



COLLEGE OF MEDICINE & DENTISTRY AT THE HILLS

CME Activities Policy & SOPs Guide

2025-26

Department of Medical Education



Department of Medical Education				
CME Activities Policy & SOPs Guide				
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Proposed Plan 2025-26

Phase-I: implement CME Policies and SOPs guide in light of ACCME & AMA guidelines and conduct paperless FDPs that are utmost needed for the faculty of CMDH .

Phase-II: extend the CME and allow the trained faculty to conduct workshops, seminars etc independently according to the subject/specialty need that foster better skills pertaining to excellence in basic and clinical education.

Phase-III: revisiting the CME policies and SOPs guide, improving the gaps and applying for ACME/AMA accreditation in order to standardized and validate the CME activities of CMDH .





Principal Message

Dear Faculty, Staff, and Medical Professionals,

It gives me great pleasure to offer the College of Medicine & Dentistry (CMDH), Continuing Medical Education (CME) Policies and Standard Operating Procedures (SOPs) guide. This guide serves as a vital resource for all stakeholders involved in the organization and participation of CME activities at our esteemed institution. It reflects our commitment to fostering a culture of continuous learning and professional development.

This guide has been meticulously crafted by Dr. M. Junaid Khan Assistant Professor and associate director of medical education department of CMDH, that provides clear guidelines for every stage of the CME process. From participant registration to activity planning, feedback mechanisms, facilitator evaluation, and reporting procedures, these standardized SOPs ensure that we maintain consistent and transparent practices throughout our CME activities.


I urge upon all faculty, staff, and medical professionals to familiarize yourselves with the guidelines outlined in this comprehensive document. By adhering to these policies and SOPs, we can collectively enhance the impact and effectiveness of our CME activities, promoting continuous professional growth and delivering the best possible care to our patients.

I want to extend my gratitude to Dr. M. Junaid Khan for his continued efforts to improve and streamline functioning of DME. I also want to appreciate our motivated faculty and entire CMDH community for unwavering commitment to lifelong learning and dedication to providing exceptional healthcare services. Together, let us embrace the opportunities offered by CME activities and strive for excellence in our professional journeys.

Should you have any questions or require further information, please do not hesitate to reach out to the designated department, Medical Education, or our administrative staff. They will be more than happy to assist you and provide guidance.

Thank you for your ongoing support and active participation in the CME activities at CMDH.

Best regards,
Prof. Dr. Aziz Ahmad
Dean, CMDH





Director Medical Education Message

Dear Respected Colleagues

I am delighted to provide the CME Guidebook: Policies & SOPs, a comprehensive resource developed by the Department of Medical Education (DME). This manual provides a compass for navigating the world of CME programmes, offering important information and direction.

This manual contains precisely laid out rules and SOPs that lay the groundwork for organising, certifying, and assessing CME events. Every component has been carefully addressed to guarantee quality and adherence to best practises, from participant registration to activity design, facilitator selection to feedback methods.

I would like to express my heartfelt appreciation to the committed staff at DME for their persistent dedication to promoting medical education. This manual demonstrates their experience and dedication to the professional development of healthcare practitioners like yourself.

I invite you to explore into the abundance of information available within these pages. Accept this manual as a tool for unlocking new levels of learning, improving patient care results, and propelling our collaborative journey to greatness.

Best wishes,
Dr. Muhammad Junaïd Khan
Director
Department of Medical Education






Preface:

Welcome to the CME Policies SOPs guide of CMDH . This extensive guide is essential for anyone desiring to plan and participate in CME activities. It is worth mentioning that this guide is prepared in light of Accreditation Council for Continuing Medical Education (ACCME) and American Medical Association (AMA) guidelines in order to prepare CMDH for accreditation process.

