



ARUNACHAL PRADESH MEDICAL COUNCIL
 Directorate of Health Services Complex, Room No.161 & 162, 2nd Floor.
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Contact: Ph.0360-2246708 (Office/Fax). E-mail: apmcouncil@gmail.com.
Website: <http://arunapmc.nic.in>

No. APMC-33/2016

Dated Naharlagun, the 20th November, 2017

(AMENDED ON 20TH NOVEMBER, 2017)

**GUIDELINES FOR CONDUCTING CME PROGRAMME AND ACCREDITATION OF
 CME CREDIT HOURS FRAMED BY THE SUB COMMITTEE ON CME,
 ARUNACHAL PRADESH MEDICAL COUNCIL.**

Preface:

In view of MCI-Code of Medical Ethics, Chapter-1, Clause no. 1.2.3 requiring physician to participate in professional meeting as part of CME Programme and to acquire atleast 30 hrs every 05 years for renewal the first **Guidelines for Conducting CME Programme and Accreditation of CME Credit hours** was framed by the Sub-Committee on CME, Arunachal Pradesh Medical Council (APMC) on 6th December 2016.

Role of APMC in organizing CME would be:-

- Ask Govt. medical colleges /hospitals to arrange CME at subsidized rate open to all doctors
- Arranging CME concerning soft skill & ethical issues
- Empanelling speakers
- Arranging online CME

This Guidelines for Conducting CME Programme and Accreditation of CME Credit hours is intended to be used by all Physician registered with this Council and by those Organizations etc seeking Accreditation for conducting CME and award of CME Credit hours from this Council.

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1. STEPS TO CREDIT CME:

1. The **Sub-Committee (CME), APMC** will be the Accreditation Committee for the Arunachal Pradesh Medical Council and shall be headed by a Chairman and members as approved by the General Body of the APMC. The Chairman and members shall be from the sitting Council members.
2. The **empanelled Organization** seeking award of Credit hours should apply to the Registrar-cum-Secretary, Arunachal Pradesh Medical Council at least 20 days before the CME's/ Workshop's/ Seminar's/ Conference's/ Training's etc as per the Format annexed at



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ANNEXURE-1. Organization **not empanelled** will be required to pay nominal fee as prescribed through DD/Cheque in favour of “Arunachal Pradesh Medical Council” payable at “Naharlagun”.

3. The application for the CME accreditation & award of CME Credit hours will be examined by the Sub Committee on CME, Arunachal Pradesh Medical Council (APMC).
4. All CME requiring Accreditation for Credit hours will require to have 10-15 minutes presentation on Medical Ethics, Etiquette and Professional Conduct.
5. If the Sub Committee on CME, APMC find all criteria satisfactorily met by the organization/ association, the credit hours shall be granted as deemed fit which shall be communicated to the organizing President/ Secretary or Head of the Institution as per **ANNEXURE-II**.
6. The Council shall appoint Observer for the approved CME programme who shall act as APMC representative and shall be one of the Signatory of the CME certificate until further amendment. However, the Observer shall sign CME Certificate only when he/she is fully satisfied with the quality of the CME and observed that the CME was conducted as per the proposal submitted to the APMC.
7. The CME **Observer** shall submit in Feed Back Form as per **ANNEXURE-III** duly signed to the APMC and on the basis of which award of CME credit Hours stands or cancelled shall be decided on.
8. Prior permission of the Medical Council of India in **case of Foreign Faculties** attending the Seminar/ Workshop/Conference/ Training/ CME would be mandatory or as per the directives received from Medical Council of India (MCI) from time to time.
9. In case the CME proposal submitted with Council fail to get Accreditation from APMC the nominal amount paid by the concerned organization/ association as Accreditation fee shall be returned by the Registrar cum Secretary, APMC.
10. The decision of the Arunachal Pradesh Medical Council shall be final and binding.

2. ORGANIZATIONS/ASSOCIATIONS EMPANELLED/AUTHORIZED TO ORGANIZE CME:

- (i) Professional Associations: IMA (Including District/State branches), Specialist Organizations etc.
- (ii) Government Medical Colleges/Hospitals.
- (iii) Private Medical Colleges.
- (iv) Hospitals running MD/DNB/Other Medical Degree/Diploma courses etc.
- (v) NABH/NABL Accredited Hospitals/Laboratories.
- (vi) Department of Health & Medical Services.
- (vii) Government/U.G.C recognized University.
- (viii) Any other approved Organization/Association at the discretion of the Council.

