



**Organizing CME/CPD
within
MPC Program**

**Frequently
Asked
Questions**

**CME Center
Kuwait Institute for Medical Specialization**

Frequently Asked Questions

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What is this booklet about?

Symposiums, seminars, workshops and lecture series are widely used forms of CME/CPD activities. This booklet outlines the steps that are important for conducting such CME/CPD activities under the MPC Program of KIMS.

Some CME formats other than seminars, lectures etc. are described in the literature as being more effective, and readers are advised to refer to them (References at the end of the booklet). The CME Center plans to introduce these in the local setting in due course.

It is essential that CME/CPD organizers who wish to register an activity as accredited CME/CPD observe the procedures outlined here. The booklet responds to some of the Frequently Asked Questions (FAQs) that are raised by prospective CME/CPD organizers.

The following abbreviations are used in this booklet:

- CME - Continuing Medical Education
- CPD - Continuing Professional Development
- KIMS - Kuwait Institute for Medical Specialization
- MPC - Maintenance of Professional Competence

How do I get detailed information about the MPC Program?

Before filling application forms to register an activity or inquiring about credit points, the prospective organizer needs to understand how the MPC Program operates. Three sources are available for getting the necessary information:

MPC Program

Guidelines to CME Organizers

CME Center website

MPC Program is an updated version of *CME Program* that was first published in 2000. It shows what CME/CPD organizers need to do to get the activity registered and what is expected of them during and on conclusion of the CME/CPD activity. It also describes how practitioners could acquire CME credit points under the MPC Program.

Guidelines to CME Organizers is specifically directed at CME/CPD organizers. It describes the procedures that they should follow to make their activities eligible for registration. In addition, it deals with the educational issues that become relevant when planning CME/CPD and the steps that could be taken to make the CME/CPD activities effective.

MPC Program as well as *Guidelines to CME Organizers* were issued as hard copy

publications. They were added to the KIMS web site <www.kims.org.kw> so that those interested could download them in pdf format.

The procedures and requirements for conducting CME/CPD activities are updated as and when necessary. The latest information about the MPC Program appears in the CME Center web site, <www.kims.org.kw/cme>. This web site also gives access to all the necessary forms used for registering CME activities and for collecting data for preparing the documents required by the CME Center.

Who is authorized to conduct CME/CPD activities?

An approved CME Provider needs to take overall responsibility for any activities that are to be registered under the MPC Program.

The CME Providers approved at present are:

- Faculties and Scientific Committees of KIMS;
- Health Sciences Faculties of Kuwait University;
- Departments, Divisions and Units of Ministry of Health that function at the national level;
- Health professions associations and specialty societies affiliated to them.

For each individual activity, a CME/CPD organizer will function on behalf of the CME Provider. He or she will handle the routine duties connected with planning and conducting the CME/CPD activity.

Under which category will my CME/CPD activity get classified?

At present all CME/CPD activities are classified under Category 1 or Category 2.

The starting point for determining whether an activity falls under Category 1 or Category 2 is the CME Provider. The other factors that the CME Center considers when categorizing the activity are the degree of structuring, the extent of planning needed, the resources allocated and utilized, and the accessibility of sessions to those interested in attending.

Major CME/CPD events organized by the approved CME Providers are classified under Category 1.

Under Category 2 are included ongoing (weekly, monthly etc.) activities conducted at health care or scientific institutions and self-learning that practitioners undertake.

The CME/CPD organizer who wishes to register the proposed activities should supply all relevant information using the prescribed forms. The CME Center will then classify the activity based on the guidelines announced.

How do I decide on session length and session scheduling?

Duration of presentations

Excessively long presentations, esp. of the lecture format, are not likely to be very useful to the participants. It is known that the average member of the audience at a lecture cannot maintain attention and interest in the topic for more than about 15 minutes at a stretch. A 10 to 15 minute period for questions at the end of a 45 minute lecture will allow for interaction by the participants and will be a means to break the monotony of long presentation sessions.

If participant numbers permit, lectures may be modified into lecture-discussions. This will allow session length to be increased beyond the 40 to 45 minute period that is usually set apart for a lecture.

Preparing a program schedule

A series of long presentations should not be scheduled one after another. Breaks of reasonable length need to be included at appropriate stages in the schedule. Most participants attending a lecture series will be waiting for a break after two or three presentations, unless the presenters are

exceptionally skilled as lecturers or the topics are of high interest to the audience.

When program schedules received at the CME Center do not show an approximate break although it appears that it would be best to have one, the total number of hours of activity will be adjusted when calculating the CME credit points.

How do I register the CME/CPD activity and announce it?

For the CME Center to start on the registration process, the CME/CPD organizer has to first submit a completed application. A letter asking for registration is not sufficient, and is also not needed.

The application form is available as an online form at <www.kims.org.kw/cme>, the website of the CME Center. All the required details need to be provided. Once the relevant sections are filled in, the data can be submitted online.

Online forms

The policy of KIMS and its CME Center is to encourage practitioners to use online facilities wherever applicable. Therefore, applying online to register CME/CPD activities is the preferred option.

