The Hong Kong College of Obstetricians and Gynaecologists

Principles and Guidelines on
Continuing Medical Education and
Continuous Professional Development (CME/CPD)

For Cycle 2026-2028

1. Objective and Definition

It is the objective of the College to promote the advancement of the art and science of medicine, foster the development of postgraduate medical education and continuing medical education as well as promoting the improvement of health care for Hong Kong citizens. The purpose of CME/CPD is to meet these objectives.

CME/CPD is a continuous life-long learning process for Academy Fellows and comprises activities that serve to:

a) maintain, develop or increase the knowledge, skills and competencies relevant to the practice of Academy Fellows that may change over the years;

b) enhance professional performance to enable the delivery of quality professional care and safe standard of practice to the patients, and public that Academy Fellows serve, and;

c) ensure that Academy Fellows will remain competent throughout their professional career.

2. General Principles

a) The purpose of this document is to lay down broad principles for the Hong Kong College of Obstetricians and Gynaecologists (HKCOG) and Academy Fellows to follow. This framework has built in enough flexibility to cater for individual professional, educational and development needs.

b) CME/CPD programmes established by HKCOG must be clearly defined and approved by the Education Committee of the Academy. HKCOG will make efforts to facilitate and to accommodate the participation from its Academy Fellows.

c) Any changes to established CME/CPD programmes require the approval of the Education Committee of the Academy.

d) The HKCOG will submit a summary of its Academy Fellows' total number of CME/CPD points to the Education Committee of the Academy within 6 weeks after the end of the first and second year of a cycle, and within 4 weeks after the end of the cycle to facilitate timely return to Medical Council of Hong Kong.

e) The HKCOG will 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 Education Committee of the Academy will then consider sanction.

f) To ensure compliance, the Education Committee of the Academy may recommend to the Council of the Academy the suspension of an Academy Fellow who has failed to comply with CME/CPD requirements by the end of the cycle, unless the Committee is satisfied that there are relevant and exceptional circumstances.

g) Academy Fellows, residing in Hong Kong or overseas, must fulfill the full requirements of the CME/CPD programme by the end of each cycle.

h) It is the duty of Academy Fellows to keep themselves up-to-date in all areas of their practice. Academy Fellows are encouraged to devise a personal professional educational and development portfolio to help them monitor and achieve the objectives of CME/CPD. The Academy and HKCOG would provide assistance if and when required.

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

j) Academy 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 Academy/HKCOG.

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

3. **The Cycle**

a) A cycle of CME/CPD assessment shall consist of 3 years.

b) Academy Fellows will commence their first cycle on the first day of the month immediately after their admission to Academy Fellowship; and the required CME/CPD points for the first cycle will be counted on a pro-rata basis.

c) If the first cycle is shorter than 3 years:

i) normal capping on individual CME/CPD categories will still apply; but

ii) the minimum requirements of individual CME/CPD categories, if any, will be waived.

d) Notwithstanding (b) above, if a doctor has been certified for Specialist Registration and already started a CME/CPD cycle prior to his admission as an Academy Fellow, there will be no change in this CME/CPD requirements of existing cycle.

4. **Requirements for a Cycle**

a) The minimum CME/CPD requirement is 90 points in a 3-year cycle. CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle. HKCOG may recommend to its Academy Fellows a minimum number of points to be achieved each year.

b) Academy Fellows holding multiple Fellowship under different Colleges must fulfill requirements for each of these Fellowships.

c) The number of CME/CPD points required for Academy Fellows of different specialties and subspecialties shall be the same, and an Academy Fellow accredited for more than one specialty / subspecialty within the same College shall not be required to obtain more than 90 points.

d) CME/CPD requirements for subspecialties shall be comparable to that for specialties. Mandatory elements, if any, shall be applicable across all specialties / subspecialties within the same College.

