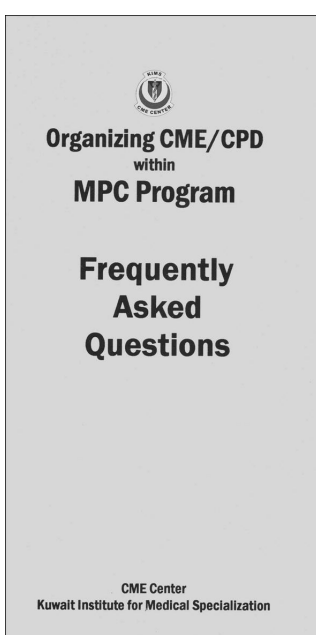


## Organizing CME/CPD within MPC Program: Frequently Asked Questions

“Why can't I have the name of someone as CME Provider for my activity?”

“Why is my activity not categorized under Category 1?”

“Why doesn't the CME Center issue certificates with credits to participants when I send the List of Participants to it?”



These are a few of the questions organizers of CME activities often raise and have to deal with when planning CME activities under the Maintenance of Professional Competence (MPC) Program of Kuwait Institute for Medical Specialization KIMS. *Organizing CME/CPD within MPC Program: Frequently Asked Questions* is a

booklet that KIMS has issued with the aim of answering these and similar queries.

The booklet is designed as a series of questions and answers related to them (See box on right). It is necessary that CME/CPD organizers who wish to register an activity as accredited CME/CPD observe the procedures outlined in it.

In addition to the questions and their answers, the booklet also has a glossary of terms that will benefit prospective CME/CPD organizers.

*A copy of Organizing CME/CPD within MPC Program: Frequently Asked Questions*

- How do I get detailed information about the MPC Program?
- Who is authorized to conduct CME/CPD activities?
- Under which category will my CME/CPD activity get classified?
- How do I decide on session length and session scheduling?
- How do I register the CME/CPD activity and announce it?
- How do I deal with large numbers of participants who wish to attend?
- Are live operative procedures relayed to an audience or clinical sessions accepted for registration?
- What is the CME/CPD Officer's role in the organization of CME activities?
- Are private pharmaceutical firms eligible to organize a CME/CPD activity under the MPC Program?
- Is a private hospital or clinic eligible to organize accredited CME/CPD activities?
- Who gives credit points to participants?
- Who evaluates a CME/CPD activity?
- What documents do I prepare on conclusion?

may be downloaded as an *Acrobat Reader* file in PDF format from the KIMS Homepage <[www.kims.org.kw](http://www.kims.org.kw)>. The hard copy version of the booklet is available at the CME Center, Kuwait Institute for Medical Specialization, 10<sup>th</sup> Floor, Behbehani Complex, Al-Sharq.