



DEPARTMENT OF MEDICAL EDUCATION
Ayub Medical College, Abbottabad



Dated: 01-01-2024

STANDARDS FOR CME CREDIT HOUR ALLOCATION AT DEPARTMENT
OF MEDICAL EDUCATION (DME), AYUB MEDICAL COLLEGE,
MTI, ABBOTTABAD
Revised (January 2024)

Department of medical education was established in 2011 and it has developed a CPD program since 2012.

Department of medical education (DME) at Ayub Medical College has developed a systematic plan for allocation of CME credits and identified the specific areas of learning and professional development (knowledge, competence, and performance) which needs to be addressed.

The CME credit allocation standards at DME have been revisited and revised in January 2023 in the light of current guidelines. The goal of the department is to conduct educational activities providing health care professionals with knowledge and skill that can assist them in maintaining or improving their practice of medicine and to bridge the gap between current practice and evidence-based practice.

The AMA and the Accreditation Council for Continuing Medical Education (ACCME) describes CME as 'educational activities that serve to maintain, develop, or enhance the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession'.

DME aims to comply with core accreditation criteria given by **ACCME (Accreditation council for continuous medical education) USA.**

The educational activities conducted by DME, MTI, Abbottabad are;

- Designed to demonstrate creativity and innovation.
- Designed to improve the competence, performance, or patient outcomes.
- Based on educational needs (knowledge, competence, or performance) to bridge the gap between existing practice and evidence-based recommendation and knowledge.
- Developed in a suitable format aimed to be appropriate for the setting, objectives and desired results of the activity.
- Developed in the context of physician's desirable attributes (competencies).
- Designed to ensure engagement of interprofessional teams in planning and delivery of interprofessional continuing education (IPCE).
- Designed to engage patient/public in delivery and planning of CME.
- Designed to engage students in delivery and planning of CME.
- Beyond clinical care involving health of population.
- Developed in collaboration with other organization to effectively address population health issues.
- Designed to aim at optimizing learner's communication, technical and procedural skills



During the last years numerous CME activities have been conducted by department of medical education, with meticulous record keeping. These activities involved different aspects of professional development including;

- Research methodology
- Biostatistics
- Conflict management
- Leadership effectiveness in healthcare
- Quality assurance in health care
- Time management
- Reference writing and referencing software
- Medical writing and critical appraisal
- Guidance for reviewers of publications
- Adult learning
- Making study guides
- Innovative teaching methodologies
- Implementation of integrated curriculum
- Instructional strategies
- BLS (Basic Life Support)
- Basic surgical skills
- Basic laparoscopic skills
- Infection control
- Communication skills
- Manuscript review
- Test-item writing
- CME activities relevant to different specialties like General Medicine and Allied (Psychiatry, nephrology, gastroenterology), General Surgery and allied specialties (Urology, Orthopedic surgery, neurosurgery, Plastic surgery), Obstetrics and Gynaecology, Urogynae, Peadiatrics, Ophthalmology, ENT, Pathology, Forensic medicine and other basic sciences disciplines.

RESOURCES:

Resources for conducting these educational activities at DME are mainly provided by institution, however individual participants or organizers may contribute to some extent.

CME ACTIVITY DATA:

Systematic and meticulous record of all the educational activities is kept by CME coordinator, both in hard and soft copies. It includes verifiable record of participants, facilitators/organizers, CME request forms, hour wise program of the CME activity (date, time, and venue of the activity, title, objectives and leading department) & attendance record.

This record keeping of CME data is helpful in analyzing whether some educational activities/disease aspects are repeatedly conducted and some may be overlooked. This helps in identification of specific areas, skills and gaps in learning that can be filled by planning educational programs that health care providers need.

All the certificates issued have specific individual numbers which can be verified whenever requested.

Since January 2023, the certificates are sent to the participants/facilitators/organizers via email within 2 weeks of submission of attendance of participants by the organizers.




CME ACTIVITY AND ATTENDANCE RECORDS RETENTION

At DME (AMC), the record of CME activity planning and presentation, attendance record and activity documentation is kept since 2018 and any participant's certificate can be verified.

ACCME recommends record/files of CME activity to be retained during the current accreditation term or for 1 year (12 months) whichever is longer.