Our goal is to contribute to the professional growth and development of healthcare professionals while promoting high-quality patient care. The CME hours allocation guidelines outlined in this guide aim to ensure fairness and consistency in determining the number of hours attributed to each activity. These guidelines consider factors such as the educational content, format, interactive components, and assessment methods employed during an activity. By following these guidelines, we can accurately assess the educational value of each CME activity and provide healthcare professionals with the appropriate credit hours for their professional development.

We encourage all stakeholders to familiarize themselves with the outlined policies, SOPs, and CME hours allocation guidelines to uphold the highest standards of excellence in CME activities. By nurturing a culture of ongoing learning, we can drive the progress of medical knowledge and practice while empowering healthcare professionals to excel in their professional growth and development.



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1. Introduction:

The introduction section provides an overview of the continuing medical education (CME) policies, guidelines, and activities at CMDH . It sets the context for the subsequent elaboration by highlighting the key aspects of the college's approach to CME.

1.1 Definition and Importance of CME:

CME refers to educational activities designed to maintain, develop, or enhance healthcare professionals' knowledge, skills, and professional performance. The definition may align with the standards set by recognized organizations like the American Medical Association (AMA) and the Accreditation Council for Continuing Medical Education (ACCME).

The importance of CME is emphasized, highlighting its role in bridging the gap between current medical practice and evidence-based practice. It helps healthcare professionals stay updated with the latest advancements, emerging research, and best practices in their respective fields. The section may also touch upon CME's benefits in improving patient care, enhancing professional competence, and fostering interdisciplinary collaboration.

1.2 Mission and goal of CME activities at CMDH:


The mission or purpose of CME activities at CMDH is "the college's commitment to conducting educational programs that equip healthcare professionals with the expertise and skills necessary to sustain and enhance their practice." The mission may emphasize the college's dedication to closing knowledge gaps and ensuring that medical practitioners are well-informed about evidence-based practices. The overarching goal is "to contribute to the professional growth and development of healthcare professionals while promoting high-quality patient care."

CMDH sets the foundation for the subsequent policy development and implementation by clearly defining the mission of CME activities. It serves as a guiding principle for designing CME programs that align with the college's educational objectives and the needs of the healthcare professionals it serves.

1.3 Some Definitions of Roles:

Chief Organizer/course director: The chief organizer is an individual responsible for planning, coordinating, and overseeing the organization of an event or activity. In the context of CME activities, the chief organizer typically manages all aspects of the event, including logistics, program development, participant registration, and ensuring compliance with relevant regulations and guidelines.

Organizer: An organizer, in the context of CME activities, is an individual or a team responsible for planning, coordinating, and executing the logistical aspects of an event. Organizers work closely with the chief organizer and are involved in tasks such as venue selection, scheduling, budgeting, marketing, and ensuring a smooth operation of the activity.



Guest Speaker: A guest speaker is an expert or a subject matter specialist who is invited to deliver a presentation or lecture during a CME activity. Guest speakers are selected based on their knowledge, expertise, and ability to provide valuable insights and educational content to the participants. They contribute to the educational program and enhance the learning experience by sharing their expertise in an area of interest.

Facilitator: A facilitator is a person who guides and supports the learning process during educational activities such as workshops, seminars, or training sessions. In the context of CME activities, a facilitator is typically an expert or a qualified professional who delivers educational content, engages participants, encourages discussions, and helps create an interactive and productive learning environment.

Participant: A participant refers to an individual participating in a CME activity. Participants are usually healthcare professionals, such as doctors, nurses, or other medical practitioners, who attend the activity to enhance their knowledge, skills, and professional development. Participants actively engage in the educational sessions, interact with facilitators and other participants, and contribute to the learning experience.

Aiding Staff: refers to individuals who provide support and assistance during the CME activity. They may include administrative personnel, technical support staff, event coordinators, or volunteers who help with tasks such as registration, audiovisual setup, distributing materials, coordinating logistics, and ensuring the overall smooth operation of the activity.


