

Functional Module – Continuing Medical Education (CME)

Platform	Website and App
Description	Trainees or Fellows are required to obtain CME points by attending meetings, medical-related events to sustain their fellowship status or have their training recognized. CME requirement for BSTs, HSTs, or Fellows is different. For example, a Fellow is required to obtain 90 points per cycle (3-year), a BST is required to obtain 30 CME points per year.

	Workflow	Trainees/Fellows	Organiser	College Admin
1a	Activity Accreditation - for Events (Regular meeting) *Before event accredited		<ul style="list-style-type: none"> ● Input event information in the platform 	<ul style="list-style-type: none"> ● Vet the application ● Input the event information into iCMECPD ● Allow application status to be changed: <ol style="list-style-type: none"> 1. Pending: The application is submitted and pending HKAM reply
b	Activity Accreditation - for Events (Regular meeting) *After event accredited		<ul style="list-style-type: none"> ● Able to check the event accreditation result (1. Code number assigned by HKAM, 2. Accredited points, 3. Cat 1 - In-hospital meeting or Cat 2 - National/International Scientific Meetings) in the platform 	<ul style="list-style-type: none"> ● Once the application is approved by HKAM, College input the following information to the accredited event in the platform and attached the blank attendance sheets (Fellow and MCHK) (1. Code number assigned by HKAM, 2. Accredited points, 3. Cat 1 - In-hospital meeting or Cat 2 - National/International Scientific Meetings) ● Allow application status to be changed: <ol style="list-style-type: none"> 1. Approved: The application is accredited. 2. Outstanding: The application with outstanding documents.

				3. Unsuccessful : The application is rejected.
System can generate an accredited result report				
2	Attending activity	<ul style="list-style-type: none"> ● To scan the QR code through the e-Portfolio app ● To select the role: <ul style="list-style-type: none"> ➢ Attendee (Default) ➢ Speaker / Presenter ➢ Moderator / Chairman /Panelist ● To confirm the role 	<ul style="list-style-type: none"> ● To generate the event QR code in the platform and post at the event venue 	
3	After the activity	<ul style="list-style-type: none"> ● Can view the attendance 	<ul style="list-style-type: none"> ● Verify the attendee and role ● Can manually edit the attendance (i.e. attendee, category) ● Once the attendance is confirmed and submitted, cannot be edited. ● Reference code is generated by College for each submitted attendance automatically ● Can print out the attendance record in the original MCHK attendance sheet and fellow attendance sheet (2 separated form) 	<ul style="list-style-type: none"> ● College admin can view the submitted attendance and able to manually edit the attendance record (e.g. attendee, point, category, remarks) ● College can manually input attendance record organizers submitting hard copy of attendance record only
System is able to extract the attendance record of an event in a excel format				

4	Activity Accreditation - Non-Accredited Events/ Research/ Publication/ Presentation	<ul style="list-style-type: none"> ● Apply CME accreditation through CME claim form ● Select Category (A: In-hospital National/International meeting, B. Publication, C. Research) ● For In-hospital, National/International meeting, activity details needed to be input <ul style="list-style-type: none"> ➤ Date, Event Name, Organiser ➤ Role: <ul style="list-style-type: none"> a. Speaker/Presenter b. Moderator/Chairman/Panelist c. Attendees ➤ Agenda/Programme of the event ➤ Proof of attendance ● For research/publication, it is required to upload research and publication proof 		<ul style="list-style-type: none"> ● College admin will be notified if CME claim form is submitted ● Send the application to HKAM for accreditation ● To update application status: <ol style="list-style-type: none"> 1. Submitted: The application submitted 2. Outstanding: the application with outstanding documents. The application is returned to applicant by college and pending for resubmission. 3. Approved: The application is accepted. 4. Unsuccessful: (with reasons) ● Update the applicant CME points manually
5	For BST rotated to other Colleges	<ul style="list-style-type: none"> ● Training points will be converted to CME points ● BST submit the training report 		<ul style="list-style-type: none"> ● College admin input the respective points

Role of Users

Trainee/Fellows	Organiser	College Admin
<ul style="list-style-type: none"> ● Use the app to scan the QR code to record attendance ● Check the attendance record history in the app ● Able to generate CME report for a set period 	<ul style="list-style-type: none"> ● Apply CME event accreditation via the platform ● Able to check the application result and record and download the attendance sheet ● Confirm the attendance record after event and able to edit before submission ● Able to check the application history 	<ul style="list-style-type: none"> ● Vetting the CME event accreditation via the platform ● Input the CME event accreditation result for each application and attach the attendance sheet for organizer to download ● Able to check application history and generate the report ● Able to edit the submitted attendance record ● Input the attendance manually for attendance record which submitted in hard copy ● Able to generate report for different purposes <ul style="list-style-type: none"> ➤ Trainees/fellows Summary report (Total CME points of each trainee and fellow) ➤ Detail report (List of events attended and total CME points of each trainee and fellow)