HONG KONG COLLEGE OF PAEDIATRICIANS GUIDELINES FOR CONTINUING MEDICAL EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT (CME/CPD)

(Amended on 26 June 2025 and endorsed by the Academy EC on 8 October 2025)

I. INTRODUCTION

1.1 Continuing Medical Education (CME) / Continuing Professional Development (CPD) is the continuation of education for all practising Fellows.
It is intended to :-
- keep Fellows informed and up-to-date on advances in paediatrics;
- maintain standards, interest and enthusiasm in their practice, and maintain their skills and professional competence.

1.2 In accordance with the Guidelines of the Hong Kong Academy of Medicine (HKAM), the Hong Kong College of Paediatricians CME/CPD programme must comply with the principles and guidelines of HKAM.

1.3 This programme has been approved by the Education Committee of the Hong Kong Academy of Medicine and any changes to the programme will be subjected to the approval of the Education Committee of HKAM before implementation.

1.4 The CME Subcommittee, a subcommittee of the College Education Committee, is responsible for planning, organising, monitoring and reviewing the programme.

1.5 The College accepts only one system of CME/CPD and this applies to all Fellows. The Hong Kong College of Paediatricians would make efforts to facilitate and accommodate the participation of all Fellows. The College primarily accredits paediatrics-related activities, but also accepts non-paediatrics-related activities as a proportion of its CME/CPD requirement subject to prospective approval by the CME Subcommittee.

II. CME/CPD ACTIVITIES

2.1 The College accepts the following activities for accreditation: -

Category A : Local, Regional or International Activities
- Active or passive participation in approved local, regional and international scientific meetings, conferences, workshops, update courses, post-graduate lectures and seminars and special College educational functions including postgraduate courses, diploma courses and paediatric-related taught or research postgraduate degrees. This will also include courses organized by the Hong Kong Academy of Medicine

Category B : Hospital, Institution or Group-based Activities
- Active or passive participation in approved practice-related activities, such as grandrounds, X-ray meetings, seminars, clinico-pathological conferences, journal clubs and audio-visual viewing sessions

Category C : Publications
- Scientific publications in Hong Kong Journal of Paediatrics
- Scientific publications in journals of the Hong Kong Academy of Medicine or its constituent colleges

- Scientific publications in indexed journals (Index Medicus)
- Publications of chapters and books
- Other publications subjected to prior approval by the CME Subcommittee.

Category D : Self-study with Assessment
- College approved self-study programmes
- Only accredited with prior approval from the College and with the necessary evidence that it has been carried out diligently

Category E : Other CME/CPD activities
- Miscellaneous CME/CPD activities not included in Categories A to D.

2.2 The College does not accept the following activities for CME/CPD accreditation :-
- Non-clinical administrative activities
- Service related ward rounds
- Participation as examiner for undergraduate or postgraduate examination (except College organized or supported Specialist examination)

III. ACCREDITATION SYSTEM

3.1 The basic unit of measurement of CME/CPD activities is ***one point***, which is equivalent to one hour of audience participation in Formal College Approved Activities (FCAA). Our College will decide number of points to be awarded to activities that normally cannot be accredited on time basis, and to individual CME/CPD categories taking into consideration the nature of their specialties.

3.2 Details of point allocation:-

Category A : Local, Regional and International Activities

A.1 Academic meetings organised by the Hong Kong College of Paediatricians (HKCPaed), The Hong Kong Paediatric Society, paediatric subspecialty societies, International Pediatric Association, Asian Pacific Pediatric Association, and meetings organised by international paediatric or paediatric subspecialties societies, medical institutions, Paediatric College approved study groups will be considered by the CME Subcommittee for accreditation. Such activities will be opened to all Fellows. Activities relevant to paediatrics will be accredited. The points allocated will be publicised together with the notice of meetings.

A.2 Fellows who wish to attend meetings organised by the Hong Kong Academy of Medicine and its constituent colleges, professional societies/associations and overseas institutions need to apply for approval and submit a copy of the programme. Activities with relevance to paediatrics will be granted accreditation.

A.3 With prior approval, Fellows may be accredited CME/CPD points for medically related Diploma, Master or PhD studies.