5. Measurement of Activities

A point of CME/CPD activity is equivalent to one hour of participation as an attendee in a Formal College Approved Activity (FCAA). These may include O&G or non O&G related topics/activite The HKCOG will decide the number of points to be awarded to activities that normally cannot be accredited on a time basis; and to individual CME/CPD categories taking into consideration the nature of the CME activity.

a) 5.1 Regarding CME Accreditation of Online Activities: The HKCOG recognizes web-based/online training activities as forms of CME activities.
b) The event organizers are responsible to ensure proper registration procedures (participants' full name as registered in the Hong Kong Medical Council) and to verify the identity of participants.
c) The organizer should ensure the participants' attendance and reasonable participation. This may include, but not limited to: upon request and as appropriate, the participant should turn on the camera on his/her viewing device and showed his/her face, and the participant should use their full name on screen.
d) The organizer may arrange post-event quiz or survey or feedback form or QR code during the event where appropriate as proof of participation.
e) For online training activities organized by an overseas' organization, attendance list may not be available to our College. Certificate of attendance or email confirmation of attendance from the organizer may be submitted for application for CME points.
f) If it is a live event but recorded and accessible by Fellows for self-study after the event, CME points will not be awarded to those who have accessed the recorded for self-study if they have already obtained CME points by attending the live event

6. Accredited Activities

6.1 *Participation in FCAA*

6.1.1 Participation as an attendee in FCAA

One hour of participation as an attendeeat a FCAA is ordinarily awarded 1 point.

a) No more than 75 points can be awarded for passive participation as an attendee in FCAA in a cycle. Academy Fellows are encouraged to decrease further the CMECPD points gained from passive participation through increasing the proportion of other CMECPD activities.

b) CME points have to be applied before the activities are held, and the activities must be announced to all Academy Fellows in reasonable interval. Although there may be a limit to the total number of participants (related to physical constraints of the venue), the meeting should be open to all Academy Fellows.

c) The CME/CPD Committee represents the HKCOG in decisions about award of CME points. The CME/CPD Committee judges according to her understanding about the level of expertise and audience targeted. There is no limit on the number of attendants or venue.

d) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.

6.1.2 *Chairing/Presenting at FCAA*

a) Chairing or presenting at FCAA can be awarded more than 1 point.

b) 3 non-passive points is awarded for chairing / presenting at each FCAA irrespective of the duration. A maximum of 30 points may be earned each year through chairing or presenting at FCAA.

6.2 Participation in non-O&G related CME activities (including meetings and self-studies)

(a) Non-O&G related CME activities accepted by the HK Academy of Medicine or HKCOG are recognized.

(b) One hour active or passive participation in the non-O&G related clinical-related activities may be awarded CME points. The maximum points that can be awards per event is 5.

(c) No more than 15 Points per cycle can be awarded to each Academy Fellow from this category, including both active participation (such as chairing and presenting in the event, and passive participation in meetings and self-studies)

6.3 *Self-study*

a) Self-study is accepted as a form of CME/CPD.

b) One hour of self-study is ordinarily awarded 1 point.

c) Self-study is only accredited with prior approval from HKCOG, and with the necessary evidence that it has been carried out diligently.

d) No more than 60 Points can be awarded to each Academy Fellow from O&G

related self-study in each CME/CPD cycle.

6.4 *Publications*

a) A maximum of 10 CME points may be awarded to the chief author and 5 points to other co-authors of papers published in indexed journals or journals published by the Academy or its constituent Colleges.

b) No more than two Academy Fellows may claim CME points for case report or letter to editor.

c) Each chapter of a textbook is considered as one publication.

d) Each Academy Fellow may not earn more than 20 points through publications each year.

e) For other publications, the CME/CPD Committee would decide if CME point should be awarded after an application is received.

6.5 *Research*

Research activities are accepted as a form of CME/CPD.

a) The Academy Fellow states clearly the purpose, design and expectations of the research project and number of points applied.

b) Points are awarded at acceptance of a research protocol.

c) No more than 3 Points can be awarded to the principal investigator. No more than 1 Point can be awarded to other investigators.

d) No more than 6 Points per year can be awarded to Academy Fellow for research.

e) The CME/CPD Committee may monitor the progress of a program and the Points awarded may be altered accordingly.

6.6 *Development of New Technologies or Services*

The development of new services or technologies is accepted as a form of CME/CPD.

a) The Academy Fellow states clearly the purpose, design and expectations of the new technologies or services and number of points applied.

b) Points are awarded after implementation of new technologies or services.

c) No more than 3 Points can be awarded to the principal designer. No more than 1 Point can be awarded to other co-workers.

d) No more than 6 Points per year can be awarded to Academy Fellow for the development of new technologies or services.

e) The CME/CPD Committee may monitor the progress of a program and the Points awarded may be altered accordingly.