3. CME/WORKSHOP/ SEMINAR/ CONFERENCE/ TRAINING PROGRAMME WHICH WILL NOT BE ACCREDITED

- (i) The CME organized by a drug/equipment company for promotion of the drug/equipment.
- (ii) CME organized by the Individual Nursing Homes/Hospitals/Persons for marketing purposes.
- (iii) CME organized for self-promotion/advertisement will not be credited.
- (iv) Foreign faculties attending the Seminars/ Workshops/Conferences/ CMEs without **prior permission** of the Medical Council of India (MCI) shall not be accredited or according to the MCI directives from time to time.
- (v) If fail to fulfill the requisite conditions specified by the Arunachal Pradesh Medical Council.



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4. FEE FOR ACCREDITATION:

Organisation	First Year	Renewal
Local IMA/Professional Branch	Rs 5000/-	Rs 2500/-
State IMA/Professional Branch	Rs 7000/-	Rs 3500/-
Govt.Med College/hospitals/Dept	Rs 5000	Rs 2500
Self Finance Med. College	Rs 7000/-	Rs 5000/-
Multi Specialty Hospitals running DNB	Rs 7000/-	Rs 5000/-

- **For Associations not empanelled by APMC** : Rs 1000/- per CME/Workshop etc.
- **For International/National/state Conferences by Non-empanelled:** Rs 10,000/- /Rs.5000/- / Rs.2000/- per CME/Workshop etc.

5. MODALITIES FOR ACCREDITATION/AWARD OF CREDIT POINTS:

- (I) Credit Points to CME/State/National/International Conference/Workshop will be on the basis of the subject matter and on the speakers delivering the lecture during the CME. Besides CME on medical subjects, following CME should be essential part :
 - i. Legal compliance in relation to health services.
 - ii. Communication /soft skills especially for resident doctors.
 - iii. Importance of documentation.
 - iv. Case studies based on complaints received in councils.
 - v. Medical ethics.
- (II) For each CME/State/National/International Conference/ Workshop will be awarded minimum Credit Points as per the schedule of the conference.
- (III) No banner or advertisement of a drug/equipment will be allowed inside the hall atleast not near the podium. This is to ensure 'No conflict of Interest'.
- (IV) The power to award Accreditation / Credit Points will be the sole discretion of the council.
- (V) The Association / Organization /All Govt. Medical Colleges/ Govt. Hospitals/ Organizing Secretary will apply to the APMC on a stipulated Application Form (**Annexure-I**) preferably 20 days in advance. The application should be accompanied by the names & designation of the speakers, SMC/MCI IMR Registration number of each speaker along with their abstract of subject of speech (Transcript) and Schedule with the duration of the talk.
- (VI) Council will send **observer** to the CME meeting and will be given certificate of attendance. The observer deputed by APMC will be treated as "Invited Registered Guest Faculty"
- (VII) Duration of CME should be at-least 2 hours with minimum two lectures/workshops/panel discussion. Credit hour/point will be granted to each CME as per Credit System in the Guidelines of the Council.
- (VIII) The Organization should have all the requisites and ability to plan and implement C.M.E. programmes to cover the targeted group (to be specified as general practitioners, specialists, super specialists (disciplines to be specified), teachers (specialists to be specified) etc.
- (IX) Accreditation will depend on whether the transcript of each C.M.E. programme is considered to be relevant to the updating of the knowledge of the medical practitioners by way of latest medical advances, National Health Programmes, and the local needs of the area/ zone/State.
- (X) Associations/Organizations should strictly issue the certificate to the delegate who has actually attended the C.M.E.



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- (XI) The certificate should be distributed only on the last day of the CME etc or closure of the CME etc, **APMC Observer** shall be one of the signatory to the Certificate which the Observer shall sign only after completion of the CME/Workshop etc and upon finding the CME/Workshop etc satisfactorily fulfilling this Guideline.
- (XII) After the programme, a short report of the programme, with the exact schedule of speeches and a list of participants who have attended the same with the mention of the council registration number and their signature should reach the council within ten days. A specimen copy of the credit point earned and certificate issued by the Organizers should also be enclosed. The accredited Organization will be responsible for the authenticity of the data.
- (i) In case it is found that the certificate is false, than the issuing Association / Organization will be debarred for future accreditation
- (ii) Individual Doctor has to maintain the passbook. It is the responsibility of the doctor to keep this passbook (**ANNEXURE-IV**) up-to-date.
- (XIII) At the end of every year members should notify to the council regarding the Credit Points earned.