A.4 Point allocation:-
- One point per hour of activity as passive audience participation
- A maximum of 6 points for one whole-day programme
- A maximum of 3 points for a half-day programme

- A maximum of 18 points for a meeting lasting for 3 or more days
- A maximum of 18 points for a course which may be held weekly or monthly spreading over a longer period of months or years, include diploma or postgraduate courses.
- A maximum of 18 points on the completion of paediatrics-related Master or PhD studies
- Extra points (in addition to passive audience) will be awarded to:-
  Oral presentations - 3 extra points per presentation .....*Active CME*
  (1 extra point per presentation for subsequent authors)
  Poster presentation - 2 extra points per presentation .....*Active CME*
  (1 extra point per poster for subsequent authors)
  Chairman – 1 extra point per session (maximum of 3 points if additional preparations or data analysis is necessary) .....*Active CME*
- Pre- and post-lecture assessment (for doing questionnaires, exercises) are not accepted as gaining additional CME points.

A.5 A minimum of 30 points in a 3-year-cycle will be required in Category A.

A.6 In order to fully utilize the iCMECPD system of the HKAM, Fellows have to submit their claim of CME/CPD points gained in overseas Category A activities, to the College Secretariat as soon as the points are gained.

Category B : Hospital, Institution or Group-based Activities

B.1 Pre-approved regular practice-related academic activities in recognised training units will be accredited. Such activities will be opened to all Fellows.

B.2 Pre-approved regular practice-related academic activities organised by Paediatric College approved Study Groups will be accredited. Please refer to Guidelines of Study Group. (Appendix 1)

B.3 Practice-related academic activities held in overseas institutions can be accredited as Category B meetings, if 1) prior approval by the CME Subcommittee is obtained; and 2) it is verified that the institution is a recognised paediatric training unit locally; and 3) attendance is reported and declared by the Fellow (independent verification or certification by the institution may be required).

B.4 Points allocation:-
- Passive audience participation - 1 point per hour of academic activity
- A maximum of 6 points for one-day programme
- A maximum of 3 points for a half-day programme
- Extra points (in addition to passive participation) will be awarded to:-
  Chairperson :- 1 extra point (when synopsis submitted).....*Active CME*
  Oral presentation of not less than 30 minutes:- 2 extra points.....*Active CME*
- A maximum of 2 passive points per week for regular pre-approved meetings (on average) for each paediatric department

B.5 The attendance record of Category B activities must be submitted monthly by accredited institutions or study group leaders.

Category C : Publications ----------Active CME

C.1 No maximum CME points per annum in this Category

C.2 Only publications within one year of their publication will be accepted.

C.3 Points allocation for journals :-

Scientific publications in Hong Kong Journal ofPaediatrics 5 / 3 / 1 points[1]

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Kong Academy of Medicine and of its constituent Colleges

Scientific publications in indexed refereed journals	5 / 3 / 1points[1]
Scientific publication in non-indexed journals	3 / 1 points [2]
other Scientific publications, e.g. books or bookchapters, higher degree thesis	To be assigned

([1] = 5 points per publication for the first author; 3 points for 2nd or corresponding author, 1point for other authors.)
([2] = 3 points per publication for the first author, 1 point for other authors.)

C.4 Abstracts of oral or poster presentations published in proceedings of scientific meetings or in supplements to journals are not awarded Category C points.
C.5 Fellows are requested to submit their application for accreditation or claim of CME/CPD points to the CME Subcommittee as soon as an article, book chapter or thesis is published.

Category D : Self-study ---------- Active CME

D.1 No maximum CME points in this Category.
D.2 The College may conduct its own self-study CME programme and award points as assigned.
D.3 Fellows participating in other self-study programmes such as paediatric related CME exercise in Hong Kong Medical Journal, web-based programmes, need to obtain prior approval and will be accredited when completed diligently.
D.4 Journal reading from a College-approved list is an acceptable form of self-study. (see list of journals approved for self-study in Appendix 2)
- Only articles published in the past one year will be accepted.
- One point will be awarded to each journal article studied when a written commentary of around 300 words is submitted.

D.5 For web-based paediatric medical resources, prior approval is necessary. Popular sites include Medscape, UpToDate, NeoReviews etc. Please note CME points given by the organizer may not be the same as points accredit by our College. A maximum of 20 points under this category.