Designated Body: In the context of CME activities, the designated body is an authoritative organization or regulatory body responsible for overseeing and regulating the continuing medical education process. The designated body sets guidelines, standards, and requirements for CME activities, approves activity proposals, ensures compliance with accreditation criteria, and may also provide certification or accreditation for completed activities. The specific designated body can vary depending on the country or region.

2. Materials to Support CME Activities:

2.1 Role of CMDH Administration and Individual Contributions:

Administration at CMDH has a critical role in providing resources for CME activities. Individual contributions are also important. The administration allots the required resources, infrastructure, and logistical assistance to guarantee that CME programmes are implemented without a hitch. They work together with different departments and stakeholders to plan educational programmes, secure knowledgeable speakers, and promote information distribution.

Both individual donations and the assistance of the administration influence the availability of resources. Participants and organisers may make money or in-kind contributions, including sharing their knowledge, offering to serve as facilitators, or offering pertinent educational materials. These group initiatives improve the variety and accessibility of resources for CME activities at CMDH .





3. Importance of Adequate Resources for Effective CME Programs:

The success of CME programmes depends on their having enough funding. The college is able to develop excellent instructional programmes, recruit well-known speakers, supply required materials, and promote participant participation provided it has the financial resources. Suitable facilities are required for conducting interactive sessions and accommodating participants, such as well-equipped lecture halls or online platforms.

Also included in resources are current multipurpose hall, conference rooms, digital library, and well-established IT department that facilitate learning and information sharing. Ample resources ensure that CME events at CMDH are thorough, interesting, and in line with the educational goals, promoting improved patient care and professional development.


4. Awarding Category I Credit as per AMA PRA Guidelines:


Category I credit is a designation given to approved educational activities that meet the criteria outlined in the AMA PRA guidelines. CMDH awards Category I credits for a wide range of activities, fostering diverse learning opportunities for healthcare professionals. It is worth mentioning that category I activity lasting one hour is equal to one CME or Credit Hour.

5. Approved Activities for Category I Credit:

Events or programmes that meet the requirements for the American Medical Association's Physician's Recognition Award (AMA PRA) are considered to be approved activities for Category I Credit. These initiatives are intended to support healthcare professionals' professional growth and knowledge expansion. Activities must adhere to certain requirements, including clearly defined learning objectives, an organised educational format, and qualified and trained faculty participation, to be eligible for Category I Credit.

5.1 Examples of Accepted Activities for Category I Credit

- a. **Participation in authorized conferences, seminars, or symposia:** These gatherings give healthcare professionals the chance to learn from eminent specialists and stay current on the most recent developments in their disciplines.
 - b. **Live internet teleconferences:** Online meetings that feature interactive educational sessions and encourage participants to share their knowledge.
 - c. **Local workshops and seminars:** Educational events held at CMDH or in association with other local institution that concentrate on particular subjects or abilities pertinent to healthcare practice and faculty development.
 - d. **Grand rounds and journal clubs:** Regular gatherings when medical experts debate clinical cases, research findings, and developments in clinical practise.
 - e. **Patient care review activities:** Organised sessions when medical experts examine patient situations, assess treatment modalities, and pinpoint opportunities for development.
 - f. **Teaching medical and healthcare professionals:** Participation as a faculty member in educational initiatives, lectures, or seminars for doctors, nurses, and other healthcare specialists.
 - g. **Electronic learning:** Online courses, webinars, or self-paced learning modules that have been approved and give professionals remote access to instructional materials.
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- h. **Research and publication:** Engaging in research activities and contributing to scientific publications in the medical or allied sectors in order to promote the use of evidence-based practises and the sharing of knowledge.

Operative procedures as a practical component of learning: Surgical procedures as a practical learning component, live surgical demonstrations given to a group of medical professionals that are incorporated into planned educational events. The session should have clearly stated learning objectives, subject matter, and instructions for observers.

6. AMA PRA Guidelines for Category II Credit Awarding:

The credit awarded for educational activities that do not match the requirements for Category I Credit but nonetheless aid in the professional growth and education of healthcare professionals is referred to as Category II Credit. Category II Credit is recognised by the AMA PRA Guidelines as self-directed study and other activities that advance medical knowledge and abilities.

