

# THE HONG KONG COLLEGE OF FAMILY PHYSICIANS

## REGULATIONS FOR AWARD OF

### CERTIFICATE OF QUALITY ASSURANCE

(Three-Year Cycle: January 2020 - December 2022)

The Quality Assurance [QA] Programme of the Hong Kong College of Family Physicians [HKCFP] is open to all registered doctors in Hong Kong. All Fellows and Members of the HKCFP (except student & affiliate members) are automatically registered with the QA Programme at the beginning of each year. Accreditation will be recorded throughout the years in the form of "credit points". At the end of the three-year cycle, a Certificate of Quality Assurance [QA certificate] will be awarded to those who have satisfied the requirements listed in Section (1) below.

HKCFP has gone green and adopted electronic QA and CME certificates since 2013. As determined by the Council of HKCFP, request for a hardcopy of the QA certificate will cost an administrative charge of HK\$50 or HK\$500 for a reissue, which would only be available for the most recent two cycles.

## REGULATIONS

### Section (1)

The requirement for the award of the QA Certificate is a minimum of **90 credit points within a three-year cycle**, subject to the following provisions:

- 1.01 At least 90 credit points must be obtained within a three-year cycle from a combination of the CPD activities (subcategories 3.1 to 3.27) and the Continuing Medical Education [CME] activities organised by the HKCFP (subcategories 4.1 to 4.9) or other institutes (subcategories 5.1 to 5.6).
- 1.02 Of the 90 credit points mentioned in 1.1, at least 30 credit points must be obtained from CPD activities (subcategories 3.1 to 3.27).
- 1.03 Unless otherwise specified, a maximum of 45 credit points within the three-year cycle will be counted for each category of educational activities.
- 1.04 Participants must engage in all categories of activities.

The commencement of the QA programme for newly qualified members, who obtain the Medical Council of Hong Kong [MCHK] practising certificate between January 1 to June 30, will be on July 1 of the same year. For those who obtain the practising certificate between July 1 to December 31, the QA cycle will commence on January 1 of the following year. The credit point calculation of the whole 3-year cycle will be adjusted on a pro-rata basis.

## **Section (2)**

All Hong Kong Academy of Medicine (HKAM) fellows in Family Medicine are required, in addition, to observe other criteria laid down by HKAM:

The commencement of the QA programme for members, who are conferred HKAM fellowships between January 1 to June 30, will be on July 1 of the same year. For those who are conferred between July 1 to December 31, the QA cycle will commence on January 1 of the following year. The credit point calculation of the whole 3-year cycle will be adjusted on a pro-rata basis.

## **Section (3) – Category 3**

### **Continuous Professional Development (CPD) Activities**

#### ***Activities related to Teaching, Educational Development and Research:***

- 3.01 Up to 5 points may be awarded for teaching/tutoring medical students in Family Medicine upon receipt of the recommendations from each of the recognized local Universities before the end of the year. And a maximum of 15 points allowed in a cycle.
- 3.02 Up to 5 points may be awarded for acting as a clinical supervisor of vocational trainees in Family Medicine for that particular year.
- 3.03a Up to 5 points may be awarded for acting as an examiner for the Diploma in Family Medicine Examination organised by HKCFP for that particular year.
- 3.03b Up to 5 points may be awarded for acting as an examiner for the Conjoint HKCFP/RACGP Fellowship Examination organised by HKCFP for that particular year.
- 3.03c Up to 10 points may be awarded for acting as an examiner for the HKCFP Exit Examination organised by HKCFP for that particular year.
- 3.04 Up to 5 credit points may be awarded for being a CPR Instructor or an instructor of the Assessment Enhancement Course organized by HKCFP for that particular year.
- 3.05 One credit point may be awarded for being a moderator and up to 3 credit points for being a speaker on session basis for activities listed in subcategories 4.3 to 4.5 and from 5.1 to 5.2 upon receipt of the recommendations from the organising institutions before the end of the year.

- 3.06 One credit point may be awarded on session basis for being the chairperson/speaker of the pre-approved small discussion groups listed in subcategory 4.6 upon receipt of the recommendation from the Board of Education before the end of the year.
- 3.07 Accreditation may be given to participation in research work related to the field of General Practice/Family Medicine. The number of credit points awarded will be decided by the Quality Assurance and Accreditation [QA & A] Committee only after individual application at a maximum of 4 points per 3 months of data collection before the end of the year.
- 3.08 Accreditation may be awarded for publishing journal articles, books or thesis with a maximum of 10 points for each journal article published in an indexed or refereed medical journal or publishing a medical book or thesis; and a maximum of 5 points for each journal article published in other journals or publications not mentioned above. The number of credit points will be decided by the QA & A Committee. Publications in the Hong Kong Practitioner will be automatically updated. For publications in other journals, members are required to apply with supportive evidence to the QA&A Committee before the end of the year.

