

**Accreditation of CME programme as approved by Governing Body of U P
Medical Council, Lucknow on 11 April 2012**

Introduction

Fast changing medical science and research makes it mandatory for doctors to attend continued medical education programme so that they remain well abreast with the recent developments in medical science. This is not only necessary to enhance the knowledge of clinicians but to extend its benefit to their patients too. It is widely felt that CME programmes are earnestly needed to impart recent knowledge and skills in systematic manner to update the existing proficiency of doctors. This will definitely improve the patient care, patient confidence and patient satisfaction.

The Central Government of India has notified the new Ethics regulations in the Gazette of India on April 16, 2002, provides that “ A Physician should participate in professional meetings as part of Continuing Medical Education Programs, for at least 30 hours every five years, organized by reputed professional academic bodies or any other authorized organisations. Looking into the public interest and the need of hour, it has become necessary for the U. P. Medical Council to consider the whole matter and issue necessary guidelines in regard to its implementation and to accredit identified organisations so that the certificates of attendance at CME issued by them can be taken as valid by mentioning the number of credit hours as accredited by U P Medical Council.

Who can apply for Accreditation ?

Following organizations can apply for accreditation of CME programme organised by them. Uttar Pradesh Medical Council shall consider their application and convey the decision as deemed fit after fulfillment of all the requirements.

1. All recognized Medical Colleges

- 2. Indian Medical Association.**
- 3. National Academy of Medical Sciences.**
- 4. International Medical Sciences academy**
- 5. Recognized and registered Specialists Associations (only National level Associations, their State Chapters and recognized city chapters).**
- 6. All recognized Postgraduate Medical Institutions.**
- 7. Central Government. and State Government Hospitals (including Districts Hospitals) and training centres in health field including Ministry of Health and Family welfare, Defence, Railways.**
- 8. Organisations who arrange International Conference/CME's.**
- 9. Organisations who arrange National conference/CME's**
- 10. Duly recognized state and district State Chapters of National Associations.**

- 11. Registered Professional bodies of repute functional at District, City, State Level eg. Physician Forum/Surgeons Forum/ Doctors Forum etc. in their areas/ specialties and super specialties.**

- 12. Multi-Speciality Hospitals with accreditation and presently conducting Dip NB courses. A copy of the order approving Dip NB course should be produced along with the application for accreditation of CME.**

Procedure of Accreditation

All eligible organizations conducting CME programme should approach
U. P. Medical Council for accreditation



On receipt of duly filled application with all the formalities, U. P. Medical Council
will refer the application to accreditation committee after pre-screening



Accreditation committee as constituted by U. P. Medical Council will examine the
application and course content of CME programme



Decision of accreditation to award credit hours will be communicated to
responsible authority of U. P. Medical Council.



U. P. Medical Council will inform the organization about number of credit hours
allotted for CME



Organization shall mention the number of credit hours allotted in their certificate
mentioning the name of council



Accreditation will be valid for five years only

Registers to be maintained by the Medical Councils

U. P. Medical Council shall maintain a register (computer data based) showing the names of accredited organisations conducting CME programs.

Keeping in view large volume of work to be handled by the Council in regard to approval of organisations conducting the CME course, keeping record of CME programs attended each year by registered medical practitioners and coordinating with State Medical Councils etc. a separate section is created for the purpose.

GUIDELINES FOR C.M.E. ACCREDITATION

1. Accreditation/Credit hours to be awarded will be the sole discretion of the U. P. Medical Council and will depend upon the subject matter, Status of the speaker, Quality of the papers to be presented in the C.M.E./Conference.
2. Any professional organization or body or institution making to hold CME's should apply for accreditation to the U. P. Medical Council. The council on verifying the credentials of the organization will give certificate of accreditations to those bodies to hold CME's.
3. The officer bearers of the Association/ Organization will apply to the U. P. Medical Council on a designed application form. The application should be accompanied by the Complete program of the C.M.E./Conference including the names, designation qualification and Country of the speakers along with the subject of speech.
4. Accredited bodies like I.M.A./ professional bodies which hold regular CME's will have to inform the U. P. Medical Council, the date & time of the CME, at least 30 days in advance, so that the U. P. Medical Council can send observer for the CME.
5. In the application sent to the U. P. Medical Council, duration given to each speaker should also be mentioned along with the topic of the lecturer while applying for the credit hours.
6. Credit hours will be based on the composition of the faculty participation, quality and the contents of the subject matter.
7. **Associations/ Organizations should strictly issue the certificate to the delegate who has attended the C.M.E. No certificates should be**

distributed on the first day at the time of Registration for the C.M.E./Conference. The certificates should be distributed/ awarded only on the last day after completion of C.M.E/ Conference/Workshop.