Category E : Other CME/CPD activities

E.1 No maximum CME points per annum in this Category except where specified.
E.2 Activities that contribute to the professional development of Fellows but are not accredited under Category A to D CME/CPD activities (conventional CME accredited activities that improve the knowledge of Fellows in paediatrics) are included.
E.3 Prospective application for approval of Category E activities is required. Points will only be credited when evidence of completion is being submitted.

E.4	**Category E CME/CPD Activities**		**CME/CPD points (pts)**
	E.4.1	**Self-Study**	**----- Active CME**
		Distance learning by accredited bodies e.g. HKAM CMECPD.	1 pt per approved session
	E.4.2	**Active Participation**	**----- Active CME**

		Speakers / poster presentation in medical conference other than those approved under Category A.	3 extra pts for each oral presentation for the speaker, (1 extra pt per presentation for subsequent authors) 2 pts for each poster (1 extra pt per poster for subsequent authors)
	E.4.3	**Research** (after completion of study)	----- **Active CME**
		Principal organizer of a research team.	Max 3 pts
	E.4.4	**Development of New Medically Related Technology**	----- **Active CME** Max 10 pts program
	E.4.5	**Undergraduate / Postgraduate Teaching**	----- **Active CME**
		Development of novel teaching materials for undergraduate teaching.	Max 3 pts per program
		Undergraduate and postgraduate teaching may be accepted as a form of CME/CPD.	Pts will be awarded by CME Subcom on prospective application, subject to a quality assurance process and a maximum of 15 pts in 3-year cycle.
		Workplace Based Assessment (WBA) by HKCPaed trainers / assessors.	1 point for each assessment with maximum of 15 pts in 3-yr cycle
	E.4.6	**Quality Assurance and Audits -**	----- **Active CME**
		QA meetings/Mortality &Morbidity meeting/Risk assessment management / Clinical effectiveness studies / Review of sentinel events. Points will be awarded on submission of a report of the meeting by the chairperson.	3 pts for presenters; 2 pts for chairperson and discussants; 1 pt for all other participants. A maximum of 12 such meetings will be accredited per institution per year.
		Self-audit projects (on prescription pattern,referral pattern, or investigation pattern over a period of not less than 3 months) will be awarded CME/CPD points on submission of a report.	3 pts per report, subject to a peer review process. Reviewer will also be awarded 3 pts.

	E.4.7	**Activities for Improvement of Patient Care**	**----- Active CME**
		Development of specific novel health programmes (e.g. School health programme; sex education programme; immunization programme, etc.).	Max 3 pts per program
		Participation in learning / activities that enhancethe ability to practice paediatrics.	Max 3 pts per activity
		Development of clinical practice guidelines.	Max 3 pts per guideline
		College supported Skill workshop with simulated learning (eg.PALS, NRP, Paediatric Safe Sedation, Child Protection, Paediatric Palliative Care).	Max 6 pts per course. Instructor CME pts are according to actual contact hours with a maximum of 12 pts per course.
	E.4.8.	**Reviewer of Hong Kong Medical Journals (HKMJ) and Indexed Journal**	**----- Active CME**
		Participation in reviewing articles submitted to HKMJ, HKJPaed, Journal of Academy Colleges, and other indexed journals.	2 pts per article (max. 15 pts per 3-yr cycle)
	E4.9	**College of Paediatricians Examination**	**----- Active CME**
		Examiner for the MRCPCH or Exit examination.	3 pts per session with a maximum of 10 pts for any single examination
		Examiner for College co-organised DCH examination.	3 pts per session with a maximum of 10 pts for any single examination
	E4.10	**Hands-on Clinical Attachment Programme**	**----- Active CME**
		Hands-on clinical attachment programme to accredited training units to enhance/refresh the knowledge and skills of a Fellow in specific areas, or to enable the Fellow to learn new knowledge and skills. Clear learning objectives have to be defined in such attachment programmes, and the programme usually should be over a continuous period lasting one week or longer. Regular weekly attachment over a longer period can also be considered. The normal rotation of duties, or posting changes are not regarded as attachment.	Max. 10 pts per 3-yr cycle
	E.4.11	**Passive Participation**	**Passive CME (max 10 pts per year)**
	E.4.11.1	**Non-paediatrics related clinical meetings**	
		Participation in learning / activities that enhance the competence in clinical practice (hospital or non-hospital).	1pt / hr (max. 6 pts per day)