6. CME ACCREDITATION

- i. The Arunachal Pradesh Medical Council is the only body which is eligible of accrediting CME credit Hours. No other organization, trust or body is eligible to do so in the state of Arunachal Pradesh. Any such accreditation by others will not be considered valid.
- ii. Credit hours to be awarded will be at the sole discretion of the Arunachal Pradesh Medical Council depending upon the subject matter, Status of the speaker, Quality of the papers to be presented in the C.M.E.
- iii. Not more than 03 Credit hours/day per speaker shall be awarded and not more than 02 Credit hours/day per participants shall be awarded.
- iv. Credit hours to the C.M.E District/ State/ National/International Workshop/ Seminar/ Conference/ Training programme organized will be awarded on the basis of the quality and content of the subject matter during the C.M.E.
- v. Any professional organization or body or Institution planning to hold CME's should apply for accreditation/Award of credit hours to the Arunachal Pradesh Medical Council. The Council on verifying the credentials of the Organization will communicate the accreditations status to these bodies.
- vi. Observer appointed by the Arunachal Pradesh Medical Council shall be provided a place on the Dias during the inauguration. In case of outstation Observer his/her Travel expenses & accommodation shall be borne by the organization conducting the CME. For Station Observer Honorarium shall be paid to the Observer as per norm observed for that particular CME/Workshop etc.
- vii. Issuing of false certificate will be liable for debarring of Association / Organization from future accreditation.
- viii. Time such as Welcome/ inauguration ceremony, tea/ coffee break, lunch break etc which is not purely technical session would not be counted for crediting CME hours.

7. CREDIT SYSTEM:

Half day CME (less than 4 hours with atleast 2 hours of Scientific session) with minimum two lectures	:	1 Credit Points
Half day CME (More than 4 hrs)	:	2 Credit Points
One day conference	:	2 Credit Points
Two day conference	:	4 Credit Points
Three day conference	:	6 Credit Points



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Note: In any one Scientific Program, maximum 12 Credit Points will be granted. Doctors claiming the Credit Points will be required to submit the Certificate of attendance.

Sl. No.	Papers Published in State Index Journals	Credit Points
01.	Original Article	2 Points
02.	Case Report	1 Points

Sl. No.	Papers Published in National Index Journals	Credit Points
01.	Original Article	3 Points
02.	Case Report	1 Points
03.	Letter to Editor	1 Points

Sl. No.	Papers Published in International Index Journals	Credit Points
01.	Original Article	4 Points
02.	Case Report	2 Points
03.	Letter to Editor	1 Points
Sl. No.	Publication of Medical Text Book	Credit Points
01.	Author/Editor of Published Medical Text Book	12 Points
02.	Author of Chapter published in Medical Text Book	3 Points

IMPORTANT NOTE:

1. **Paper presentation / Poster** in **International** Conferences will be awarded **2 Credit Points**, & in **National** Conferences will be awarded **1 Credit Points**.
2. **Subscription of the indexed** national/international journal will entitle the doctors to **2 CME Credit Points per year** for each journal subject to a maximum of 4 points per year. Member of professional bodies who receive journal as a part of their membership should give proof of membership of the professional bodies.
3. Doctors working in Govt. Sector/Private Sector undergoing **refresher courses** from time to time can claim maximum **2 Credit Points per year** on the recommendation of the head of institute.
4. The doctors may attend the International C.M.E.'s/Conference held overseas as delegate. On the production of the certificates of attendance, from a competent authority CME Credit Points will be given on the same pattern as for National Conference.
5. Doctors working as **medical teachers** can claim **2 Credit Points per year** on production of certificate from their head of institution that they are taking under graduate/postgraduate



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classes and are engaged in post graduate research work in the institute. They have to attach the list of lectures delivered.

6. **Director (Health Services/Family Welfare/Medical Education, Training & Research/TRIHMS), Additional Director, Joint Director (Health Services/Family Welfare/Medical education & research), E.S.I.S., Deans & Principals** of medical colleges will be awarded **2 Credit Points per year**. They will have to produce certificate to Council regarding their job status.
7. Doctors doing post-Graduate course e.g. **Diploma ,MD, MS, DNB, M.Ch, D.M.,** Fellowships/Diploma & Degree Courses approved by Central Government & Medical Council of India etc. from recognized /reputed institutions in India or abroad will **get 3 Credit points per year** for the duration & the courses e.g. one year (3 credit points) second year 3 Credit Points, Third year 3 Credit Points and so on
8. **Speakers/Chairman/Co-chairman** at any conference/CME/Workshop / training programme will be given **one credit points per talk in addition** to the Credit Points allotted for that particular academic activity. Not more than 2 extra credit points in any conference.
9. **Online scientific CME/courses** will also be accredited on a similar guidelines except that there will be questioner at the end of the program. **Minimum score of 70 % in the Post-test** to get credit points. Online Scientific CME/Courses etc will be arranged by the Council which will subject to availability of such Scientific CME/Courses at that point of time.
10. Accreditation committee/Sub-Committee-CME of APMC will be the final authority in awarding credit points to online CME/ courses/fellowship.