Following **CME/CPD ACTIVITIES** can be awarded category I CME credits as per AMA PRA GUIDELINES

- Conferences, seminars or symposia organized by recognized educational institutions
 - Live internet teleconferences
 - Local Workshops
 - Seminars
 - Grand rounds
 - Journal clubs
 - Use of approved distance learning programs
 - Reading scientific papers in journals and other related professional publications
- Operative procedures relayed live to a group of practitioners may be considered for registration as CME/CPD only if they form a practical component of a planned learning activity and the CME Center is provided with information on the learning objectives, content area and how the observers are to be guided during the session.
- One hour of formal interaction between faculty and the physician audience in a live CME activity equals to one credit.
- Awarding Credit to Facilitators/Presenters:
- Facilitators/Presenters involved in teaching at any kind of live CME events are awarded credits in recognition of their active contribution. They are awarded double credits for each hour they present. This credit acknowledges the learning associated with the preparation for an original presentation. If they attend the whole CME/ CDE as a delegate, then they will be given the approved credit hours of the CME/ CDE.
- Maximum of 6 Credits awarded for developing study guides in each year.
- 3 CME Credits shall be awarded to Reviewers of each manuscript of accredited journals.
- 2 Credits shall be awarded to chairman or panelists on any session. 

SOPs for applying for CME hours allocation

CME request form should be submitted to CME coordinator in DME at least 2 weeks before the activity along with the details of the hour wise proposed program, including name of speakers/presenters. Duration given to each speaker should also be mentioned along with the topic of the lecture.

Attendance of the participants/presenters/organizers of the workshop should be submitted to DME in excel sheet, within one week of commencement of CME activity. The attendance sheet should include the following details;

- Name & designation
- PMDC number
- Email address
- Cell number

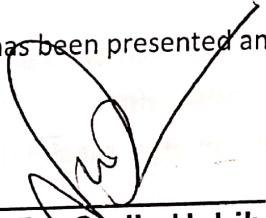
Please note that;


- If an activity does not follow the definition of CME then it will be declined by DME from the accreditation process.
- Organizers ensure that every CME must conform its needs-assessment, objectives, and the target audience.
- Content of the presentation and a brief resume of the presenter are shared by the hosting department to guarantee non-promotional, independent and commercially unbiased learning.

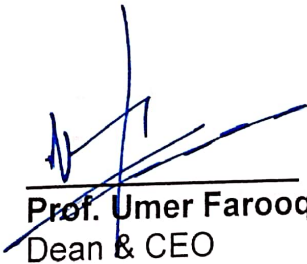
CME credit will not be allocated for;

- Routine clinical teaching, regular lectures and other academic activities of undergraduate medical students and post-graduate residents PGRs
- Regular examinations & paper setting.

This policy has been presented and approved by the academic council in its meeting held on 15-02-2024.


Prof. Dr. Sadia Habib
Deputy Director DME
AMC, Abbottabad


Dr. Ashfaq Ahmed
Associate Dean UG
AMC, Abbottabad

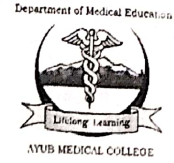

Prof. Umer Farooq
Dean & CEO
AMC, Abbottabad

Annex I

Template of CME Hours Approval Performa



Department of Medical Education, Ayub Medical College, Abbottabad



Request for CME Credit Allocation

(To be submitted 2 weeks before the activity)

GENERAL INFORMATION:

Department: _____ Institution: _____

Title of CME Activity: _____

DETAILS OF ACTIVITY: _____

Date(s): _____ Time: _____

Venue: _____

Duration of activity excluding Breaks: _____

Main Venue: Single Multiple (Video Link):

Type Of Activity (Please Tick): Lecture () Conference () Seminar ()
Workshop/Short Course ()

Target Audience: (Please Tick): Nurses () Physicians () Specialists ()
Consultants () Postgraduate () Residents Undergraduate Students ()

Needs of the learners to be addressed:

Update Knowledge Upgrade Skills

DETAILS:

1. Objectives
2. Expected number of Participants: _____
3. No of Facilitators: _____
4. Facilitator/ Participants ratio: _____
5. Proposed program (Kindly fill the attached template of program & Feedback)
6. Speakers sponsored by: _____
7. No of CME Hours Required: _____
8. Organizer/Planner Name: _____ Signature: _____ Stamp : _____

Note: Please attach the proposed program of the activity along with this form.

Pre Activity requirement:

- Proposed program

POST ACTIVITY REQUIREMENT:

- Attendance Sheet in hard and soft form (Excel sheet) along with emails addresses for E-certificates.
- Overall report of activity.

ADVISORY BOARD DECISION

- Approved contact hours: _____
- Signed _____ (member) _____ (member)
- Chairman _____ Dated: _____

Annex III



DEPARTMENT OF MEDICAL EDUCATION
Ayub Medical College, Abbottabad



Template of the Proposed Program

Title: _____

Date: _____

Day: _____

Venue: _____

Activity/ Topic	Learning Objectives	Timings	Facilitator