	E.4.11.2	**Postgraduate Courses**	
		Certificate courses organized by non-paediatric medically related organisations.	Max of 10 pts percourse or program
	E.4.11.3.	**Non-medical related activities that enhances fellows's well-being**	
		Participation in activities that enhance fellows' well-being with the aim to improve the quality of patient care delivery, such as mindfulness training, psychological support classes that deals with work stress or burnout, etc.	1 pt / hr , maximum 5 pts per 3-yr cycle
	E.4.12	**Non-medical / Non-clinical Professional Development Activities**	
		Participation in other non-medical / non-clinical professional development activities that may facilitate the practice of Fellows e.g. knowledge and skills relating to relevant laws, medical professionalism and ethics, information technology, clinic management and interpersonal communication, is also accepted as a form of CME/CPD	1 pt / hr, with maximum of 5 pts in this category per 3-yr cycle.

IV. CME/CPD REQUIREMENTS

4.1 A cycle of CME/CPD assessment shall consist of 3 years. Fellows must fulfill the full requirements of the CME/CPD programme by the end of each cycle.

4.2 The Academy adopted fixed CME/CPD cycles from 1 January 2005. Fellows will commence their first cycle from the 1st day of the month following their admission to Academy Fellowship; and the required CME points for the first cycle will be counted on pro-rata basis. Our College should report to the Education Committee of the Academy any Fellow of the Academy who fails to comply with CME/CPD requirements at the end of the cycle. The Academy Education Committee should then consider further actions.

4.3 The College requires each Fellow to :-

- acquire at least 90 points in a 3-year cycle
- acquire at least 30 points from Category A in a 3-year cycle
- acquire at least 15 active CME points in a 3-year cycle

4.4 The College recommends each Fellow to: -

- acquire at least 20 points per year from CME/CPD activities (Cat A to E), of which at least 10 points per year from Category A activities

4.5 The College encourages all Fellows to participate in as many programmes as feasible.

4.6 It is strongly recommended that Fellows should maintain a balanced CMECPD profile with a mix of different activities, including 5 points in a cycle from activities involving "Quality Assurance, Audits and Activities for improvement of Patient/Medical Care" as outlined in E4.6 and E4.7. The Academy sees the need and benefits of requiring Fellows to regularly review and evaluate their practice in order to improve quality of their patient services and advance their practice. It is planned that in the long run, review and evaluation of practice would be made part

of CPD profiles of all Fellows.

4.7 All CME/CPD points will be cleared at the end of a cycle, i.e. CME/CPD points earned in excess of the minimum requirements within a cycle cannot be carried forward to the next cycle.

4.8 The Academy of Medicine has approved the College to allow parallel recognition for overseas Fellows who have their own Paediatric CME/CPD Program in their country of residence with effect from 1 January 2008. The overseas Fellows only need to submit the evidence offulfilment of their country Paediatric CME/CPD program in lieu of the College Annual Return Form. Prior application and approval by CME Subcommittee is necessary.

V. RECORDING ATTENDANCE AND ACQUISITION OF CME/CPD POINTS

5.1 All new Fellows will be informed of the need of CME/CPD and the date of starting of their CME/CPD cycles. They will be given the CME/CPD guidelines, and instructions to apply/claim CME/CPD points. This information will also be available on College homepage.

5.2 On attending Category A activities organised by the HKCPaed, The Hong Kong Paediatric Society or pre-approved activities organised by paediatric subspecialty societies, each Fellow has to sign an attendance sheet or record attendance electronically. The organisers of the meetings have to send this attendance sheet (if applicable) to the College within 4 weeks after the meetings for the points to be credited to the Fellows. Certificate of attendance cannot be used as proof of attendance for local meetings.

5.3 Other organisers should apply to the CME Subcommittee or the Academy for accreditation as early as possible. If a QR code for the iCMECPD app is required, the application should be made to the Academy at least 5 weeks before their meetings. The appropriate number of Category A or E points will be determined by CME Subcommittee. On attending such meetings, each Fellow has to sign an attendance sheet or record attendance electronically (see section 5.11). If an attendance sheet or electronic record other than iCMECPD app is used, the organisers of the meetings have to send this attendance record to the College within 4 weeks after the meetings for the points to be credited to the Fellows. Certificate of attendance cannot be used as proof of attendance for these local meetings. Retrospective application for accreditation submitted by Organisers will not be considered.

