

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

1. Members are encouraged to form small discussion groups based on their common interest such as vicinity of practice, preparation for Fellowship examinations, former classmates or colleagues etc., If required, the Board of Education will provide assistance during the initial phase of formation.
2. For accreditation purposes, group leader must register with the Board of Education, using the relevant form, available from the College Secretariat, providing details of the format, frequency, duration and venue of their meetings and a list of their members (including their respective category of membership and membership number of the College) in a form. **The group size and the meeting size should not be less than three members or more than fifteen. College member 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, prospectively, anytime during the year using the registration form.**
3. In the beginning of each year, all group leaders of existing groups must apply to the Board of Education for renewal of registration, using the relevant form. All group leaders must return the completed form to the Secretariat on or before 31 January of a particular year. Unless this is done, no accreditation application will be accepted. New group can be registered any time during the year. **College membership number of each small discussion group member MUST be filled in the Registration Application or Renewal form.**
4. For accreditation purposes, after each meeting, the group leader must submit a synopsis, **within one month or before 31 December of the year, whichever is earlier**. The front page of the standard Attendance and Synopsis Form (available from the Secretariat) must be used and duly completed, especially name, signature of members attending and key point(s) learned
5. In addition, the following synopsis will **NOT** be accredited:
  - **The synopsis submitted after 31 Dec each year OR**
  - **A too simple synopsis, e.g. mere listing of topics covered in the meeting, OR**
  - **Front page of the standard Attendance and Synopsis Form is not used or item(s) not properly filled in OR**
  - **Illegible synopsis, so synopsis should preferably be type-written, OR**
  - **A meeting with an attendance of less than three college members or more than fifteen college members, OR**
  - **Any synopses in excess of two for any number of meetings held on the same day**
6. Each group is advised to include a session on Cardio-pulmonary Resuscitation (CPR) at least once every two years. The leader of each group may approach the CPR Subcommittee if no instructor is available within the group.
7. For enquiries, please contact our College Secretariat by e-mail [education@hkcfp.org.hk](mailto:education@hkcfp.org.hk) or phone 2871 8899.