

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

## **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 grand rounds, 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 :-

- ~~Undergraduate and postgraduate teaching (except College organized or supported Specialist teaching that fulfills the criteria in section 3.2, E4.5).~~
- 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 a Formal College Approved Activities (FACC). 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), Hong Kong Paediatric Society, paediatric subspecialty societies, International Paediatric Association, ~~Association of Paediatric Societies of South-east Asian Region-Asian Pacific Pediatric Association~~, and meetings organized 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 each presentation ----- *Active CME*  
(1 extra point per each presentation for subsequent authors)
  - Poster presentation - 2 extra point per presentation ----- *Active CME*  
(1 extra point per each poster for subsequent authors)
  - Chairman – 1 extra point per ~~lecture-session~~ ----- *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:- 1 extra point ----- *Active CME*
- . A maximum of 2 points per week (on average) for each institution

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 of 5 / 3 / 1 points<sup>1</sup>

Paediatrics

- . Scientific publications in journals of the Hong Kong Academy of Medicine and of its constituent Colleges 5 / 3 / 1 points<sup>1</sup>
- . Scientific publications in indexed refereed journals 5 / 3 / 1points<sup>1</sup>
- . Scientific publication in non-indexed journals 3 / 1 points <sup>2</sup>
- . other Scientific publications, e.g. books or book chapters, higher degree thesis To be assigned

<sup>1</sup> = 5 points per publication for the first author; 3 points for 2<sup>nd</sup> or corresponding author, 1 point for other authors.)

<sup>2</sup> = 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.

**Category E : Other CME/CPD activities**

E.1. No maximum CME points per annum in this Category except ~~for passive CME under item 4.10 with maximum of 10 points per annum 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 accredit 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	<b>Self-Study</b>	----- <i>Active CME</i>
	Distance learning by accredited bodies eg. HKAM CMECPD	<i>1 pt per approved session</i>
E.4.2	<b>Active Participation</b>	----- <i>Active CME</i>
	Speakers / poster presentation in medical conference other than those approved under Category A	<i>3 extra pts for each oral presentation for the speaker; (1 extra pt per</i>

			<i>presentation for subsequent authors) 2 pts for each poster (1 extra pt per poster for subsequent authors)</i>
E.4.3	<b>Research</b> (after completion of study)		----- <b>Active CME</b>
	Principal organizer of a research team		<i>Max 3 pts</i>
E.4.4	<b>Development of New Medically Related Technology</b>		----- <b>Active CME</b> <i>Max 10 pts program</i>
E.4.5	<b>Undergraduate Teaching</b>		----- <b>Active CME</b>
	Development of novel teaching materials for undergraduate teaching		<i>Max 3 pts per program</i>
	<i>Undergraduate and postgraduate teaching may be accepted as a form of CME/CPD subject to a quality assurance process and a maximum of 5 points in a cycle.</i>		<i>Pts will be awarded by CME Subcom on prospective application, subject to a quality assurance process and a maximum of 5 pts in a cycle.</i>
E.4.6	<b>Quality Assurance and Audits -</b>		----- <b>Active CME</b>
	<i>QA meetings/Mortality &amp; 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.</i>		<i>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.</i>
	<i>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.</i>		<i>3 pts per report, subject to a peer review process. Reviewer will also be awarded 3 pts.</i>
	<del>Self-audit (with report) on prescription pattern over a period of not less than 3 months</del>		<del>1 pt</del>
	<del>Self-audit (with report) on referral pattern over a period of not less than 3 months</del>		<del>1 pt</del>
	<del>Self-audit (with report) on investigation pattern over a period of not less than 3 months</del>		<del>1 pt</del>
	<del>(discussed but no definite consensus on how to adjust the duration for public &amp; private institution and private doctors)</del>		
E.4.7	<b>Activities for Improvement of Patient Care</b>		----- <b>Active CME</b>
	Development of specific novel health programmes (e.g. School health programme; sex education programme; immunization programme, etc.)		<i>Max 3 pts per program</i>
	Participation in learning / activities that enhance		<i>Max 3 pts per activity</i>