Advance notice

The application to register CME/CPD activities needs to reach the CME Center three weeks before the event is scheduled to start.

The period of advance notice gives sufficient time to the organizer to inform all prospective participants about the activity. When the practitioners receive the

announcements late, many of them may not be able to attend the events as they may be otherwise engaged. The period of advance notice has been set at three weeks mainly in response to requests made by the practitioners themselves.

Calculating credit points

The organizer does not have to state the credit points for the activity in the application for registration. The CME Center will calculate the credit points based on the guidelines that have been announced.

The type (lecture, practical, clinical, group learning etc.) and the duration of individual sessions are essential for calculating credit points. The organizer should clearly indicate this information in the application. The activity cannot be registered until this vital information is supplied.

Announcements

The organizer should arrange with the institution concerned or any sponsoring agency to prepare and distribute the announcements regarding the registered CME/CPD activities.

How do I deal with large numbers of participants who wish to attend?

The fact that the attendance at a CME/CPD activity was high does not necessarily mean that the activity was effective as CME or that it was conducted satisfactorily. An issue that is more important than the number of participants is making the program open to those practitioners who are likely to benefit most from the content considering their practice needs. In addition, practitioners who may not benefit from the content that will be dealt with should not be included as participants.

A desirable approach is to announce the activity well in time so that those interested could apply for participation using a prescribed application form. The organizer then will have the opportunity to select the appropriate number to participate from those who stand to gain most from the sessions.

Are live operative procedures relayed to an audience or clinical sessions accepted for registration?

Operative procedures relayed live to a group of practitioners do not qualify to be registered as CME/CPD. However, segments that are presented as practical components of a learning activity could be considered for registration. In such situations, the organizer needs to provide information on the learning objectives, content area and how the observers are to be guided during the demonstration so that the event becomes a learning experience.

Clinical services provided by a visiting expert, too, cannot be considered as CME/CPD. Selected components that are specifically planned and conducted for learning purposes may be registered provided the relevant details of educational significance are supplied.

What is the CME/CPD Officer's role in the organization of CME activities?

KIMS has appointed a number of CME/CPD Officers to serve as a link between the CME Center on the one hand and the CME/CPD organizers and CME/CPD participants on the other. These CME/CPD Officers function in most of the major specialties and sub-specialties.

When a CME/CPD activity is registered, the CME/CPD Officer concerned receives a copy of the registration letter. This makes the CME/CPD Officer aware of the activities that are to be held in his or her specialty and helps in directing interested participants to the respective organizers for additional information.

CME/CPD organizers should forward any queries on the CME aspect of CME/CPD events that they wish to organize to the CME/CPD Officer in the first instance.

At the end of the academic year the CME/CPD Officer receives preliminary information on the activities that the CME Providers wish to conduct during the incoming year. The CME/CPD Officer forwards these details to the CME Center for a calendar of activities to be prepared.

Are private pharmaceutical firms eligible to organize a CME/CPD activity under the MPC Program?

Only the approved CME Providers are eligible to register CME/CPD activities within the MPC Program. Each of these institutions comes directly under a Ministry and functions at a national level or is a professional association or a specialty society.

A pharmaceutical firm may provide the necessary resources for an approved CME Provider to plan and conduct a CME/CPD activity. However, the CME Provider and its CME/CPD organizer will be directly responsible for the academic and scientific merit of the event in such situations. Furthermore, the CME Provider and the CME/CPD organizer must ensure that the CME event and the immediate setting are not used as a medium to promote a specific product or a service marketed by the sponsor.

Is a private hospital or clinic eligible to organize accredited CME/CPD activities?

At the present stage of development of the MPC Program in Kuwait, only institutions that function at the national level and come directly under a Ministry or professional associations are eligible to conduct accredited CME/CPD activities. Private hospitals and clinics, therefore, do not fall within these categories. However, they may provide resources for CME/CPD activities that any approved CME Provider wishes to conduct.

Who gives credit points to participants?

The participants who complete a CME/CPD activity become eligible to claim CME/CPD credit points. The number of credit points claimed should be based on the actual hours of education undertaken within the event.

The CME/CPD organizer is required to issue an official document to certify attendance and to indicate the credit points that may be claimed.

Who evaluates a CME/CPD activity?

Evaluating the CME/CPD activity is an essential component of the accreditation process, and the CME/CPD organizer is required to carry out an evaluation at the conclusion of the CME/CPD activity. It is the CME/CPD organizer who benefits most from the data gathered on evaluation. He or she will get information on aspects of the activity that need to be modified in the event the program, or a similar one, is to be held in the future.

What documents do I prepare on conclusion?

When the CME/CPD activity is concluded, the organizer has to:

- Issue Certificates of Attendance;
- Prepare a List of Participants;
- Prepare an Evaluation Report.

Certificate of Attendance

The CME/CPD organizer should provide a Certificate of Attendance without undue delay to every participant who had completed the activity satisfactorily. As far as the MPC Program is concerned, it is sufficient if this document is an official letter that clearly indicates the CME/CPD category and the credit points that may be claimed.

