

GUIDELINES ON CONTINUING MEDICAL EDUCATION- 2018.



**Royal Government of Bhutan
Bhutan Medical and Health Council
Autonomous Government Agency
Thimphu Bhutan**

"Ensuring patient safety, enhancing the professionalism in health"

Editions of the Guidelines on Continuing Medical Education

1. 1st Edition : Guidelines on Continuing Medical Education 2009
2. 2nd Edition : Guidelines on Continuing Medical Education 2018

"Ensuring patient safety, enhancing the professionalism in health"

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GUIDELINES ON CONTINUING MEDICAL EDUCATION – 2018.

POLICY:

1. The Bhutan Medical and Health Council(BMHC) Regulations 2005 (Section 16.2) requires all the registered medical and health professionals to accrue a minimum of 30 credits in five years in order to be eligible for the renewal of their registration. This minimum credit requirement shall be deemed applicable only to those members who wish to engage in active clinical practice and shall require a minimum of **3** credits per year in the core professional practice.
2. Any Medical or Health professionals who are not engaged in active clinical practice but wish to remain registered with the Bhutan Medical and Health Council shall have to have a minimum of 15 credits in 5 years as CME requirement in their professional practice.
3. Medical or Health professionals registered with BMHC but not active in clinical practice and wishing to pursue active professional clinical practice should have to undergo a clinical attachment in their field of professional practice for a minimum period of 3 months under a clinical supervisor appointed by the BMHC.

MISSION STATEMENT:

4. The Continuing Medical Education mission of BMHC is to ensure the continuing comprehensive education programme for the purpose of maintaining the healthcare providers up-to-date in their professional practice either in clinical or research areas relevant to their professional practice and national disease control programmes.

PURPOSE:

5. The purpose of CME programme is:
 - a. To provide self-assessment and lifelong learning for the healthcare providers.
 - b. To update and enhance their clinical competency in their relevant fields.
 - c. To improve quality clinical services, safe and effective patient care.

GOALS OF CME PROGRAMME:

6. The main goals of the CME programme are:
 - a. To offer CME activities based on identified learners' needs and deficiencies.
 - b. To design CME activities to meet the stated learning objectives and enhance the competency of the required clinical practice.
 - c. To present CME activities that enhances inter-disciplinary synergy of health professionals in improving quality of patient care and disease control programmes.

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- d. To provide CME experience in knowledge, attitude, and behavioral skills that results in improved clinical performance and professional development.

CONTENT AREAS:

7. The core contents of the CME programme would include the primary and specialty clinical educational activities which are designed to address the current and emerging advances in medical science, technology, clinical education, treatment and research in their professional practice. Besides, the CME activities would also integrate, wherever appropriate, practice management and leadership educational programmes that would result in managing competent, effective and efficient healthcare practices.

TARGET AUDIENCE:

8. The CME activities should be planned and designed to meet the professional and practice-related needs of each categories of medical and health professionals registered with the Bhutan Medical and Health Council.

CALCULATION OF CME CREDITS:

9. One credit shall be accredited to 3 (three) working hours. Therefore, an individual who wishes to remain in active clinical practice shall have to accrue a minimum of 6 credits in one year (that is, 18 hours of CME activity in one year to build a total of 30 credits in 5 years, which is equivalent to a total of 90 CME hours in 5 years).
10. For individuals who are not in active clinical practice but wishing to renew their registration shall have to have a minimum CME activity of 15 credits in 5 years (i.e., 45 CME hours in 5 years) which works out to 3 credits (or 9 CME hours) per year.
11. Two CME credit shall be awarded to 3 (three) working hours for those workshop and training in clinical subjects conducted in house in the respective departments / wards for the relevant medical and health professionals.
12. Registered Medical and Health professionals, who don't have the required CME credits as per section 9, should demonstrate with evidence that they have undertaken 60 days (or 450 hours) practice relevant to their scope and professional practice within the last three years.

CME CREDITABLE ACTIVITIES:

13. The CME credits shall be assigned to the various CME creditable activities as outlined in table 1.

TABLE 1

SL.#	Type of CME Activity	CME Credits awarded	
1.	Seminars/lectures by medical experts	As determined from the agenda	
2.	Relevant Clinical workshop and CME programmes	As determined from the agenda	
3.	Medical /Clinical Conference	As determined from the agenda	
4.	Medical and clinical Congress	As determined from the agenda	
5.	Medical and Clinical Symposium	As determined from the agenda	
6.	Formal courses in a recognized teaching institution /Structured Training Courses Structured Clinical training not leading to enhance professional qualification	Duration	CME Credits
		<1 month	6
		<6 months	10
		7 – 12 months	10
		13 – 24 months	15
	>24 months	30	
7.	Clinical Research by the professional in their relevant professional field	15 credits: for main author/ researcher 10credits: for co-author/assistant	
8.	Publications – books, chapter in book, articles	6 credits for book; 3 credits per chapter or article	
9.	Presentations – oral or poster in	3 credits per paper/ poster	
10	Assignment, project work – designing and developing teaching materials, guidelines, etc.	6 credits per paper/ assignment	
11	BMHC approved web-based CME activities in relevant fields	As per online accreditation	
12	Resource/ Trainers/ Facilitators registered with the BMHC in their professional practice	As determined from the agenda	
13	Teaching faculty	6 credits	
	a) 1 semester b) 3 clinical practice hours	1 credit	