		the ability to practice paediatrics	
		Development of clinical practice guidelines	<i>Max 3 pts per guideline</i>
		<i>Skill workshop with simulated learning ( eg. PALS, NRP)</i>	<i>Max 6 pts per course</i>
E.4.8.		<b>Reviewer of Hong Kong Medical Journals (HKMJ) and Indexed Journal</b>	----- <b>Active CME</b>
		Participation in reviewing articles submitted to HKMJ, HKJPaed, <i>Journal of Academy Colleges</i> , and other indexed journals	<i>2 pts per article (max. 15 pts per 3-yr cycle)</i>
E4.9		<b>College of Paediatricians Examination</b>	----- <b>Active CME</b>
		<b>Examiner for the MRCPCH or Exit examination</b>	<i>3 pts per session</i>
E4.10		<b>Hands-on Clinical Attachment Programme</b>	----- <b>Active CME</b>
		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.	<i>Max. 10 pts per 3-yr cycle</i>
E.4.11		<b>Passive Participation</b>	<b>Passive CME (max 10 pts per year)</b>
E.4.11.1		<b>Non-paediatrics related clinical meetings</b>	
		Participation in learning / activities that enhance the competence in clinical practice (hospital or non-hospital) such as Information technology, office management, interpersonal and communication skills training, medico-legal training	<i>1pt / hr (max. 6 pts per day)</i>
E.4.11.2		<b>Postgraduate Courses</b>	
		Certificate courses organized by non-paediatric medically related organisations	<i>Max of 10 points per course or program</i>

#### 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 ~~immediately upon~~ *from the 1<sup>st</sup> 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* ~~sanction~~.

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 CME/CPD 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 of fulfillment 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. REGISTRATION 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, Hong Kong Paediatric Society or pre-approved activities organized by paediatric subspecialty societies, each Fellow has to sign an attendance sheet. The organisers of the meetings have to send this attendance sheet 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 can apply to the CME Subcommittee for accreditation 4 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. The organisers of the meetings have to send this attendance sheet 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 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 after the meetings.
- 5.6 For Category B activities, Fellows should sign an attendance sheet. The institution has to send the attendance sheet to the College within 4 weeks after each meeting for the points to be credited to the Fellows. Attendance sheets of 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> 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 CME application will not be processed to relieve secretarial workload.

## **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) These Fellows must engage in a remedial programme to make up for the deficiency.
- c) The reasons for non-compliance and the remedial CME/CPD programme must be endorsed by the Education Committee.
- d) The remedial programme must be finished within the time specified by the appropriate College. In any case, the remedial programme must be finished within 12 months from the end of the cycle concerned.
- e) 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 of Specialist 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 determined by 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.
- 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. Should a retired Fellow resume medical practice before he can fulfill 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 case the 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.*
- d) ~~The Fellow concerned will not be required to do CME/CPD. However the Academy will report to the Medical Council for the purpose of Specialist Registration. Upon recovery and resumption of his/her medical practice, the Fellow will be required to re-start his/her CME/CPD cycle and to obtain at least 40 CME/CPD points in the first year of the cycle.~~

## 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 of 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 for accreditation :-
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  
BIOLOGY OF THE NEONATE  
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  
JOURNAL OF PEDIATRIC ENDOCRINOLOGY & METABOLISM  
JOURNAL OF PEDIATRIC GASTROENTEROLOGY AND NUTRITION  
JOURNAL OF PEDIATRIC ORTHOPAEDICS-PART B  
JOURNAL OF PEDIATRIC ORTHOPAEDICS  
JOURNAL OF PEDIATRIC SURGERY  
JOURNAL OF PERINATAL MEDICINE

JOURNAL OF TROPICAL PEDIATRICS  
KLINISCHE PADIATRIE  
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