5.4 Individual Fellows intending to apply for Category A points for local meetings other than those specified in item 5.2 and 5.3 (ie organizer did not apply for CME) should apply to the CME Subcommittee 4 weeks before such meetings for approval of the number and category of CME/CPD points. Within 4 weeks after the meeting, the Fellow has to send to the College a proof of their attendance for the points to be credited to them. Retrospective application for accreditation is allowed if the application is made within 3 months after the meeting.

5.5 Individual Fellows attending overseas Category A meetings should preferably apply to the CME Subcommittee 4 weeks before such meetings for approval of the number and category of CME/CPD points. Within 4 weeks after the meeting, the Fellow has to send to the College proof of their attendance, namely the official certificate of attendance, together with a declaration of the fellow on the number of sessions attended, for the points to be credited to them. Retrospective application for overseas meeting and accreditation is also allowed if application is made within 3 months afterthe meetings.

5.6 For Category B activities, Fellows should sign an attendance sheet or record attendance electronically (see section 5.11). If an attendance sheet or electronic record other than iCMECPD app is used, the organisers of the meetings have to send this attendance record to the College

within 4 weeks after the meetings for the points to be credited to the Fellows. Attendance records of pre-approved activities must be submitted by the institution every month.

5.7 For Category C activities, Fellows should claim their CME/CPD points by sending a copy of their publications within one year of their publication to the College for the award of CME/CPD points by the CME Subcommittee when appropriate.

5.8 For Category D activities other than journal reading from the approved list, Fellows should submit their own plans and seek prior approval from the CME Subcommittee.

5.9 For Category E activities, Fellows should apply to the CME Subcommittee 4 weeks before such meeting for approval of CME/CPD points. Fellows should submit the relevant information that they have either attended the meeting or completed the approved activity within 4 weeks from completion of the activity.

5.10 Fellows should regularly browse their CME profile through the iCMECPD (formerly MLMS) website: http://www.icmecpd.hk or https://e.hkam.hk to review their CME status and notify College secretariat for errors. Towards end of each year, College secretariat will review the CME status in the iCME/CPD and notify those Fellows who do not satisfy the minimal requirement. Annual submission of ARF is no longer necessary. Once a Fellow fulfilled the minimal requirement for the 3-year cycle, he /she would be informed in writing, after which, further individual CMEapplication will not be processed to relieve secretarial workload.

5.11 The recording of attendance at online meetings and teleconferences by electronic methods (e.g. iCMECPD app, Google form) shall abide by the following guidelines.

5.11.1 Local meetings would require electronic recording of attendance once within the hour by QR code capture or otherwise at either the beginning or the end of the meetings. The main lecture time should be more than 30 minutes, not including Q&A time or the time provided for completing post-lecture questionnaires.

5.11.2 Full day local meetings will have separate records of attendance for the morning and afternoon sessions.

5.11.3 For on-line meetings, local meeting organizers are allowed to adopt additional methods like monitoring of log-on duration, quizzes and questionnaires as conditions for the granting of CME points.

5.11.4 The organizer shall display the QR codes for iCMECPD app capture or linkage to other attendance recording methods (e.g. Google form) no more than 15 minutes from the scheduled start time.

5.11.5 Viewers at an online CME activity who share the same screen are required to register their attendance individually.

5.11.6 Local meeting organizers shall be responsible for informing the College the number of CME points each attendee earns during the activity. The College shall not be responsible for processing the record of attendance (e.g. log-on records, Google form, questionnaires).

VI. MONITORING AND CERTIFICATION

6.1 Fellows' responsibilities

a. Fellows must respond to call for CME/CPD returns from Academy/College, and submit all returns with required proof within the defined period of time.

b. Fellows failing to submit return on time will be regarded as CME/CPD non-compliant. Subsequent request to review late submissions may be subject to an administrative fee to be determined by the College.

c. All notices sent to the address last provided by a Fellow to the Academy/College will be deemed to have been received by that Fellow, and it is the responsibility of a Fellow to update the Academy/College of his contact address whenever it is changed.

6.2 The Education Committee and CME Subcommittee of the College are responsible for monitoring the whole CME/CPD system and keeping detailed CME/CPD records.

6.3 The College will issue a certificate to Fellows who have completed a 3-year CME/CPD programme. The College will maintain a Registry of Fellows who have been awarded certification.