6.1 Examples of Activities for Category II Credit

Activities eligible for Category II Credit are primarily self-directed and may include a range of educational initiatives that support lifelong learning and career advancement. (For now, CMDH do not provide CME or credit hours allocation for Category II activities). Approved Activities for Category II Credit include, for instance:

- a. Reading medical literature and keeping up with the most recent findings in a particular field of study.
- b. Taking part in programmes for patient safety or quality improvement.
- c. Using online tests or self-assessment exercises to gauge one's knowledge of medicine.
- d. Taking part in community service projects relating to healthcare as a volunteer.
- e. Preparing and giving lectures or educational materials to colleagues.
- f. Online educational resources or attending medical webinars do not qualify for Category I Credit.


7. Criteria for Credit Allocation for Category II Activities:


Depending on the precise standards imposed by the accrediting authorities, the distribution of credits for Category II activities may change. However, the following are some typical standards for credit allocation in Category II activities:

7.1 Self-Directed Learning: Credits may be calculated depending on the amount of time spent on self-directed learning activities, such as reading medical literature or taking online educational modules.

7.2 Research and Publications: Healthcare workers who work on research initiatives, publish academic articles, or contribute to the medical literature may be given credit.

7.3 Educational Presentations: Depending on the time and effort put into planning and delivering the presentation, individuals who present educational materials or offer lectures on medical subjects may be eligible for credit allocation.





7.4 Active Participation in Professional Committees or Organisations: The allocation of credits may be used to recognise active participation in professional committees, medical organisations, or leadership positions within the healthcare industry.

It is important to remember that any events at CMDH that qualify for CME credit must follow the established standards and requirements. The activities must be in line with the educational programmes' needs analysis, objectives, and target audience. To ensure non-promotional, impartial, and commercially neutral learning experiences, the presentation content and presenters' credentials are also thoroughly examined. There may be some activities that are not eligible for CME credit allocation, like clinical teaching, regular lectures, activities for undergraduate medical students, or activities for post-graduate residents.

8. Data Management

8.1 Introduction:

Successful organisation and analysis of CME activity data depend greatly on effective data management. The Designated CME Office (DME) at CMDH is in charge of maintaining meticulous records and managing CME activity data. This makes sure that participant participation is accurately recorded and makes it easier to gain insightful information about how effective CME programmes are.

This section describes the essential elements of data management, focuses on the function of the CME Coordinator at CMDH , and illustrates the advantages of CME activity data analysis. CMDH strives to improve the value and effectiveness of its CME services via the implementation of strong data management procedures, eventually promoting the ongoing professional growth of healthcare professionals.

8.2 Role of CME Coordinator at CMDH

Mr. Nadeem? the CME coordinator, is a key player in the management of the data pertaining to CME activities at CMDH . His duties as the coordinator include supervising the recordkeeping procedure, guaranteeing data correctness and completeness, and preserving both paper copies and electronic versions of the records.


8.3 Systematic Recordkeeping of CME Activities

At CMDH , an organised and thorough log of all instructional activities has been kept since September 2018. Every CME activity that takes place at the institution is covered in detail thanks to this record-keeping procedure. It contains information like participant names, facilitator bios, and organiser data. The records also include crucial details including each activity's title, goals, and department as well as the date, time, and location where it took place.

8.4 Components of CME Activity Data:

The CME coordinator collects and manages many components to the CME activity data. These consist of:



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- a. Records of Participants, Facilitators, and Organisers: The information comprises the names and pertinent information of those who organise, facilitate, or take part in CME events. This data is useful for monitoring the involvement of healthcare workers and evaluating their commitment to lifelong learning.
 - b. Date, hour, and location of the event: This data offers a reference for each CME activity's timetable and location. It enables appropriate planning, coordination, and analysis in retrospect.
 - c. Title and Objectives of the Activity: In order to provide participants a clear sense of the educational emphasis and anticipated results, the names and objectives of each CME activity are documented. These specifics influence the development and planning of upcoming events.
 - d. Leading Department of the Activity: Each CME activity's organising and directing department is noticed. This information makes sure a wide range of topics are addressed and aids in recognising the areas of knowledge and specialisation within CMDH .

