

**GUIDELINES FOR SMALL DISCUSSION GROUPS, BOARD OF EDUCATION,  
THE HONG KONG COLLEGE OF FAMILY PHYSICIANS**

1. Members are encouraged to form small discussion group based on their common interests such as vicinity of practice, preparation for Fellowship examinations, classmates or colleagues, etc. The College Secretariat may help the initial formation of the group, if required.
2. For accreditation purposes, group leader **must register** with the Board of Education, using the registration form, providing details of the format, frequency, duration and venue of their meetings and name of their members **including the college membership number**. **The group size and the meeting size should not be less than three members or more than fifteen. College members NOT registered as a member of a group will NOT be accredited CME point when attending a meeting of the group. Group leader can update the list of members only prospectively, anytime during the year using the registration form.**
3. In the beginning of each year, all group leaders of existing groups **must renew registration by submitting duly completed form** to the Board of Education **on or before 31 January of the year**. Unless this renewal is done, **no accreditation application will be accepted**. New group can register any time during the year
4. For accreditation purposes, after each meeting, **the group leader must submit** a synopsis using the standard Attendance and Synopsis Form (available from the Secretariat), **within two months or before 15 January of the following year, whichever is earlier, with all items completely and properly filled especially the following**
  - 4.1 Name and signature of attendees
  - 4.2 **Key point(s) learned. Take home message(s) and/or key point(s) learned presented in PowerPoint of the speaker(s) is NOT acceptable as the key point(s) learned. It should be written from the perspective of the participants.**
5. In addition to violation of point 4 above, **the following synopsis will NOT be accredited:**
  - 5.1 **A too simple synopsis, e.g. mere listing of topics covered in the meeting;**
  - 5.2 **Illegible synopsis, including illegible print out of the PowerPoint of the speaker(s). Synopsis should preferably be type-written;**
  - 5.3 **A meeting with an attendance of less than three college members or more than fifteen college members;**
  - 5.4 **Any synopses in excess of two for any number of meetings held on the same day.**
6. **For webinar/internet small discussion group meeting,**
  - 6.1 **In the synopsis to be submitted, the signature of the attendees is still required**
  - 6.2 **The group leader or moderator must ensure that every attendee must participate in the discussion verbally**
7. Cardio-pulmonary Resuscitation (CPR) is vital and knowledge is updated regularly. Each group is encouraged to include a session on CPR at least once every two years. Group members are advised to take turns to enrol in the APCLS CPR training course organised by Board of Education of our College and share with their group members on the updated knowledge and skills in resuscitation.
8. For enquiries, please contact our College Secretariat by e-mail [education@hkcfp.org.hk](mailto:education@hkcfp.org.hk) or phone 2871 8899.