List of Participants

The CME/CPD organizer should retain the list of participants with him or her. When requested, a copy of this list should be sent to the CME Center.

Evaluation Report

The Evaluation Report needs to be a critique of the event, based primarily on the feedback received from the participants and the resource persons. A mere description of the event prepared by the organizer does not qualify to be considered as an evaluation.

Any standard evaluation forms that are available for evaluating educational events may be used in gathering the data. For the benefit of those who wish to have samples, <www.kims.org.kw/cme>, the CME Center website, provides formats that may be used by the participants and by the resource persons. The organizer is free to make appropriate modifications to these forms to suit the specific needs of the situation.

Glossary of Terms

A selection of terms that will be useful in CME/CPD and as they apply with respect to the MPC Program appears below.

Accreditation

Accreditation is the process by which governmental, non-governmental or voluntary associations grant recognition to educational programs that meet specified criteria.

CME/CPD activity

An educational activity that is planned and conducted for achieving pre-specified objectives that are related to maintenance of professional competence.

CME/CPD credit points

A measure used by CME/CPD authorities to quantify CME/CPD involvement of the health professionals.

CME/CPD links

Websites that offer lessons or information on CME/CPD that can be accessed from other sites or through web addresses.

CME/CPD officer

A content specialist appointed by KIMS to serve as a link between the practitioners in the specialty and the CME Center.

CME/CPD organizer

A content specialist who functions on behalf of the CME/CPD Provider, and plans and conducts the CME/CPD activity.

CME/CPD Provider

An institution or organization that functions at a national level and is recognized by the

CME Center for conducting accredited CME/CPD activities.

Continuing medical education (CME)

Educational activities that physicians undertake after they had completed basic undergraduate education and any specified postgraduate training.

Continuing professional development (CPD)

Continuing Professional Development aims to cover the development of a wider range of professional skills than learning in medical subjects and the CME/CPD activities undertaken by many categories of health professionals.

Documentation

Maintenance of relevant records by CME/CPD participants so that they could be used to support credit claims and during the monitoring of program administration.

eLearning

eLearning is the use of multimedia technologies and the Internet to improve the quality of learning through access to resources as well as remote exchanges and collaboration.

Evaluation

The process of judging the results of assessment against a previously set external criterion. Evaluation is undertaken in relation to structure, process and outcome.

Internet

A computer network of networks. Computers linked in the Internet can communicate with

each other using different software. See World Wide Web

Learning objective

A learning objective is a description of an observable change in the performance that results from a learning activity.

Lecture

A method of instruction where a subject matter expert presents information, usually to a large audience and with no opportunity provided for interaction by the audience.

Lifelong learning

Learning on a continuing basis that professionals undertake to keep up with the developments in their disciplines, and which forms the essential basis of CME/CPD.

Maintenance of professional competence (MPC)

The process of lifelong learning undertaken by health professionals to ensure that they keep abreast of the developments in their specialties and in other areas that affect their practices.

MPC Program

The CME/CPD scheme administered by the CME Center of KIMS for the maintenance of professional competence; formerly called the CME Program.

Needs assessment

The process of determining in advance what participants of CME/CPD activities need to learn, so that the needs identified may be used in selecting the subject content and the appropriate method of teaching.

Online learning

Online learning deals with learning that uses learning materials supplied via the electronic media. The primary media used are computers, Internet and the intranet.

Portfolio

A written record dealing with the performances and achievements of a trainee or a practitioner, which could be used subsequently as evidence of involvement of educational activities or as the basis for assessment.

Resource person

The person responsible for planning or presenting a learning activity, be it a lecture, a demonstration, a practical, a clinical, a small group session, a discussion or other educational event.

Small group teaching

Instruction conducted with the size of the learning group not exceeding 12 to 15, one of the main aims being to promote interaction among the group members. The limit could be exceeded by varying the presentation methods.

Website

A single page or collection of pages about a given topic published on the World Wide Web.

World Wide Web

A system that has been created as a way to easily access cross-referenced documents that exist on the Internet.

References

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2. Davis DA, Thomson MA, Oxmon AD, Haynes RB. Changing physician performance: a systemic review of the effect of continuing medical education strategies. *JAMA* 1995;274:700-5.
3. Kuwait Institute for Medical Specialization. *Guidelines to CME Organizers*. Kuwait: Kuwait Institute for Medical Specialization; 2003.
4. Kuwait Institute for Medical Specialization. *MPC Program*. Kuwait: Kuwait Institute for Medical Specialization; 2003.

Additional information

Additional and updated information is available at the CME Center web site at <www.kims.org.kw/cme>. For queries for which answers are not found in the web site, contact:

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Al-Sharq.
Fax: 2467140
email: cmecenter@kims.org.kw

Visit the CME Center website at

www.kims.org.kw/cme

to learn more about the MPC Program and organizing CME/CPD activities.

A number of links to online learning is also available at the web site.

Additionally, a copy of *Online Learning: A CPD Guide to Health Professionals* can be downloaded in pdf format from it and from the KIMS website:

www.kims.org.kw



Kuwait Institute for Medical Specialization

KIMS web site: www.kims.org.kw
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