8. CME OBSERVER.

- (i) An **Observer** for CME programme shall be nominated by the Sub-Committee (CME), Arunachal Pradesh Medical Council and will from among the registered medical practitioners of the Arunachal Pradesh Medical Council.
- (ii) **Duties of Observer** :- It shall be duty of the observer to ensure that-
 - (a) The programme is conducted as per the schedule submitted before the Sub-Committee (CME), Arunachal Pradesh Medical Council.
 - (b) Attendance with Registration Number is marked strictly for those attending the conference (Attendance should be marked both in the F.N. & A.N. if it extends to a full day).
 - (c) Certificate is issued only after the closure of final scientific session.
- (iii) **Report of the CME Programme**:-The observer shall submit his report including list of participants attended the programme along with his Registration Number & Signature affixed to the Registrar cum Secretary, APMC immediately after completion of the programme.
- (iv) **Honorarium/Traveling Allowance**:- (1). The Travel expenses (TA) and accommodation shall be borne by the Organizer for Outstation Observer. (2) Honorarium etc as admissible shall be paid for Station Observer, by the Organizer.

9. CME CERTIFICATE:

The Organization/ Association conducting the CME / workshop/seminar/conference/ Training programme shall be responsible for printing of Certificate which must include – (i) Number of credit hours granted by the Arunachal Pradesh Medical Council (ii) Grant letter No. & date (iii) APMC Observer as one of the Signatory of the Certificate, until further amendment. It shall be mandatory for the Organizer to obtain the signature of Observer appointed by the Arunachal Pradesh Medical Council.





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10. COMPLAINT:

- a. Medical Practitioners should file their complaints about Credit hours to accreditation committee of the Arunachal Pradesh Medical Council.
- b. Necessary documentation should be supplied with complaints.
- c. Accreditation committee (Sub-Committee-CME) of the Council should verify the accreditation and validity of CME.
- d. All complaints regarding CME credit points should be resolved within one month of filing complaint.
- e. Sub-Committee (CME), Arunachal Pradesh Medical Council decision shall be final.

This GUIDELINES for CONDUCTING CME PROGRAMME AND ACCREDITATION OF CME CREDIT HOURS (As amended from time to time) framed by the SUB-COMMITTEE (CME) , APMC for implementation in the state of Arunachal Pradesh.


(Dr. Bombei Tayeng (Toko))
Member
Sub Committee on CME
A.P Medical Council
Naharlagun


(Dr. R. Doye)
Chairman
Sub Committee on CME
A.P Medical Council
Naharlagun


(Dr. Naham Budh)
Member
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ANNEXURE-1

FORMAT FOR APPLICATION FOR GRANT OF CREDIT HOUR(S) BY THE SUB COMMITTEE, CME, ARUNACHAL PRADESH MEDICAL COUNCIL.

No.....

Date:-.....

To,

The Registrar cum Secretary
 Arunachal Pradesh Medical Council
 Naharlagun

Sub:- **Grant of Credit Hour(s) for the CME/Workshop/ Seminar/ Conference/ Training programme on**(subject).

Sir,

Our Organisation propose to conduct Conference /Workshop/ Seminar/ CME programme on for updating knowledge of medical practitioners and we have the ability to plan & implement above programmes to cover the targeted doctors.