***Activities related to Professional Development***

- 3.09 5 points may be awarded for demonstration of competence in Family Medicine by passing Part One and 10 points may be awarded for demonstration of competence in Family Medicine by passing Part Two of the Conjoint HKCFP/RACGP Fellowship Examination. Up to a maximum of 10 points will be awarded for that particular year.
- 3.10 5 points may be awarded for demonstration of competence in Family Medicine by passing one segment of the Specialty Board Exit Examination. Up to a maximum of 10 points will be awarded for that particular year.
- 3.11 3 points may be awarded for demonstration of competence in cardiopulmonary resuscitation by completing a course of study and passing the basic life support (CPR) assessment organised by HKCFP for that particular year.
- 3.12 10 points may be awarded for demonstration of competence in Family Medicine by completing a course of study and passing Diploma examinations organized by HKCFP for that particular year.
- 3.13 Up to 10 points may be awarded for demonstration of competence in Family Medicine by passing a professional examination (Membership/ Fellowship, etc.) relevant to General Practice/Family Medicine. The number of credit points awarded will be decided by the QA & A Committee only after individual application before the end of the year.

3.14 Up to 10 points may be awarded for demonstration of competence in Family Medicine by completing a Master / Postgraduate Diploma Course of study and passing an academic examination. Up to 5 points may be awarded for completing a Certificate Course quotable by MCHK and passing the academic examination/assessment. The number of credit points awarded will be decided by the QA & A Committee upon application to the College before the end of the year, according the relevance to General Practice/Family Medicine.

***Activities related to Quality Development***

3.15 Up to 5 points may be awarded for participating in a quality assurance activity/exercise/workshop organised by HKCFP.

3.16 Up to 5 points may be awarded for participating clinical attachment courses organised by HKCFP.

***Practice Audit, Review and Appraisal***

3.17 Up to 15 points may be awarded for the submission of a self-audit report on an evidence-based medical protocol. Sample protocols are available from HKCFP Secretariat.

3.18 Up to 10 points may be awarded to a self-audit on the Prescription Pattern upon submission of a written report. The protocol is available at HKCFP website or from HKCFP Secretariat.

3.19 Up to 10 points may be awarded to a self-audit on the Referral Pattern upon submission of a written report. The protocol is available at HKCFP website or from HKCFP Secretariat.

3.20 Up to 10 points may be awarded to a self-audit on the Investigation Pattern upon submission of a written report. The protocol is available at HKCFP website or from HKCFP Secretariat.

3.21 Up to 10 points may be awarded to a self-audit on Prevention Activities upon submission of a written report. The protocol is available at HKCFP website or from HKCFP Secretariat.

3.22 Up to 10 points may be awarded to a self-audit on Waiting Time upon submission of a written report. The protocol is available at HKCFP website or from HKCFP Secretariat.

- 3.23 Up to 10 points may be awarded to a College assigned Practice Visit upon submission of a written peer audit report. The protocol is available at HKCFP website or from HKCFP Secretariat.
- 3.24 Up to 2 credit points may be awarded upon submission of a completed Professional Development Log after attending a professional development activity organized by HKCFP.
- 3.25 Up to 2 credit points may be awarded upon submission of a completed Professional Development log after reading a journal article published in the HK Practitioners or the Hong Kong Medical Journal.
- 3.26 Up to 5 credit points may be awarded upon submission of an evidence based Practice Report with reference to a journal article published in the Hong Kong Practitioners, the Hong Kong Medical Journal or in an indexed or refereed Medical Journal.

### ***Structured Learning Activities***

- 3.27 Up to 10 points may be awarded upon submission of a completed Portfolio of the Self Learning Plan. The protocol is available at HKCFP website or from HKCFP Secretariat.