8. Associations/ Organizations will be duty bound to send the feedback of the delegates and the list of the delegates who have attended the C.M.E./Conference. A separate list for the delegates belonging to State of U. P. and delegates of the other states be submitted to the U. P. Medical Council.
9. In case it is found by the council that the certificate is false then the accreditation certificate of issuing Association / Organization will be cancelled.

Credit Hours as approved by Governing Body of U.P. Medical Council,
Lucknow on 11 April 2012

1. Two orations or Guest Lectures of 30 minutes duration or one lecture of 60 minutes by foreign faculty of international repute shall be eligible for one credit hour.
2. C.M.E./ Workshop of minimum three hours duration shall be eligible for one credit hour.
3. C.M.E./ Workshop of Six hour duration shall be eligible for two credit hour.
4. C.M.E./ Workshop of nine hour duration shall be eligible for three credit hour.
5. U. P. Medical Council will recognize International Status or conference, if ten or more faculty members from abroad are participating as faculty in such conferences.

The credit hours for delegates attending such Conferences / C M E / Workshop will be as below:

| Sr. No. | Credit Hours |
|---|---------------------|
| 1) One day C.M.E./ Workshop/conferences | 4 Hours |
| 2) Half day C.M.E. /Workshop/conferences | 2 Hours |

Faculty members of international conferences will get one additional Credit Hours.

6. Speakers / Chairperson / Moderator at any conference/ CME/ Workshop/ training program will be given one credit hour in addition to the credit hours allotted to delegates for that particular academic activity.
7. Director, joint director medical education & research/ Director, Joint director health services and Deans of medical colleges will be awarded 4 credit hours per year .They will have to produce certificate to U. P. Medical Council regarding their job status at the time of Renewal of Registration
8. Doctors working as medical teachers can claim 4 credit hours per year after producing certificate from their head of institution indicating that, they are taking undergraduate / postgraduate classes & are engaged in postgraduate, research work.
9. Doctors doing Post Graduate courses e.g. Diploma M.D., M.S., D.N.B., M.Ch., D.M., etc. from recognized/ reputed institutions will get 4 credit hour per year for the duration of the courses. e.g. First year 4 credit hour. Second Year 4 credit hour, Third year 4 credit hour.
- 10.The doctors may attend the International C.M.E.'s/ Conferences held overseas as delegates. On the production of the certificates of attendance. CME credit hours will be given.
- 11.Any paper published in index National/ International Medical journal will entitle the author/ co-authors for credit hours.
- 12.Any chapter published in a text book or update book published by professional bodies will entitle the author/ co-authors for credit hours.

The Academic Council recommended that for a Medical College Teacher attending a Conference/CME programme/Workshop of minimum 08 hours duration/day, the credit hours to be awarded are as under:

03 credit hours/day/speaker

02 credit hours/day/participant

GUIDELINES FOR ISSUING CREDIT HOURS FOR CME/CONFERENCE

| Sr. No. | Activity | Credit Hours |
|----------------|--|---------------------|
| 1 | Two orations or Guest lecturers of 30 minutes duration or one lecture of 60 minutes by foreign faculty of international repute | 1 Hours |
| 2 | CME/Workshop/state/National conference of minimum 3 hours Duration | 1 Hours |
| 3 | CME/Workshop/State/National Conference of minimum 6 hours Duration | 2 Hours |
| 4 | CME/Workshop/State/National Conference of minimum 9 hours Duration | 3 Hours |
| 5 | International CME/Workshop/conference of 3 hours Duration | 2 Hours |
| 6 | International CME/Workshop/conference of 6 hours Duration | 4 Hours |
| 7 | International CME/Workshop/conference of 9 hours Duration | 6 Hours |

Guidelines for issuing credit hours for Published Medical text book / chapter in text book / Research Papers in International & National Index Medical Journals and Participation in International Conferences / CME's / Workshops.