6.7 *Undergraduate and Postgraduate Teaching*

Undergraduate and postgraduate teaching may be accepted as a form of CME/CPD, subject to a quality assurance process and maximum of 15 points in a year.

a) All teachings in undergraduate and postgraduate degree courses related to medical and healthcare profession or certificate/ diploma courses given to midwives / student midwives may be awarded CME points

b) Topic(s) must be related to Obstetrics and Gynaecology.

c) Duration: the general principle is one CPD points per one hour of teaching.

d) CPD point should also be awarded for fellows acting as examiner for undergraduate/ postgraduate degree courses or midwifery courses using the criteria above.

e) The Academy Fellow may be awarded for development of teaching materials for undergraduate teaching. No more than 3 Points can be awarded to each production of teaching material for undergraduate teaching or substantial rewriting of existing materials.

f) No more than 10 Points per year can be awarded to Fellow for development of teaching material for undergraduate teaching.

g) The CME/CPD Committee may seek verification from the chairman of the clinical departments and points to be awarded accordingly.

6.8 *Conducting Examinations/ Performing Trainer's Duties*

The participation in HKCOG examinations can be counted for CME/CPD points:-

i) Coordinators: 10 points
ii) Examiners: 10 points
iii) Observers: 5 points
iv) Attendance as examiner to test new (SOE) question: 5 points
v) Participation in setting/correcting (SOE) questions: 5 points

i, ii, iii, iv & v) will be appointed by the HKCOG.

No more than 10 Points can be awarded for any single examination. An Academy Fellow may not earn more than 20 points each year with examiner activities and trainer's duties.

CME points for "performing Trainer's Duties" will be assessed on individual case basis, based on the nature and content of the duties.

6.9 *Attending Postgraduate Courses*

Attending a course leading to post-graduate qualification can be accepted as a form of CME/CPD.

a) No more than 10 Points per year can be awarded to Academy Fellow:

   i) attending a course leading to post-graduate qualification related to Obstetrics & Gynaecology.

   ii) attending a course organized by HKCOG (e.g. ALSO) or other tertiary institutions, non-passive points to be awarded to the Academy Fellow successfully completed a formal course assessment and evidenced by an officially issued certificate. Without passing the assessment, only passive points to be awarded.

b) No more than 10 Points per year can be awarded to Academy Fellow for each course.

c) The CME/CPD Committee determines the relevance of the course to O&G.

6.10 *Development of CME/CPD or Knowledge-Translation Materials*

Participation in development of CME/CPD or knowledge-translation materials for self-study, e-learning and other purposes is accepted as a form of CME/CPD.

a) No more than 10 Points per article can be awarded to the Academy Fellow developed a CME/CPD materials for self-study or e-learning.

b) No more than 10 Points per year can be awarded to Academy Fellow for development of CME/CPD materials for self-study or e-learning. No more than 4 points are given to each Academy Fellow who sets up MCQ questions in each issue

6.11 Quality Assurance, and Audits

The following are accepted as a form of CME/CPD. These activities should not be counted under 6.1:

a) Quality assurance and improvement activities, such as clinical / surgical / service / practice review and audit, clinical governance, peer review of operative practice including inter-practice visits, activities that examine and evaluate the clinical care of patients or individual / group / medical practice;

   i) The quality assurance activity should be registered in advance to the CME/CPD Committee. The organized meeting should be publicized to all FHKAM(O&G) related to the scope of the activity in reasonable interval.

   ii) A standardized form to report about the meeting, together with certification of the meeting by the chief organizer with list of attendants of the meeting.

iii) For self-organized audit activities, 3 points are allocated to each audit activity upon submission of a standardized form together with results of the audit.

iv) No more than 3 Points can be awarded to the principal organizer. No more than 2 Points can be awarded to Academy Fellows presenting in the meeting. One hour of passive participation is ordinarily awarded 1 Point.