## **Section (4) – Category 4**

### ***Continuing Medical Education (CME) Activities***

- 4.01 One credit point may be awarded for each correct set of answers (with score over 50%) to the MCQs provided at College educational activities or enclosed in the College Journal the Hong Kong Practitioner. Only answers returned to HKCFP within the specified time will be assessed.
- 4.02 One credit point may be awarded for attending each video session organised by HKCFP.
- 4.03 Up to 2 credit points may be awarded for attending each afternoon or evening lecture or for attending each educational meeting and seminar organised by HKCFP.
- 4.04 Up to 4 credit points may be awarded for attending each half-day workshop or symposium organised by HKCFP.
- 4.05 Up to 2 credit points may be awarded for attending each seminar and up to 4 credit points may be awarded for each Sunday workshop/symposium at the Annual Refresher Course organised by HKCFP.

- 4.06 One credit point may be awarded for participation in small discussion group that is pre-approved by HKCFP's Board of Education.
- 4.07 Check on Check program has been canceled starting from January 2012.
- 4.08 Up to 15 points may be awarded for each clinical attachment organised by HKCFP.
- 4.09 Up to 15 points accreditation may be awarded for satisfactory completion of a Diploma course organized by HKCFP (Additional credit points of clinical attachments, and workshops are not included).

## **Section (5) – Category 5**

### ***Continuing Medical Education (CME) - Other Educational Activities***

Apart from educational functions organized by HKCFP, medical education organised by other professional institutions or co-organised with HKCFP may be accredited CME points under the following guidelines:

- 5.01 Medical conferences or educational activities organised by other colleges of HKAM may be accredited upon application for pre-approval by the organising institution. The number of credit points awarded will be decided by the QA & A Committee with a maximum of 10 points per activity. Only activities with participation records will be accredited. The computer will automatically update pre-approved functions.
- 5.02 Seminars/workshops/symposia/conferences/postgraduate courses in Family Medicine organised by other institutions may also be accredited upon application for pre-approval by the organising institution. The number of credit points awarded will be decided by the QA & A Committee with a maximum of 10 points per function. Only functions with attendance records will be accredited. The computer will automatically update pre-approved functions.
- 5.03 Accreditation may be awarded for attending overseas symposia/conferences etc. organised by official members of World Family Doctors Association (WONCA). The number of credit points awarded will be decided by the QA & A Committee only upon individual application with a maximum of 10 points per meeting.
- 5.04 Accreditation may be awarded for attending postgraduate courses designed for general practitioners, e.g. Diploma courses and Master courses in Family Medicine. Award is normally given on completion of the course, unless the course lasts for more than 12 months and is taken and graded in sub-units. Photocopies of transcripts must be submitted with the application. The number of credit points awarded will be decided by the QA & A Committee only upon individual application.

- 5.05 Accreditation may be awarded for completion of Continuing Medical Education Programme of other Colleges of General Practice/Family Medicine. The number of credit points awarded will be decided by the QA & A Committee only upon individual application.
- 5.06 Accreditation may be awarded for participating in health education for the public e.g. talking to school children as a physician, writing newspaper articles or appearing on television giving health education. The number of credit points awarded will be decided by the QA & A Committee only upon individual application with a maximum of 2 points per activity.

For **Educational Activities** under subcategories 3.7, 3.8, 3.13, 3.14 and subcategories 5.3 to 5.6, participants have to apply in writing with the appropriate fees to the QA & A Committee at the end of the year and by the end of February of the following year if they want to obtain accreditation for their additional educational activities. It is the responsibility of the applicants to file the application forms for special consideration with details (photocopies of events, transcripts or published articles, etc.) and written proof of attendance issued by the organizing institutions in support of the application. The QA & A Committee has the final right in deciding the number of credits awarded for each activity.

## **THE HONG KONG COLLEGE OF FAMILY PHYSICIANS**

### **REGULATIONS FOR AWARD OF CONTINUING MEDICAL EDUCATION CERTIFICATE**

Participants who have been awarded not less than 30 credit points per year under the **"Regulations for award of the Certificate of Continuing Medical Education Certificate"**, will be awarded a CME certificate. HKCFP has adopted electronic QA and CME certificates since 2013 for environmental preservation. As determined by the Council of HKCFP, request for a hard copy will cost an administrative charge of HK\$50 or HK\$500 for a reissue. Reissue of hard copy would only be available for the most recent 6 years.

Participants are strongly advised to work for the QA certificates, which will be needed when upgrading membership or fellowship status, in applying for reciprocal QA arrangement with the Royal Australian College of General Practitioners and in joining some of the Boards and Committees of HKCFP.