9. Benefits of CME Activity Data Analysis

The regular recording of CME activity data yields insightful information that may direct programme improvement and decision-making. Trends and patterns may be found by analysing the data, suggesting areas that could need more focus or where there are learning gaps. This study aids in the development of focused training initiatives that cater to the unique requirements of healthcare workers.

10. Certificate Issuance Process:

10.1 Introduction:

At CMDH , an essential component of the CME procedure is the awarding of certificates. These certificates serve as verifiable proof of the involvement of participants, the contributions of facilitators, and the efforts of organisers in completing a CME activity. This section describes the process used at CMDH for awarding certificates to provide accountability and appreciation for people participating in CME activities.

10.2 Certificate Preparation:


Upon satisfactory completion of a CME activity, the appropriate staff at CMDH begin the certificate preparation process. Essential information is included on certificates, such as participant names, activity titles, dates, and credit hours completed.

10.3 Verification of Activity Completion:

Before awarding certificates, organisers make sure that participants have completely participated in and finished the CME activity. Only those who have complied with the activity criteria are given certificates.

10.4 Certificate Production:

The production of certificates follows established templates or forms that have been authorised by CMDH . The certificates contain correct participant information.





10.5 Distribution of Certificates:

Certificates are given to the appropriate recipients. Participants are given certificates as evidence of their involvement and credit hours. Certificates recognising their contributions are given to the facilitators and organisers of the CME activity.

10.6 e-certificate:

Participants get electronic certificates (e-certificates) from the Designated CME Office (DME) at CMDH . Email addresses submitted by participants during registration are used to send e-certificates.

The DME may provide organisers with a certificate template so they may construct their own physical certificates if they need hard copies of the certificates.

10.7 Signatories:

Dean/Principal and Director of Medical Education at CMDH :

The certificates are signed by the required signatories to guarantee their legitimacy and validity. The Dean/Principal and the Director of Medical Education are the signatories accountable for attesting to the completion of CME activities at CMDH . The principal organiser of the activity's signature may be essential. Their signatures on the certificates add value and serve as a testament to the college's endorsement of the educational activities.

10.8 Certificates with Individual Verification Numbers:


Each certificate for CME activity that CMDH issues has an individual verification number. It can be either a barcode or a unique number and alphabets. When needed, the certificate may be authenticated using this verification number as a reference. By comparing the verification number with the college's records, healthcare practitioners or appropriate authorities can confirm the legitimacy of the certificate.


10.9 Timely Delivery of Certificates via Email:

CMDH ensures the prompt delivery of certificates to the participants, facilitators, and organizers. Since January 2023, certificates are sent to the recipients via email within two weeks of the submission of attendance. Organizers compile the attendance records on prescribed attendance sheet (ANNEX-A) provided by DME and provide them in an excel sheet, including the email addresses of the recipients. This streamlined process ensures that the certificates reach the recipients in a timely manner, allowing them to maintain a record of their continuing medical education accomplishments.

By following a systematic certificate issuance process, including the involvement of authorized signatories, individual verification numbers, and timely delivery via email, CMDH ensures the credibility, accessibility, and efficiency of its certification system for CME activities.

These SOPs ensure that CMDH 's certificate-issuing procedure is organised and effective. Participants receive their electronic certificates by email from the DME at the specified email addresses. The DME provides a template that organisers can use to produce physical





certificates. These solutions enable rapid and convenient certificate delivery while giving organisers who want physical copies freedom.

