

## **Procedures and criteria for accreditation of CME activities**

As discussed at the EC meeting on 10 October 2023, the Secretariat has drafted the “Guidelines for handling commercial influence in CME accreditation” as attached in Appendix to the existing “Procedures and criteria for accreditation of CME activities”. Colleges can consider adopting the sample or revising it to suit their own use.

### **Sample Procedures and Criteria**

- 1) CME organisers (applicants) are required to complete and submit an application form to the College with relevant information, such as an abstract of the presentation if available.
- 2) Applicants are advised in the form that they should submit the form at least 14 days before the activity in order that there would be sufficient time for the College to process and vet the applications. Retrospective applications will normally not be accepted.
- 3) Applications will be vetted and accredited according to the guidelines laid down by the College for individual categories. The following would also be considered: -
  - Whether the topics/contents of the activities are medically/clinically related;
  - Whether the topics/contents of the activities are related to the specialties of the College;
  - Whether the activities are organised in a manner that integrate CME/CPD into the process for improving professional practice;
  - Whether the activities are conducted by specialists related to the field;
  - Whether the activities are of postgraduate level;
  - Whether the organisers are actively promoting improvements in health care without any commercial interest or promotional purposes. (Please refer to the Appendix for further guidelines).

When deciding whether to award points, the College will consider the background of the organiser, qualification of the speaker, and content of the activity. For activities which the College has doubt on (i) its educational value, (ii) creditability of the speaker/organization, or (iii) its relevance to medical practice, the applicant must provide the College with an abstract of the presentation, or the full presentation before an accreditation decision is made.

- 4) Accreditation result will be sent to the applicant after vetting. Details of the activity will be included in the CME/CPD calendar at the College website (if available) once the application is approved. The Academy would also be informed so that details of the activity can also be included in the iCMECPD calendar.
- 5) Applicants would be reminded in the application form that they must use the standard attendance record sheets provided in the activities. The College may withdraw the accreditation and not accredit future activities of the organisers if they fail to do so. Individual CME certificates may not be accepted for CME records.
- 6) For *overseas* conferences and meetings, the College may require further supporting documents if a Fellow submits a certificate of attendance with names filled in retrospectively to claim CME/CPD points.

### Guidelines for handling commercial influence in CME accreditation

When considering accreditation of CME activities, the component of potential / actual commercial influence and bias, if any, should be taken into account, with the following principles observed:

- a. The educational contents provided are expected to be free of any commercial influence or bias or any form of advertising;
- b. Educational sponsorship is expected to be provided through an unrestricted educational sponsorship;
- c. Educational materials provided entirely by a pharmaceutical or medical equipment industry will not be considered for accreditation unless they are presented by specialists or experts related to the field;

As a general principle, all scientific contents of a CME activity should not be influenced by any commercial considerations.

*Remark: CME organizers (applicants) are required to declare that consideration has been given to the possible commercial influence, if any, with the above principles observed. Colleges have the discretion to invalidate the CME accreditation granted to an activity if it is subsequently found with deviation or in violation of the principles given in this set of Guidelines.*

Jan 2024



**Guidelines for Handling Commercial Influence in CME Accreditation**  
**Declaration Form for CME Organizers**

When considering accreditation of CME activities, the component of potential / actual commercial influence and bias, if any, should be taken into account. As a general principle, all scientific contents of a CME activity should not be influenced by any commercial considerations. In this connection, CME organizers are required to declare that consideration has been given to the possible commercial influence, if any, with the below principles observed. Colleges have the discretion to invalidate the CME accreditation granted to an activity if it is subsequently found with deviation or in violation of the principles.

**Declaration**

Please be confirmed that the following principles have been observed when considering the contents of the CME activity:

- (a) The educational contents provided are expected to be free of any commercial influence or bias or any form of advertising;
- (b) Educational sponsorship is expected to be provided through an unrestricted educational sponsorship;
- (c) Educational materials provided entirely by a pharmaceutical or medical equipment industry will not be considered for accreditation unless they are presented by specialists or experts related to the field;

Supplementary information where applicable (if any of the above principles cannot be fulfilled):

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Completed by: (Name) \_\_\_\_\_ (Post Title) \_\_\_\_\_

Name of Organisation / College: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_