v) No more than 10 Points per year can be awarded to Academy Fellow for quality assurance and medical audits.

vi) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.

b) Participation in mortality and morbidity meetings or structured quality improvement meetings that audit individual / group / medical practice;

i) Mortality & Morbidity Meetings should be registered in advance to the CME/CPD Committee. The organized meeting should be publicized to all FHKAM(O&G) related to the scope of the activity in reasonable interval.

ii) A standardized form to report about the meeting together with certification of the meeting by the chief organizer with list of attendants of the meeting.

iii) For self-organized audit activities, 3 points are allocated to each audit activity upon submission of a standardized form together with results of the audit.

iv) No more than 3 Points can be awarded to the principal organizer. No more than 2 Points can be awarded to Academy Fellows presenting in the meeting. One hour of passive participation is ordinarily awarded 1 Point.

v) No more than 10 Points per year can be awarded to Academy Fellow for Mortality & Morbidity Meetings.

vi) The CME/CPD Committee chairman or his/her delegates may ensure on quality of an activity.

c) Undertaking Expert Witness Work in Obstetrics and Gynaecology

i) CME/CPD points will be awarded on per-case basis

ii) CME/CPD points should be awarded only when the Fellow is acting as an “expert witness” in the field of Obstetrics and Gynaecology (O&G) but not when acting as a “witness of fact” (i.e., where the Fellow only provides a factual account of the clinical care involved without having to offer an opinion on the standards of care and so on

iii) 4 points will be given for case review and expert report preparation, including reviewing medical records or documentation and providing

judgement with a written expert witness report submitted to the appointing party)

iv) 2 points will be given for inquiry/hearing participation in O&G related cases (e.g. attendance and active participation at MCHK inquiry, disciplinary hearing, cross-examination)

v) No more than 10 points per year can be awarded to Fellows for undertaking expert witness work

vi) The CME/CPD Committee Chairman or his/her delegates may ensure the suitability of such work for CME points accreditation of an activity based on the information submitted

vii) Fellows who intend to apply for CME/CPD points for expert witness work should:

- Declare the nature of the activity
- Submit brief details and proof of engagement (e.g. the invitation letter issued by the recognised/ licensed body) without breaching the confidentiality of the parties concerned)
- Submission of case report or details is not required

6.12 *Activities for Improvement of Patient / Medical Care*

Participation in learning/activities that enhances the ability to practise medicine both as an individual doctor and as part of the health care team eventually leading to improvement of patient management and medical care, e.g. clinical and other skills laboratory learning, simulator and virtual reality learning, patient safety enhancement programme.

a) CME/CPD points may be awarded to Academy Fellows participating activities for improvement of patient care.

b) One hour of participation in O&G related activities for improvement of patient care is ordinarily accepted as the basic unit of CME/CPD (1 Point).

c) No more than 5 Points per year can be awarded to Academy Fellow for participating activities for improvement of patient care.

d) The CME/CPD Committee determines the relevance of the activity to O&G.

6.13 *Grand Rounds in Training Units*

Participation in accredited grand rounds in training units is accepted as a form of CME/CPD.

a) One hour of Participation at a Grand Round is ordinarily accepted as the basic unit of CME/CPD (1 Point)

b) No more than 3 Points can be awarded to the participation in accredited Grand Round.

c) No more than 10 Points per year can be awarded to the participation in accredited Grand Round.

6.14 *Reviewers of Hong Kong Medical Journal (HKMJ), Journals of Academy Colleges and Indexed Journals*

Participation in reviewing articles submitted to HKMJ, journals of Academy Colleges and other indexed journals is accepted as a form of CME/CPD.

a) No more than 3 Points can be awarded to the participation in reviewing per article.

b) No more than 10 Points per year can be awarded to the participation in reviewing articles.

6.15 *Hands-on Clinical Attachment Programme*

Hands-on clinical attachment programme to accredited training units of the appropriate specialty is accepted as a form of CMECPD to enhance/refresh the knowledge and skills of an Academy Fellow in specified areas, or to enable the Academy 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.

a) The hand-on clinical attachment should be registered in advance to the CME/CPD Committee.

b) The CME/CPD Committee represents the HKCOG in decisions about award of CME/CPD points. The CME/CPD Committee judges according to the number of hours involved. One hour of Participation at a Hands-on Clinical Attachment is ordinarily accepted as the basic unit of CME/CPD (1 Point).

c) No more than 10 Points can be awarded to the participation per attachment.

d) No more than 10 Points per year can be awarded to the participation for Hands-on Clinical Attachment.