11.CME Activity and Attendance Records Retention:

11.1 Retention Period for CME Activity Records:

As recommended by ACCME, CME activity data are kept at DME CMDH for six years from the activity date. This makes it possible to monitor, analyse, and comply with accountability criteria all at once.

11.2 Retention at CMDH :

In accordance with suggested retention periods, CMDH has scrupulously kept CME activity data for the past six years. For the sake of internal assessments, quality control, and accreditation, this practise guarantees simple access to documents.

12.Registration of activity(ies):


12.1 Introduction:


The registration procedure for CME events at CMDH is created to make it easier for healthcare professionals to participate and to guarantee a smooth experience. These Standard Operating Procedures (SOPs) describe how participants can register for CME activities run by the Designated CME Office (DME) and/or the CME activity organisers. Participants can give accurate information, make appropriate payments, and get registration confirmation by adhering to these SOPs. These processes help CME events to be organised and successful overall and give healthcare workers access to worthwhile training opportunities.

12.2 CME credit hour registration process:

In order for healthcare professionals to take part in educational activities and receive credit for their professional growth, this approach is essential. Participants can access worthwhile learning opportunities and keep up with developments in their professional fields by taking the required registration steps. The important actions and factors to be taken into account while registering for CME credit hours are outlined in the sections that follow.


12.3 SOPs for CME activity registration:


- a. **Registration Request Submission:** The Chief Organizer submits a registration request for the CME activity to the designated body (DME) two weeks prior to the activity date.
 - b. **Activity Details:** The Chief Organizer provides detailed information about the CME activity, including the title, objectives, target audience, duration, and proposed dates etc as per requirements of "Activity Registration Form" (ANNEX-B).
 - c. **Accreditation Requirements:** The Chief Organizer reviews the accreditation requirements specified by the DME and ensures that the CME activity complies with the guidelines.
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- d. **Supporting Documentation:** The Chief Organizer gathers and prepares all necessary supporting documents, such as program agenda, speaker credentials, and learning objectives.
 - e. **Application Form Completion:** The Chief Organizer fills out the CME "activity registration application form" provided by the DME, ensuring accuracy and completeness of all required fields.
 - f. **Fee Payment:** The Chief Organizer processes the payment of the registration fees according to his/her needs and solely manages the finance, providing proof of payment along with the application.
 - g. **Application Submission:** The Chief Organizer submits the completed application form, supporting documents, and proof of payment to the DME through the designated submission method (e.g., online portal, email, or hardcopy).
 - h. **Application Review:** The DME reviews the submitted registration application, verifying the compliance of the CME activity with the accreditation guidelines.
 - i. **Clarification or Additional Information Request:** If required, the DME may request clarification or additional information from the Chief Organizer regarding the CME activity.
 - j. **Response to Information Request:** The Chief Organizer promptly responds to any information request from the DME, providing the requested details or clarifications within the specified timeframe.
 - k. **Review and Evaluation:** The DME evaluates the complete application, including the provided information and supporting documents, to determine the suitability of the CME activity for accreditation.
 - l. **Registration Approval:** Upon successful evaluation, the DME approves the CME activity registration and issues an official confirmation or registration certificate to the Chief Organizer.
 - m. **Registration Rejection or Deficiency Notification:** In case of non-compliance or deficiencies in the registration application, the DME notifies the Chief Organizer of the rejection or specifies the required corrections for resubmission.
 - n. **Correction and Resubmission:** If necessary, the Chief Organizer makes the requested corrections or provides the missing information and resubmits the registration application within the specified timeframe.
 - o. **Final Confirmation:** Once all requirements are met, the DME provides the final confirmation of the CME activity registration, indicating the official approval and any additional instructions or guidelines.

12.4 Registration of participants:

The participant registration process for a CME activity is vital for ensuring a smooth and organized event. These SOPs outline the necessary steps and guidelines for participants to register and attend CME activities. By following these SOPs, participants will gain clarity on the registration process, requirements, and communication procedures, while organizers can manage participant records, capacity limits, and logistics effectively. Adhering to these guidelines contributes to a successful CME experience and professional event management.

