of CME defined by the Practitioners Board will be accredited for acquisition of CME points.

CME Cycle and Points Requirements

2. The practising certificates of registered CMPs shall normally be renewed every three years. Registered CMPs should fulfill the CME requirements prescribed by the Practitioners Board before they can renew their practising certificates. Therefore, under normal circumstances, the CME cycle for each registered CMP will be a three-year cycle, commencing on the effective date of his/her practicing certificate and end on the expiry date of such certificate. Registered CMPs should participate in CME activities and acquire not less than 60 CME points within each (three-year) cycle. The CME points accumulated exceeding the prescribed points to be acquired within one CME cycle cannot be carried forward to the next cycle. **CME points will not be awarded to registered CMPs for CME programmes participated before the date of formal implementation of the CME system, i.e. 28 February 2005.** For registered CMPs who have been issued practising certificates before the formal implementation of the CME system or whose practising certificates are valid for a period of less than three years, their CME cycles and the required CME points will be adjusted accordingly.

Example 1 For a registered CMP whose practising certificate is valid until 28 November 2005, his/her CME cycle and required CME points are determined as follows:

- *CME cycle:*
9 months (from 28 February 2005 to 28 November 2005)
- *Required CME points:*
 $[274 \text{ days (9 months)} \div 1095 \text{ days (3 years)}] \times 60 \text{ points}$
= 15 points (rounded off)
- *Conclusion:*
Such registered CMP should attain 15 CME points from 28 February 2005 to 28 November 2005 inclusive.

Example 2 *For a registered CMP whose practising certificate is valid until 23 November 2005, his/her CME cycle and required CME points are determined as follows:*

- *CME cycle:*
2 years 8 months and 23 days (from 28 February 2005 to 23 November 2007)
- *Required CME points:*
 $[999 \text{ days} \div 1095 \text{ days}] \times 60 \text{ points}$
= 54 points (rounded off)
- *Conclusion:*
Such registered CMP should attain 54 CME points from 28 February 2005 to 23 November 2007 inclusive.

3. The Practitioners Board will notify each registered CMP in writing of the commencement and end dates of his/her CME cycle and the required CME points.

Time Limit for Acquisition of CME Points

4. The hours of attendance in accredited CME programmes, which are outside a CME cycle will not be counted in calculating the CME points for such cycle.

Example *The CME cycle of a registered CMP commences on 28 February 2005 and terminates on 28 November 2005. He/she has studied the following courses:*

Course (A): From 15 February to 15 March 2005 and the hours of attendance are as follows:

(a) *From 15 February to 27 February 2005: 3 hours*

(b) *From 28 February to 15 March 2005: 3 hours*

Course (B): From 1 November to 15 December 2005 and the hours of attendance are as follows:

(c) *From 1 November to 28 November 2005: 4 hours*

(d) *From 29 November to 15 December 2005: 2 hours*

Only the hours of attendance in items (b) and (c) can be awarded CME points for the CME cycle in question; the hours of attendance in item (a) cannot be awarded CME points because the CME system has not been formally implemented at that time; the hours of attendance in item (d) can be carried forward to the next CME cycle (if the new CME cycle of such registered CMP commences on 29 November 2005).

CME Courses Straddling Across CME Cycles

5. If a CME course straddles across a participant's two CME cycles, the calculation of the registered CMP's CME points should be based on the "approved hours of attendance" attained in the respective CME cycles.

Arrangement for Failure to Acquire the Required CME Points

6. Any registered CMP who fails to acquire the required CME points within the specified CME cycle should submit a written report, together with the relevant proofs, to the Practitioners Board before the end of the CME cycle to explain the reasons for the failure. The relevant proofs include documents certifying the actual CME points acquired within the CME cycle and, where appropriate, medical proofs issued by a registered medical practitioner, CMP or dentist, or any other proofs. Where a registered CMP cannot provide sound reasons or relevant proofs for his failure to fulfill the CME requirements, even it is the first failure, the Practitioners Board reserves the right to refuse his/her application for renewal of practising certificate. As for a registered CMP whose application for renewal of practising certificate is approved at the discretion of the Practitioners Board, a warning will be issued. The registered CMP concerned should then, within the new CME cycle, acquire the CME points

required for that new CME cycle as well as making up the unearned points for the previous cycle. If the total CME points required for the two cycles still cannot be acquired at the end of the new CME cycle, his/her practicing certificate will not be renewed until all unearned CME points have been made up.