6.4 In accordance with the requirements of the Hong Kong Academy of Medicine, the College will report to the Education Committee of the Hong Kong Academy of Medicine if an Academy Fellow fails to satisfy the minimum CME/CPD requirements for a 3-year-cycle (i.e. less than 90 total CME/CPD points or less than 30 Category A CME points or less than 15 Active CME points in a 3-year cycle). Sanctions will be considered by the Academy, which may include suspension of Fellowship (See Section VIII below).

VII. NON COMPLIANCE TO CME/CPD REQUIREMENTS

7.1 Remediable non-compliance

a. Fellows must: 1) have achieved not less than two-thirds of the required number of points for a cycle; OR 2) be certified to have suffered from a medical condition which Council considers as a reasonable cause for the CME/CPD non-compliance. The Academy may, at its discretion, accept other conditions if supported by Colleges on reasonable grounds.
b. The Academy will inform the Medical Council of Hong Kong about the list of these remediable non-compliant Fellows as soon as possible after the end of cycle.
c. These Fellows must engage in a remedial programme to make up for the deficiency.
d. The reasons for non-compliance and the remedial CME/CPD programme must be endorsed by the Education Committee.
e. The remedial programme must be finished within the time specified by the College. In any case, the remedial programme must be finished within 12 months from the end of the cycle concerned.
f. The next CME/CPD cycle of these Fellows should follow immediately after the previous cycle without any break. In other words, these Fellows will have to undergo normal and remedial CME/CPD at the same time.

7.2 Non-compliance that are not remediable

a. Upon reviewing each case, a recommendation for Academy Fellowship suspension will be made. The Academy will also inform the Medical Council, for the purpose ofSpecialist Registration, that a Fellow has not fulfilled the CME/CPD requirements for whatever reasons.
b. A Fellow removed from the Academy register due to CME/CPD non-compliance can subsequently apply to reinstate his Fellowship. Reinstatement of Academy Fellowship shall be (a) at the discretion of the Council, and (b) upon payment of fees as determinedby the Academy from time to time, and (c) subject to requirements including remedial CME/CPD

and/or reassessment as determined by the Academy from time to time. In principle, applicants will be required to have obtained the minimum number of accreditable CME/CPD points for a CME/CPD cycle counting back from the date of application for reinstatement.

c. The CME/CPD cycle of a reinstated Fellow should commence within 6 months after reinstatement of his/her Fellowship.

VIII. EXEMPTIONS

8.1 Retired from active practice

a. The Academy will be prepared to grant exemption for CME/CPD if Council is convinced that the Fellow concerned has retired from active clinical practice. However, the Academy will inform the Medical Council that the Fellow concerned does not fulfil the CME/CPD requirements for the purpose of Specialist Registration.

b. The Academy will consider application for CME/CPD exemption from a Fellow only if he/she has formally submitted a written declaration to the Academy/College that he/she has retired from active clinical practice. This submission should be done within the active CME cycle, or else the Fellow needs to complete the remedial requirement before being accepted by the Academy as retired Fellow.

c. A retired Fellow who subsequently wishes to resume active clinical practice will be required to have 90 CME/CPD points within 3 years counting back from the date of application in order to resume medical practice. A pro-rata number of the 90 points required must be obtained within the period between the date of retirement and the date of application for resuming practice. Should a retired Fellow resume medical practice before he can fulfil the CME/CPD requirements as aforementioned, he will lose his status as Retired Fellow and his HKAM Fellowship will be suspended accordingly.

8.2 Acute / Prolonged Illness and Permanent Disability

a. A Fellow who falls behind CME/CPD because of acute/prolonged illness or permanent disability can be exempted from the CME/CPD requirements, on condition that he is not in active practice.

b. An illness can be accepted as “prolonged illness” provided a sick leave of at least 6 months has been formally granted within a 3-year cycle (pro-rata count may apply in casethe cycle is less than 3 years);

c. Partial exemption will be considered on a case by case pro-rata basis depending on the extent of the illness and its impact on practice. The guiding principle of exemption is that when a Fellow is not in active practice because of the illness, CME/CPD requirement of that total period of “not in active practice” will be exempted for CME/CPD in that cycle, while pro-rata count of CME/CPD requirement will be applied to the period(s) during which the Fellows are in active practice.