- i. The "participant registration form" (ANNEX-C) is given to the participants.
 - ii. Usually, the form is accessible online official website or can be obtained printed version from DME CMDH .
 - iii. Participants must fill out all of the essential fields on participant registration form.
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- iv. The data gathered includes the participant's complete name, email, and phone number, as well as any pertinent affiliations (institution, organization), professional qualifications (designation, specialization), and credentials (designation, specialty).
 - v. The instructions are carefully read by the participants, who check that the data is accurate.
 - vi. Participants may need to pay a registration fee as stipulated by the CME activity organizer in addition to the completed form.
 - vii. The registration fee assists in defraying a number of expenditures related to planning the CME programme, including venue rental, speaker fees, instructional materials, and administrative costs.
 - viii. Participant registration form and the registration fee must be submitted by participants at least two weeks before the CME activity's scheduled start date.
 - ix. Online submission via a recognized website or email, as well as in-person submission at a designated place, are all acceptable means of submission.
 - x. Participants who submit their information successfully can get a confirmation email or registration receipt.
 - xi. Participants are formally registered to attend the CME activity and their information is correctly documented thanks to the registration procedure.
 - xii. Before the CME activity happens, organizers utilize the registration data supplied to make materials, arrange logistics, and inform attendees of any changes.

Participants can easily register for CME events run by the designated CME office (DME) at CMDH and/or the CME activity organisers by adhering to these SOPs, which guarantee correct information and a quick registration procedure.

13. Feedback Mechanism for CME Activities

13.1 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish a structured feedback mechanism for CME activities, including electronic activity feedback and facilitator feedback. The feedback received will be utilized to assess the effectiveness of the CME activities, identify areas for improvement, and ensure continuous quality enhancement.

13.2 Activity Feedback Process:

a. Feedback Collection:


i. Feedback Forms: A standardized feedback form called "Activity Feedback Form" (ANNEX-D) is developed by the DME CMDH that capture essential aspects of the CME activity, such as content relevance, presentation quality, organization, and overall satisfaction.

ii. Distribution of Feedback Forms: The Activity Feedback Forms will be distributed to participants at the end of the CME activity, ensuring confidentiality and anonymity.

iii. Collection of Feedback Forms: a staff member will be designated to collect the completed feedback forms from participants.

b. Feedback Compilation and Analysis:





i. Data Entry: the chief organizer will transfer the feedback data from the forms into a digital database or spreadsheet for easy analysis.

ii. Data Analysis: the chief organizer will analyze the feedback data to identify common themes, strengths, weaknesses, and suggestions for improvement.

iii. Report Generation: the chief organizer will prepare a comprehensive feedback report summarizing the findings and recommendations based on the feedback received and share with the DME, CMDH .

13.3 Facilitator Feedback Process:

a. Feedback Collection:

i. Facilitator Evaluation Forms: A standardized feedback form called "facilitator feedback form" (ANNEX-E) is developed by the DME CMDH to assess the facilitator's performance, including communication skills, knowledge delivery, engagement, and responsiveness.

ii. Distribution of Evaluation Forms: Provide the evaluation forms to participants for completion at the end of the CME activity.

iii. Collection of Evaluation Forms: Collect the completed evaluation forms and ensure confidentiality.

b. Evaluation Compilation and Analysis:

i. Data Entry: the chief organizer will enter the evaluation data into a digital database or spreadsheet for systematic analysis.

ii. Data Analysis: the chief organizer will analyze the evaluation data to assess the facilitator's effectiveness, strengths, areas for improvement, and overall participant satisfaction.

iii. Feedback Sharing: the chief organizer will share a summary of the facilitator's evaluation with the respective facilitator, maintaining professionalism and constructive feedback.