Accredited CME Activities and Assessment Criteria

7. Starting from 7 June 2007, participation in CME courses provided by accredited CME Programme Providers would be awarded CME points based on the actual hours of attendance. Participants are not required to meet the requirement of attaining 80% attendance rate. For all CME courses, both with or without examination, 1 CME point per actual hour of attendance will be awarded.

The above courses include undergraduate or postgraduate courses in Chinese medicine, clinical courses as well as other courses which fall within the scope of CME such as correspondence or web-based courses. For correspondence or web-based courses, the attendance hours are calculated on the basis of the prescribed learning time of individual course.

As to the duration of attendance required for recognition of having attended a class, CME Programme Provider should set the rule having regard to the individual circumstances of each programme. In general, the duration of attendance should not be less than 80% of the hours of that class.

8. Registered CMPs, who have studied the CME courses (including full-time, part-time, correspondence, online, and clinical courses) or academic meetings, seminars, academic conferences, workshops and forums etc. in Chinese medicine held by the Practitioners Board recognized Mainland institutions, can directly apply to their CME Administrators for evaluation of CME points that may be acquired. (Please refer to Appendix II for the list of Accredited Mainland Institutions.)

- (a) When applying for evaluation, the registered CMP should submit to his/her CME Administrator an application form (Form CME-IP(S)) and documents issued by the relevant institutions certifying the registered CMP's participation in studying relevant courses. The documents include:
 - (i) date proof of the courses studied;
 - (ii) proof of subjects and hours studied; and

(iii) diploma, certificate of attendance, transcript, etc. (if applicable).

All documentary proof should be stamped and dated by the relevant institutions. For the submitted document, if the content is insufficient or unable to show the issuance from accredited mainland institutions, registered CMPs should submit relevant documents as supplementary proof, and give explanations in the “remarks” on the declaration form.

- (b) The relevant application form and notes to the application can be downloaded from the Council’s homepage (www.cmchk.org.hk) or obtained by fax via the Council’s telephone enquiry system (Telephone: 2574 9999).

9. Teaching accredited CME courses will be awarded 2 CME points per hour of teaching. The upper limit of accumulated CME points through teaching of accredited CME courses is 30 points per (three-year) cycle.

10. Participation in academic meetings, seminars, academic conferences, workshops and forums etc. in Chinese medicine organized by accredited CME programme providers, and is granted with certificates of attendance would be awarded specified CME points per hour.

- (a) Those who are granted with certificates of attendance for attending academic meetings, seminars, academic conferences, workshops and forums etc. in Chinese medicine will be awarded 1 point per hour. The upper limit of accumulated points for attending each activity is 10 points.
- (b) Acting as speaker at CME activities such as academic meetings, seminars, academic conferences, workshops and forums etc. in Chinese medicine will be awarded 5 extra CME points in addition to the points for attendance. Participation as facilitator or master of ceremonies will only be awarded CME points for attendance.
- (c) For articles or reports in Chinese medicine not presented personally, but in the forms of poster, abstract, video tape and multi-media briefing etc., or a joint piece of works presented orally by representative(s), at academic meetings, conferences and seminars etc. in Chinese medicine, 3 CME points will be awarded for each article, report or works.

The “speaker” and “articles” presented at CME programme such as seminars and conferences etc. only refer to that arranged by the host organizations. Participants who present opinions or articles on own initiatives should not be regarded as a “speaker” or “having presented articles”. They can only be awarded CME points for attendance, but not extra CME points.