| S. No. | Publication of Medical Text Book | Credit Hours |
|--------|--|--------------|
| 1 | Author / Co-authors / Editor / Joint Editor of Published Medical Text Book | 6 Hours |
| 2 | Author / Co-authors of Chapter Published in Medical Text Book | 4 Hours |

| S. No. | Papers Published in International Indexed Journals | Credit Hours |
|--------|--|--------------|
| 1 | Original article | 6 Hours |
| 2 | Case Report | 4 Hours |
| 3 | Letter to Editor | 2 Hours |

| S. No. | Papers Published in National Indexed Journals | Credit Hours |
|--------|---|--------------|
| 1 | Original article | 6 Hours |
| 2 | Case Report | 4 Hours |
| 3 | Letter to Editor | 2 Hours |

| S. No. | Participation in International Conferences | Credit Hours |
|--------|---|--------------|
| 1 | Guest Speaker | 5 Hours |
| 2 | Paper Presentation (Oral) in International Conferences | 4 Hours |
| 3 | Poster presentation / poster discussion | 3 Hours |
| 4 | Poster exhibition only | 2 Hours |
| 5 | Participation in International Conference as Delegate | 6 Hours |
| 6 | National Conference organized by National Professional Association/ | 6 Hours |
| 7 | Outside CME /Symposia organized by recognized Professional bodies. | 2 Hours |

There is no age exemption for attending CME / Workshop / conference

Continued Medical Education (C.M.E.) which will not be accredited:

1. The C.M.E.'s organized by a drug/ equipment company for promotion of the drug / equipment will not be entertained/ considered.
2. C.M.E's organized by the individual nursing homes/ Hospitals/ persons for marketing purposes shall not be credited.
3. C.M.E. organized for self promotion/ advertisement will not be credited.
4. CME organized by non-registered professional body will not be credited.
5. Credit hours will not be given to live operative workshop performed by foreign faculties unless they obtain provisional registration from Medical Council of India.

Duration of Continuing Medical Education Programme

it is decided that all registered Modern Medicine doctors should attend 30 hours of Continuing Medical Education Programme within every 5 years in order to renew their registration in the U. P. Medical Council.

For the doctors who are registered up to 31-12-2011, all programmes attended by them after their registration will be considered for their first time renewal. The doctors who register from 1-1-2012 have to produce accredited CME certificates within 5 years of their registration for renewal.



UTTAR PRADESH MEDICAL COUNCIL

5, Sarvapalli Mall avenue Road, Lucknow – 226001

Phone : 91-522-2238846, Fax : 91-522-2236600

Website : www.upsmfac.org

APPLICATION FOR OBTAINING ACCREDITATION BY UTTAR PRADESH MEDICAL COUNCIL

(TO BE SUBMITTED PREFERABLY ONE MONTH IN ADVANCE)

To,

The Registrar,
Uttar Pradesh Medical Council
5, Sarvapalli Mall avenue Road,
Lucknow – 226001

**Subject: - To Issue certificate of Accreditation for the Conference/
Workshop/Seminar/ CME.**

Sir,

We are eligible to be awarded the accreditation hours as per guidelines for accreditation of CME programme laid down by Uttar Pradesh Medical Council. Our organization regularly conducts CME Programs / Workshops / Seminars / Conferences for updating knowledge of doctors and we have demonstrated ability to plan and implement above programs to cover the targeted doctors. Brief details of the program that we are conducting are as follows.

1. Name of organization
2. Recognition no. of MCI (applicable for Medical Colleges)
3. Registration number of association with its validity date
(attach photocopy of registration certificate)

4. Name and Medical registration number of organising secretary
(attach photocopy of registration certificate)
5. Expected number of delegates

6. Place and year of last such programme conducted by the organization
7. Details of final scientific programme with duration of lectures / programme
(attach separate sheet)

8. Date of Scientific programme

9. Venue of scientific programme
(attach original brochure of final scientific programme)

I have thoroughly read and understood the accreditation procedure. I request you to issue certificate of accreditation for above mentioned programme.

Thanking you

Yours Sincerely,

Signature

Name of the Organizing Secretary

Official Stamp

Note: 1. Application should be made on official letter head of the Organization / Association.

2. Organizing Secretary shall be responsible for submitting all the documents.

UNDERTAKING

1. Course Contents including speaker's speech of the CME in the form of a CD will be made available to the UPMC within seven days after conclusion of the CME program.
2. Speakers are not sponsored by any pharmaceutical company or manufactures of medical/surgical equipments.
3. International faculty will be delivering lectures / Video presentation only. He or She shall not conduct any live demonstration on any patient without prior permission by competent authority.

Signature

Name of the Organizing Secretary

Official Stamp

Proposed Format of Certificate

Name of the Organization

(Organizing Conference /Workshop Seminar/ CME)

This is to certify that

Dr.....has participated
as delegate in
(CME Conference Workshops/Seminar/Programme) held on
at..... Uttar Pradesh Medical Council has
granted credit hours to delegates.

(Reference No. UPMC/ Date)

Organizing Chairman