6.16 *Other Non-medical/Non-clinical Professional Development Activities*

Participation in other non-medical professional development activities that may facilitate the practice of Academy 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.

a) No more than 5 Points can be awarded to the participation per activity.

b) No more than 5 Points can be obtained from activities in this category in a cycle.

7. Maximum and Minimum Points for Activities

7.1 No single FCAA can earn more than 30 passive CME/CPD Points.

7.2 The minimum CME/CPD requirement is 90 Points in a 3-year cycle. CME/CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.

7.3 No more than 75 Points can be awarded to each Academy Fellow for passive participation in each CME/CPD cycle.

7.4 The HKCOG recommends each Academy Fellow to earn a minimum of 20 points each year.

8. Exemptions

8.1 *Retired from Active Practice*

a) The Academy will consider application for CME/CPD exemption from a Fellow only if he has formally submitted a written declaration to the Academy/College that he has retired from active practice in and outside Hong Kong.

b) A Fellow holding multiple Fellowships cannot claim retirement from active practice for one specialty while still practising the other specialty/ specialties. A Fellow can apply for suspension of a Fellowship for which he chooses not to continue with CME/CPD.

c) A retired Fellow who subsequently wishes to resume active practice will be required to have obtained at least 90 CME/CPD points within 36 months 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 fulfill the CME/CPD requirements as aforementioned, he will lose his status as a retired Fellow and his Academy Fellowship will be suspended accordingly.

8.2 *Acute/Prolonged Illness and Permanent Disability*

a) An Academy 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 by the Education Committee of the Academy 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 an Academy 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 Academy Fellows are in active practice.

9. Non-compliance

9.1 Non-compliance That Is Remediable

a) An Academy Fellow must:
   i) have achieved not less than two-thirds of the required number of points for a cycle; or

   ii) be certified to have suffered from a medical condition which the Council of the Academy considers as a reasonable cause for the CME/CPD non-compliance.

   The Academy may, at its discretion, accept other conditions if supported by the College of the Fellow on reasonable grounds.

b) The Academy Fellow must engage in a remedial programme to make up for the deficiency.

c) The reason for non-compliance and the remedial programme must be endorsed by the Education Committee and Council of the Academy.

d) The remedial programme must be finished within the time specified by HKCOG. In any case, the remedial programme must be finished within 12 months from the end of the cycle concerned.

e) The next cycle shall follow immediately after the previous cycle without any break, i.e. the Academy Fellow will have to undergo normal and remedial CME/CPD at the same time.

9.2 Non-compliance That Is Not Remediable

For Academy Fellows who have obtained less than two-thirds of the required number of points for a cycle without acceptable reasons, a recommendation for Academy Fellowship suspension will be made. Reinstatement of Academy Fellowship shall be subject to the conditions stipulated in the Academy policy paper entitled "Reinstatement of Fellowship".

10. Certification for Specialist Registration

a) The Academy will inform the Medical Council of Hong Kong, for the purpose of Specialist Registration, if an Academy Fellow has failed to comply with, or been exempted from, the CME/CPD requirements.

b) For remediable non-compliance, the Academy will inform the Medical Council of Hong Kong if the Academy Fellow cannot complete his remedial programme by the deadline set by the Academy.

c) If an Academy Fellow who has been exempted from CME/CPD for reasons other than prolonged illness, or whose Academy Fellowship has been suspended due to

CME/CPD non-compliance, subsequently wants the Academy to certify him for Specialist Registration, he will be required to have obtained at least 90 CME/CPD points within 36 months counting back from the date of application for certification. A pro-rata number of the 90 points required must be obtained within the period between the date of Academy Fellowship removal (or CME/CPD exemption) and the date of application for certification.

d) An Academy Fellow shall be certified to have fulfilled the CME/CPD requirements for the purpose of Specialist Registration, as long as he has obtained the required number of points for a cycle.