11. Registered CMPs who have, by means of self-study, read and studied literatures, textbooks, journals, theses, research reports or other works in Chinese medicine or studied Chinese medicine through video tapes, CD-ROMs or other teaching materials, should submit a report of not less than 400 words upon completion of their self-study to present the content studied and the knowledge gained. Subsequent to the submission to the respective CME Administrator of the report (such report should clearly state the title and number of words to facilitate checking by the CME Administrator), each report submitted will be awarded 3 CME points provided that such report satisfies the requirements stipulated by the Practitioners Board. Furthermore, to encourage CMPs to read the Newsletter of the Practitioners Board (Newsletter), the Practitioners Board has decided to introduce the CME Quiz for registered CMPs starting from 2011. Ten questions, based on the content of the three issues of the Newsletter in a year, will be published in the December issue every year. Registered CMPs may send the completed answer sheets attached to the Newsletter to their CME Administrators within the specified time of one month for the assessment and record of the CME points that they can be awarded. Two CME points would be awarded for successful attempt of six or more questions. The ceiling of CME points through CME Quiz within each three-year cycle is 10% of the 60 CME points required in the same cycle, i.e. six points per cycle. The accumulated CME points through CME Quiz and other self-study activities should not exceed the upper limit of 30 points per (three-year) cycle.

12. Subsequent to the submission to the respective CME Administrator of feature work in Chinese Medicine, such as research report, thesis and feature article, published in local, Mainland or overseas academic books, professional medical journals or publications of Chinese medicine associations with target readers being Chinese medicine practitioners (if the feature work is published in academic books or professional medical journals, a copy of the relevant books, journals or publication should be submitted as well for verification or documentation by the CME Administrator), the author(s) will be awarded a total of 10 CME points provided that such work satisfies the requirements stipulated by the Practitioners Board. If there are more than one author, the 10 CME points should be allocated equally among the authors. However, CME points should not be awarded to authors of work and

articles published on non-professional medical books, or magazines, newspapers, and publications (e.g. publications on health, life, beauty, etc.), the target readers of which is the general public. The accumulated CME points through publishing of work should not exceed the upper limit of 30 points per (three-year) cycle.

13. For participation in the setting of questions, marking of examination papers and assessment of candidates' performance in oral and practical examinations in Chinese medicine organized by the Practitioners Board, each professional examination will be awarded 5 points. The accumulated CME points through acting as examiners should not exceed the upper limit of 20 points per (three-year) cycle.

14. Courses or activities organized by organizations other than accredited CME Programme Providers should firstly be assessed by the Registration Committee of the Practitioners Board. If such courses or programmes are accredited by the Registration Committee, the associated CME points will be determined according to the criteria set out in Paragraphs 2.5 and 2.7 of the "CME Handbook". The accumulated CME points through attending courses or activities conducted by such organizations should not exceed the upper limit of 30 points per (three-year) cycle.

15. No CME points will be awarded for engagement in research activities, mere development of new services, invention of new technology or teaching of non-accredited CME courses.

16. Continuing education programmes not for the Chinese Medicine profession or programmes that are irrelevant to the scope of Chinese Medicine practice should not be regarded as programmes for acquisition of CME points. Examples of these programmes include classes, training programmes, seminars on health and medicine and fitness classes for the general public or persons without Chinese Medicine background; or Tai Chi, Baduanjin and Qigong classes, or other training courses on computer application and management of clinics, etc.

17. For programmes on "learning Chinese herbs through hiking", the Practitioners Board held that time spent on transportation or meal(s) or others would not enhance the knowledge of a CMP and thus should not be counted as CME hours. As such, the Practitioners Board decided that CME points to be awarded to participants of such courses based on the actual hour of attendance should be reduced by half. For example, if such programme lasts for a total of 6 hours, participants would only be awarded 3 instead of 6 CME points.

18. The Practitioners Board may revise the CME requirements as well as the categories and assessment criteria of accredited CME programmes, in response to changes and needs in time, social environment and professional requirements, etc.

