

## Participating in and organizing CME/CPD: selected features of MPC Program

### Introduction

Health professionals who are registered in the MPC (Maintenance of Professional competence) Program of KIMS as well as those who plan to organize activities under it need to be aware of the procedures and requirements of the scheme so that they get optimum benefit from it. Some aspects of the MPC Program are outlined below under two sections: Participating in CME/CPD activities, and Organizing CME/CPD activities. Further details about these topics as well as information on other areas are available in the web site of the CME Center at <[www.kims.org.kw/cme](http://www.kims.org.kw/cme)>.

### PARTICIPATING IN CME/CPD ACTIVITIES

#### Categories and Credit points

The main aim of CME/CPD is to improve the health professionals' competencies by assisting them to keep abreast of the developments that affect their practices. To keep track of CME/CPD involvement and to quantify it, the MPC Program relies on CME/CPD credit points.

All CME/CPD activities that come under the MPC Program have been categorized into two groups, Category 1 and Category 2. The number of categories is kept at two to allow the scheme to be easily understood by the practitioners, while covering both structured as well as self-learning educational opportunities.

On an average, Category 1 activities allow the participants to claim 1 credit point for every hour of participation, while Category 2 activities give 0.5 point for the same period. Some events in either group receive different credit ratings. Where the activities do not lend themselves to calculation as above, as with some in Category 2, the time that the average practitioner would require to complete them is estimated. This is done by the organizer, where applicable, or by the practitioner himself. A similar approach is used to derive the credit value for most self-directed activities.

### Documentation by Participant

All practitioners who attend accredited CME/CPD activities are expected to maintain records of their participation. A format that may be used is available in the portfolio and in the CME Center website.

The credits acquired and the CME/CPD category have to be recorded by the participant.

### Submitting CME/CPD Credits

The CME/CPD Year matches the calendar year (January to December). Practitioners registered in the MPC Program are expected to send the total number of credit points (Category 1 and Category 2 separately) annually when requested.

Data are to be submitted online, using the Data Form available in the CME Center webpage. The form is activated in January for sending in data for the previous year, and remains active for a specified period.

### CME/CPD Activities Conducted by External Agencies

The MPC Program has been designed to deal with the CME/CPD activities held within Kuwait. However, there is provision, as far as feasible, to accommodate accredited CME/CPD activities conducted outside Kuwait by recognized institutions.

Credit points obtained by participating in programs organized or approved by institutions such as the Royal Colleges in the UK and Ireland, Canada and Australia, the American College of Physicians, the American Medical Association, the British Medical Association, the Saudi Council for Health Specialties, the British Dental Association, the American Dental Association, the British Pharmaceutical Association, the American Pharmaceutical Association, American Council on Pharmaceutical Education, and other similar organizations could be accepted by KIMS as evidence of CME/CPD participation.

## GUIDELINES FOR CALCULATION OF CREDITS FROM EXTERNAL AGENCIES

Practitioners may use the following measures and guidelines when dealing with the CME/CPD credits pertaining to activities conducted by external agencies:

- i. Obtain a certificate of participation from the organizer, which clearly indicates the credit points that may be claimed and the CME/CPD category, if applicable, or
- ii. Contact the organizer to obtain the CME/CPD credit point value of the activity, if it had been registered with the authority responsible for accrediting CME/CPD in the country concerned, or
- iii. Claim CME/CPD credits considering the actual number of hours of educational activity (at the rate of 0.5 points per hour) under Category 2, if the activity was not registered as accredited CME/CPD but was conducted by a recognized institution.

The CME/CPD Officer for the specialty should be contacted if assistance is needed to assess whether an activity conducted outside Kuwait could be accepted under the KIMS scheme. Applicants are required to submit copies of the certificates issued by the respective CME/CPD Providers at least six weeks prior to any specified deadlines. The certificate should clearly indicate the number of credits the participant may claim, as recommended by the authority accrediting the activity.

## CME/CPD Officers

KIMS has appointed a number of CME/CPD Officers to coordinate the CME/CPD activities in the different specialties. While some of them are specialists in the same specialty or subspecialty, others function in a related division of medicine. The list of the CME/CPD Officers and any relevant updates appear in the CME Center webpage ([www.kims.org.kw/cme](http://www.kims.org.kw/cme)).

The CME/CPD Officers would be familiar with the scheduled activities in their specialties. Prospective participants as well as organizers of CME/CPD activities are advised to contact the CME/CPD Officer for details of accredited CME/CPD activities or for clarifications on any aspect of the MPC Program.

The CME/CPD Officer would also assist in assessing whether activities conducted abroad could be accepted under the KIMS scheme.