The details are as below :-

1	Name of the Organization conducting CME/ Workshop/ Seminar/ Conference/ Training programme.	:	
2	Address.	:	
3	Registration Number of Association/ Organisation with evidence (attach documents).	:	
4	Venue of the CME/ Workshop/ Seminar/ Conference/ Training programme.	:	
5	Date of the CME/ Workshop/ Seminar/ Conference/ Training programme	:	
6	Name of the Faculty with detailed qualification and experience.	:	1..... 2.....
7	Expected number of attending delegates	:	
8	Topics to be discussed in the CME/ Workshop/ Seminar/ Conference/ Training programme.	:	1..... 2.....
9	Detailed programme schedule mentioning time, subject and name of the Speaker.	:	
10	Exercise to be covered in the CME/ Workshop/ Seminar/ Conference/ Training programme.	:	
11	Expected number of hour(s).	:	
12	Name of the Organizing Chairman.	:	
13	Name of the Organizing Secretary.	:	
14	Methodology to be adopted by the Organisation viz. Lecture / workshop / hands – on training / discussion / audio - visual presentation etc.	:	
15	Prior permission of MCI in case of Foreign faculties (if applicable).	:	Permission Letter No..... Date.....
16	Demand Draft No.in favour of “Arunachal Pradesh Medical Council”, payable at Naharlagun.	:	DD No Date Amount
17	No. of supporting documents furnished.	:	

I, hereby certify that the facts stated above are correct. I have gone through the **APMC CME Guidelines** and I assure to abide by it to keep the Quality of the CME/Workshop etc high as expected of my Organization. I shall submit the completion report immediately after conducting the programme, failing which I understand that the credit hours granted for the CME shall be forfeited.

I therefore, request you to kindly grant credit hour(s) for the said programme.

Yours faithfully,
 Signature.....
 Name:.....
 Official Stamp



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ANNEXURE-II.

**FORMAT FOR GRANTING ACCREDITATION BY
 THE ARUNACHAL PRADESH MEDICAL COUNCIL**

No..... Dated Naharlagun, the _____/20__
 To
 The -----

Sub:- Grant to award Credit Hour(s).

Ref.:-Your Application No..... dated

Sir,

With reference to your application cited above, I am to inform you that the Sub Committee on CME, Arunachal Pradesh Medical Council has considered your proposal and grant to awardCredit Hour(s) for participants and credit hour per talk per Speaker/ Faculty for the CME on (subject) to be conducted on **at**

The Arunachal Pradesh Medical Council appointsas the Observer. The Observer shall be provided a place in the Dias during the inauguration and his Honorarium, T.A/D.A. & accommodation shall be met by your organization/ association. He shall be one of the signatory of the CME Certificate.

However the accreditation granted shall be liable to be terminated at any time, if the information furnished by the association/organization is found false or the Arunachal Pradesh Medical Council appointed Observer find any discrepancy or violation of guidelines. The association/organization could be debarred from future accreditation in such case.

The Organizer shall submit the Report to the undersigned immediately after completion of the programme such as, name of all delegates & faculties/Speakers with their MCI/ State Medical Council Registration Number, telephone number, address and subjects of transcripts covered by Faculties/ Speakers with duration for record of this office which is mandatory.

The Arunachal Pradesh Medical Council shall provide presentation on Medical Ethics, in common to present before on after the CME duration of 20-30 Minutes which is mandatory.

Yours faithfully,

Registrar cum Secretary
 Arunachal Pradesh Medical Council
 Naharlagun



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ANNEXURE-III

20. CME OBSERVER FEED BACK FORM.

1	Name of the Organizer/ Association	:					
2	Seminar/Workshop/ Conference/ Training/ CME	:					
3	Date	:					
4	Credit Hours allotted	:					
5	APMC Grant of Credit Hours letter No. & date	:					
6	No of registered delegates as per head count.	:					
7	Time of Distribution of certificate	:					
8	Hospitality provided to Observer	:	(i)TA/DA arranged <input type="checkbox"/> Not arranged <input type="checkbox"/> (ii)Accommodation arranged <input type="checkbox"/> Not arranged <input type="checkbox"/>				
9	Name of the Observer	:					
10	Address of the Observer with Phone No.	:					
11	No. of Certificate signed as Observer (applicable if signed by the Observer)	:					
12	Details of the Programme (technical session only):						
Sl	Name of the Speaker	Topic Cover	Time/Duration	Check list for Observer (Score to be given out of 10)			
			Technical	Discussion	Recent update on topic	Audience Response	Quality of PPT
1							
2							
3							

Insert additional page if technical sessions have more topic covered, and put signature

13. REMARKS (ACCREDITATION TO BE CONTINUED OR CANCELLED, IF CANCELLED, REASONS THEREOF). (Remarks to be made by the Observer after obtaining signature of the Organising President/ Secretary) _____

Signature of the Organising President/ Secretary

Signature of the Observer



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21.ANEXURE-IV

PASS BOOK:

Sl.No	Date	CME Programme: Name / Venue	No. of Credit Points	Signature of Organizing Secretary of CME