

## Quality Assurance & Accreditation Committee News

### Important news

**Please ignore this message if you are a HKAM Fellow, or have already chosen HKAM via College as your MCHK CME administrator.**

Dear College Members,

**RE: MCHK CME Programme for Practicing Doctors who are not taking CME Programme for Specialists** (Ver. Oct 2023)

For College members who are new registrants or those who would like to switch their MCHK CME Administrator to Hong Kong Academy of Medicine (HKAM) via College (with current cycle start date 1 January only) **starting from 1<sup>st</sup> January 2024**, they must submit Registration Consent Form to College Secretariat before **22 December 2023 (Friday)**, and the processing of MCHK CME record will be facilitated accordingly.

Interested members who are currently not registered with HKAM should note the following:

1. MCHK registrants will have to liaise with their current CME Administrator (HKMA, DU, DH) for the necessary procedures in relation to change of the CME Administrator.
2. Change of CME Administrator from 'other CME Administrator' to 'HKAM via HKCFP' can be arranged after **ONE Cycle Year of programme has completed**, given that HKAM was not the administrator of your previous MCHK CME Cycle.
3. Retrospective submission cannot be accredited outside the said time frame. In case of any discrepancy of accredited CME Points between HKCFP and 'other Administrators', the HKCFP has the final decision on the final accredited CME Points.

As our College is required to report the CME Points to HKAM every 6 months, MCHK CME registrants **MUST** sign on the respective MCHK CME attendance record sheet for CME record purposes. **To help the College Secretariat to distinguish College members from others, please identify yourself by entering your HKCFP membership number or simply putting "HKCFP" in the column of HKAM.** MCHK CME record may not be updated if one fails to update MCHK CME Administrator in a timely fashion.

The above arrangement is for our College members only. The required Registration Consent Form can be downloaded at [www.hkcfp.org.hk](http://www.hkcfp.org.hk) > Downloads > 'Quality Assurance & Accreditation'. Please return the completed form to our College Secretariat at [cmecpd@hkcfp.org.hk](mailto:cmecpd@hkcfp.org.hk) before the captioned deadline to facilitate the necessary arrangement. As usual, late submissions will not be processed.

**Quality Assurance & Accreditation Committee Secretariat**