## ORGANIZING CME/CPD ACTIVITIES

### CME/CPD Provider

The *CME/CPD Provider* is an institution that is recognized by the CME Center to take overall responsibility for organizing accredited CME/CPD activities.

The following institutions and organizations that have within them the expertise for conducting CME/CPD activities at a national level have been recognized as CME/CPD Providers:

- Faculties and Scientific Committees of KIMS;
- Health Sciences Faculties of Kuwait University;
- Specialty divisions of the Ministry of Health;
- Health professions associations, e.g. Kuwait Medical Association, Kuwait Dental Association and their specialty societies, Kuwait Pharmaceutical Association, and Kuwait Nursing Association.

### CME/CPD Organizer

The *CME/CPD Organizer* is an individual practitioner or a team that deals with the routine administration of a CME/CPD activity.

Depending on the subject area of the CME/CPD activity, an appropriate content specialist functions as the CME/CPD organizer on behalf of the CME/CPD Provider. He or she takes immediate responsibility for the different aspects of the CME/CPD event, which include:

- Initiating, planning, and developing the program;
- Identifying overall goals and specific objectives, subject content, target group, resource persons, financial resources and logistical support, plan of program evaluation, venue, scheduling etc.
- Applying to the CME Center to get the activity registered and, after registration, announcing it among the prospective participants;
- Coordinating the presentation of the activity, carrying out an evaluation, maintaining the participant list, and providing certificates of attendance.

### Category 1 CME/CPD

Category 1 CME/CPD activities comprise formal and structured learning opportunities

offered by recognized educational or scientific institutions or professional bodies. They are usually scheduled and held at venues that would allow all concerned practitioners to participate. Symposia, conferences, workshops, seminars and lecture series would normally receive registration under Category 1.

For participants to claim CME/CPD credit points, all CME/CPD activities under Category 1 need to be registered in advance with the CME Center. The responsibility for taking steps to register them lies with the respective CME/CPD organizers.

### Category 2 CME/CPD

Category 2 activities are those that are essentially of a self-learning nature, or are planned and conducted with a local participant group in mind. Many self-instructional formats, reading scientific papers in journals, and research and professional publications would fall under this category. Category 2 also includes a variety of activities (e.g. mortality/morbidity meetings, journal clubs, patient care review meetings etc.) that are ongoing at health care, educational or scientific institutions.

### Advance Notice of Proposed CME/CPD Activities

Applications for registration of proposed CME/CPD activities need to reach the CME Center three weeks before they are scheduled to start. The period of advance notice has been decided mainly to meet the needs of practitioners, and is a response to requests by the prospective participants themselves. Additionally, it allows the CME Center to attend to the necessary

administrative formalities. The organizer, too, would have adequate time to prepare the announcements and get them circulated. When notices of activities are late in reaching the prospective participants, many practitioners may not be able to attend the events as they be otherwise engaged in official or other matters.

### Documentation by Organizer

When a CME/CPD activity has been completed, the program organizer is expected to:

- Maintain a list of the participants who completed the activity satisfactorily;
- Prepare an Evaluation Report of the program (for both Category 1 and Category 2 activities);
- Issue a Letter of Attendance to every participant who satisfactorily completed the CME/CPD activity.

Sample formats for each of the above documents and for the required questionnaires are available at the CME Center web page. The forms may be modified, where necessary, to suit the needs of individual situations.

### Bibliography

1. Kuwait Institute for Medical Specialization. *MPC program*. Kuwait: Kuwait Institute for Medical Specialization; 2003.
2. Kuwait Institute for Medical Specialization. *Guidelines to CME organizers*. Kuwait: Kuwait Institute for Medical Specialization; 2003.
3. Kuwait Institute for Medical Specialization. *CME Center website*. Kuwait: Kuwait Institute for Medical Specialization; 2003. Available from: URL: <http://www.kims.org.kw/cme>

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### Submitting CME/CPD Credits for 2003

Medical and Dental practitioners registered in the MPC Program are expected to submit the total number of credit points gained during the period January 2003 to December 2003 to the CME Center starting in January 2004.

Credit data are to be submitted online ([www.kims.org.kw/cme](http://www.kims.org.kw/cme)). The Data Form may be viewed at any time in the CME Center website, but will be activated at the end of December 2003 to accept data. Category 1 and Category 2 credits are to be entered separately in the spaces provided in the form.

The credit totals should be calculated based on the Certificates of Participation that the practitioners would have received from the respective CME/CPD organizers. For some Category 2 activities, the supporting documentation would be the own records maintained by the practitioner. It is essential for this documentation to be kept by the practitioners as the CME Center would call for their copies during verification and before issuing any CME/CPD Certificates.