IX. APPEALS

9.1 The Review Committee of the College will handle appeals, problems and disputes arising from CME/CPD programmes.

X. CERTIFICATION OF SPECIALIST REGISTRATION

Refer to the Principles and Guidelines of CME/CPD of the Hong Kong Academy of Medicine.

APPENDIX 1 : GUIDELINES OF STUDY GROUP (SG)

A. Fellows can elect to join institutions or to form Study Groups to pursue Category B activities of the CME programme.

B. Each Study Group should comprise 5 or more Fellows and among them one will act as the group leader.

C. All activities organised by Study Groups should be open to all Fellows, subject to availability of space.

D. For accreditation purpose :-
   1. Study Groups must have prior registration and approval by the CME Subcommittee.
   2. Only prior approved activities will be eligible for accreditation.
   3. Activities should be held regularly at pre-fixed venues.
   4. Activities attended by fewer than 5 Fellows will not be accredited.
   5. Activities without a synopsis (Form SG-A*) will not be accredited.
   6. Passive audience participation of an activity will be awarded 1 point per hour.
   7. Only when an individual Fellow has attended over 75% of the duration of an activity will be awarded points for that activity.
   8. The chairperson of an individual activity will be awarded 1 *extra* point only when he/she has completed Form SG-A*.
   9. Active participation (presenting journals or case history) will be awarded 1 *extra* point for a presentation not less than 30 minutes.
   10. Group leaders will not be awarded any extra point.

E. Only the following activities, when related to paediatrics, will be considered foraccreditation :-
   1. Journal meetings
   2. Case presentations
   3. Invited talks/presentations
   4. X-ray meetings
   5. Clinical pathological meetings
   6. Audio-visual viewing sessions

F. Duties of Study Group Leader
   1. Liaise with CME subcommittee
   2. Keep all completed SG-A* forms for at least 3 years for perusal
   3. A plan for forthcoming year, detailing all proposed activities, formats, timing and venues (Form SG-B*) should be submitted annually to the College Secretariat
   4. Notify the CME Subcommittee of any change of meeting place, time or activity
   5. Keep all signed attendance sheets (Form SG-C*) for at least 3 years for perusal
   6. The attendance record of study group activities should be submitted to the College Secretariat monthly (Form SG-D*)

* SG Forms available upon request from the College Secretary

APPENDIX 2: LIST OF JOURNALS APPROVED FOR SELF-STUDY FOR CATEGORY D points

Hong Kong Journal of Paediatrics
Hong Kong Medical Journal
中華兒科雜誌

Journal Titles

ACTA PAEDIATRICA
AMERICAN JOURNAL OF PERINATOLOGY
AMBULATORY PEDIATRICS
ANNALS OF TROPICAL PAEDIATRICS
ARCHIVES OF DISEASE IN CHILDHOOD
ARCHIVES OF PEDIATRICS & ADOLESCENT MEDICINE
ARCHIVES DE PEDIATRIE

BIRTH-ISSUES IN PERINATAL CARE
CARDIOLOGY IN THE YOUNG
CHILD CARE HEALTH AND DEVELOPMENT
CHILDS NERVOUS SYSTEM
CHILD PSYCHIATRY & HUMAN DEVELOPMENT
CLINICAL PEDIATRICS
CLINICS IN PERINATOLOGY
CURRENT OPINION IN PEDIATRICS
DEVELOPMENTAL MEDICINE AND CHILD NEUROLOGY
EARLY HUMAN DEVELOPMENT
EUROPEAN JOURNAL OF PEDIATRICS
EUROPEAN JOURNAL OF PEDIATRIC SURGERY
INTERNATIONAL JOURNAL OF PEDIATRIC OTORHINOLARYNGOLOGY
JOURNAL OF AAPOS
JOURNAL OF ADOLESCENT HEALTH
JOURNAL OF THE AMERICAN ACADEMY OF CHILD AND ADOLESCENT PSYCHIATRY
JOURNAL OF CHILD AND ADOLESCENT PSYCHOPHARMACOLOGY
JOURNAL OF CHILD NEUROLOGY
JOURNAL OF DEVELOPMENTAL AND BEHAVIORAL PEDIATRICS
JOURNAL OF PAEDIATRICS AND CHILD HEALTH
JOURNAL OF PEDIATRIC HEMATOLOGY ONCOLOGY
JOURNAL OF PEDIATRIC OPHTHALMOLOGY & STRABISMUS
JOURNAL OF PEDIATRICS
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