Relevant Subjects of Continuing Education in Chinese Medicine for Registered Chinese Medicine Practitioners

1. Hong Kong Healthcare System and Regulatory System of Chinese Medicine
2. Modern Basic Medical Science
3. History of Chinese Medicine and Various Theories of Chinese Medicine
4. Ancient Chinese Medical Proses
5. Fundamental Theories of Chinese Medicine
6. Diagnostics of Chinese Medicine
7. Chinese Materia Medica
8. Medical Prescriptions in Chinese Medicine
9. Canon of Chinese Medicine
10. Treatise on Exogenous Febrile Diseases
11. Synopsis of the Golden Chamber
12. Seasonal Febrile Diseases
13. Internal Medicine of Chinese Medicine
14. External Medicine of Chinese Medicine
15. Gynaecology of Chinese Medicine
16. Paediatrics of Chinese Medicine
17. Ophthalmology and Otorhinolaryngology of Chinese Medicine
18. Orthopaedics and Traumatology of Chinese Medicine
19. Acupuncture and Moxibustion of Chinese Medicine
20. Health Maintenance and Preservation of Chinese Medicine
21. Integration of Chinese-Western Medicine
22. Modernization of Chinese Medicine
23. Code of Practice for Registered Chinese Medicine Practitioners

Appendix II

List of Accredited Mainland Institutions

The Practitioners Board recognized the CME courses (including full-time, part-time, correspondence, online, and clinical courses) or academic meetings, seminars, academic conferences, workshops and forums etc. in Chinese medicine held by the following Mainland Chinese institutions. They are not required to be assessed by the Registration Committee and can directly be accredited CME courses. The effective date for the recognized institutions from CME-MP0001 to CME-MP0028* was 2nd March 2006, for recognized institution CME-MP0029 was 12th October 2006, while for recognized institutions CME-MP0030 and CME-MP0031 was 14th April 2011^{Note}.

(Note: Registered CMPs, who study the courses/programmes held by recognized institution CME-MP0030 on or after 10th June 2010 or study the courses/programmes held by recognized institution CME-MP0031 on or after 12th August 2010, can directly apply for evaluation of CME points that may be earned through relevant courses with their CME Administrators.)

CODE	NAME OF SCHOOLS
CME-MP0001	Shanghai University of Traditional Chinese Medicine
CME-MP0002	Shandong University of Traditional Chinese Medicine
CME-MP0003	Beijing University of Traditional Chinese Medicine
CME-MP0004	Chengdu University of Traditional Chinese Medicine
CME-MP0005	Nanjing University of Traditional Chinese Medicine
CME-MP0006	Heilongjiang University of Traditional Chinese Medicine
CME-MP0007	Guangzhou University of Traditional Chinese Medicine
CME-MP0008	Shanxi College of Traditional Chinese Medicine
CME-MP0009	Tianjin University of Traditional Chinese Medicine
CME-MP0010	College of Traditional Chinese Medicine and Pharmacy of the Beijing Union University
CME-MP0011	Gansu University of Traditional Chinese Medicine
CME-MP0012	Jiangxi University of Traditional Chinese Medicine
CME-MP0013	Anhui University of Traditional Chinese Medicine
CME-MP0014	College of Traditional Chinese Medicine of the Hebei Medical University
CME-MP0015	Henan University of Chinese Medicine
CME-MP0016	Changchun University of Traditional Chinese Medicine
CME-MP0017	Shanxi University of Chinese Medicine
CME-MP0018	Zhejiang University of Traditional Chinese Medicine
CME-MP0019	Hubei University of Chinese Medicine
CME-MP0020	Hunan University of Traditional Chinese Medicine
CME-MP0021	Yunnan College of Traditional Chinese Medicine
CME-MP0022	Guiyang College of Traditional Chinese Medicine
CME-MP0023	Fujian University of Traditional Chinese Medicine
CME-MP0024	College of Traditional Chinese Medicine of the Xinjiang Medical University
CME-MP0025	Guangxi University of Chinese Medicine

CODE	NAME OF SCHOOLS
CME-MP0026	Liaoning University of Traditional Chinese Medicine
CME-MP0028	Jinan University
CME-MP0029	China Academy of Chinese Medical Sciences
CME-MP0030	Southern Medical University
CME-MP0031	Xiamen University

** Beijing College of Acupuncture – Moxibustion and Orthopaedics-Traumatology was merged with Beijing University of Traditional Chinese Medicine in 2000, therefore, its name and code CME-MP0027 were deleted from the list.*