13.4 Pre and Post Activity Test and Reporting Process:


a. Pre-Activity Test:


i. Test Design: the chief organizer will develop a pre-activity test that aligns with the learning objectives of the CME activity.

ii. Test Administration: the chief organizer will administer the pre-activity test to participants before the commencement of the CME activity.

b. Post-Activity Test:

i. Test Design: the chief organizer will create a post-activity test that evaluates participants' knowledge gained from the CME activity.





ii. Test Administration: the chief organizer will conduct the post-activity test after the completion of the CME activity.


iii. Test Evaluation: the chief organizer will evaluate the pre and post-activity test results to measure participants' knowledge enhancement and evaluate the effectiveness of the CME activity.

13.5 Reporting to Designated Body (DME):

i. Feedback and Test Result Compilation: the chief organizer will compile the feedback and pre and post-activity test results into a report format.

ii. Submission: the chief organizer will submit the results report to the designated body (DME) within two weeks after the activity commencement, ensuring accuracy and adherence to reporting guidelines.

Note: This SOP ensures a systematic and standardized approach to feedback collection, analysis, and reporting for CME activities, as well as the implementation of pre- and post-activity tests to assess participants' knowledge improvement.



14.Suggested CME Activity 2023-24:

The CME Activities for session 2023-24 is an innovative and dynamic educational event designed to meet the evolving needs of CMDH faculty in the upcoming year. These CME activities aim to provide a comprehensive platform for knowledge exchange, skill development, and networking among participants from various medical specialties. Through a carefully curated program, renowned experts will present cutting-edge research, best practices, and emerging trends, equipping attendees with the latest advancements in their respective fields. The Suggested CME Activity 2023-24 seeks to foster an engaging and interactive learning environment, encouraging active participation, discussions, and collaborative learning opportunities. By attending these CME activities, participants can enhance their clinical expertise, gain valuable insights, and contribute to the advancement of healthcare practice.

The following plan outlines the tentative schedule for upcoming activities, focusing on various aspects of medical education.

DEPARTMENT OF MEDICAL EDUCATION College of Medicine & Dentistry at the Hills Abbottabad <u>Continuing Professional Developments</u> (Annual Calendar 2026)							
S. No	Date	FDP activity	MIT	Duration	Days	Participants	Venue
1	Mar-23	Undergraduate Medical Research	Seminar	3 hours	1	300	Multipurpose Hall
2	Apr 23	Teaching Methodologies (PBL, TBL, CBL)	Training of Trainers	3 hours	2	50x2	Conference Room
3	Jun-01	Preparing Effective Lecture	Workshop	4 hours	3	30x3	Conference Room
4	July-14	Writing Meaningful Learning Objectives	Interactive lecture	2 hours	1	100	Multipurpose Hall
5	Aug-23	Types of Assessments & Their Significance	Interactive lecture	2 hours	1	100	Multipurpose Hall
6	Sep-30	Physician-Scholar Advisor Program	Workshop	4 hours	3	30x3	Conference Room
7	Oct24	SEQs, MCQs and Structure Viva	Workshop	3 hours	1	100	Conference Room
9	Nov-30	Tiered Clerkship	Interactive lecture	2 hours	1	100	Multipurpose Hall



15.Summary:

CME Policies at CMDH Abbottabad in Brief:

To guarantee high-quality medical education, CMDH has adopted CME policies in accordance with AMA PRA and ACCME recommendations. Activity registration form must be filled out for registration, while other forms are used for feedback and pre- and post-activity comments and attendance records. The DME is in charge of data management, enabling organised recordkeeping for analysis. Participants receive electronic certificates, and activity and attendance data are kept for a long time. CME activities at CMDH aim to enhance knowledge and skills for evidence-based medical practice. These regulations promote CMDH 's commitment to accountability, effective procedures, and ongoing learning in general.





16. Annexures

ANNEX-A Attendance Sheet

ANNEX-B CME Activity Registration Form

ANNEX-C Participant Registration Form

ANNEX-D Activity Feedback Form

ANNEX-E Facilitator Feedback Form