Note: Need documentation evidence

ACCREDITATION BY CME COMMITTEE:

14. The CME committee shall be instituted to accredit the CME programme and shall be comprised of members and discharge functions as described in the sub-sections that follows:

MEMBERS:

15. The CME Committee shall be comprised of representatives with clinical background from the following:
 - a. Department of Medical Services
 - b. Department of Public Health
 - c. Department of Traditional Medicine Services
 - d. Khesar Gyalpo University of Medical Sciences of Bhutan
 - e. Clinical Department proposing or assigned to implement the activity
 - f. BMHC Secretariat

FUNCTIONS OF CME COMMITTEE:

16. The CME Committee shall discharge the following functions:
 - a. Develop and review the CME Policy Guidelines.
 - b. Review the CME proposal.
 - c. Evaluate the relevance of CME activities to ensure that the proposed educational activities are in compliance with the CME mission and procedures.
 - d. Provide recommendation to the CME organizers.

PROCEDURES

Procedures for approval of Continuing Medical Education

17. The BMHC secretariat on behalf of CME committee will approve the CME proposal .
18. The proposing individual/ organization/ agency shall submit the CME proposal online in the prescribed format (*appendix-I*) at least one month in advance of the proposed date of the CME activity in order to obtain approval and CME code.
19. Any adhoc CME activity that is carried out without prior approval should be applied online in the prescribed format and should seek the approval within 10 working days after completion of the activity.
20. The BMHC shall review all CME activities of the proposed activities in terms of its relevance to the practice-area of the proposed target audience and their general or specific usefulness in enhancing quality of patient care which shall be notified online.
21. On completion of the CME activity, the organizer shall submit a list of the participants and resource persons along with the BMHC, registration number and email address to the Council secretariat to facilitate updating of CME credits of the individual members online for official record.

22. CME credits can only be uploaded by the Council after verification with CME approval code and individual medical or health professional can only view in their online personal profile but cannot update CME credit by the individual.
23. Individuals who acquire CME credits through participation in various CME programmes outside the country shall have to submit or apply online, to the Council with the Certificate of Participation and/ or programme agenda or brochure together with documents supporting the individuals' official nomination for the CME course in question. After proper verification, the Council shall assign appropriate credits and accordingly update the individual's CME Credit.
24. The BMHC shall appraise the Health Ministry biannually on the CME credits status of the medical and health professionals working in the health facilities.

Medical and Health professionals engaged in fulltime administration, programme and Teaching Faculty

25. A Medical and Health professional who is engaged full time in administration and programme responsibilities (that is, he/she is not in active clinical practice) shall have to submit a declaration, as outlined in *appendix-III*, indicating his/ her intentions as to whether or not he/she wishes to pursue an active clinical practice.
26. An individual who wish to cease active clinical practice but wish to keep the Registration valid or wishing to suspend their Registration shall have to fulfill the CME requirement of 15 credits in 5 years in order to eligible for renewal of his/her registration with the BMHC.
27. Registered Medical and Health professionals with BMHC but not in active in clinical practice and wishing to pursue active professional clinical practice shall have to undergo a clinical attachment in their field of professional practice for a minimum period of 3 months under a clinical supervisor appointed by the BMHC or shall have to undergo competency assessment in their professional practice conducted by the BMHC.
28. The Clinical Supervisor shall use the 'supervisory Assessment Tool' designed specifically to assess the performance of an individual undergoing a supervised clinical attachment.
29. Medical and Health professionals engaged in full time teaching as a faculty shall require a minimum of 20 credits of clinical practice in their respective professional practice to be eligible for renewal of their registration.

TIME FRAME

30. The revised guideline shall come into force from 31st January 2018. However, the credits accrued by the medical and health professionals till the day this revised guideline comes into effect shall be treated as valid for the purpose of renewal of their registration with the BMHC.

APPENDIX – I

CME OnlineApplication Format

1. Type of CME Activity [put ‘√’ in appropriate cage (s)](At least

- | | | |
|--|---|--|
| <input type="checkbox"/> a. Workshop | <input type="checkbox"/> b. Conference | <input type="checkbox"/> c. Congress |
| <input type="checkbox"/> d. Seminar | <input type="checkbox"/> e. Symposium | <input type="checkbox"/> f. Clinical Meeting |
| <input type="checkbox"/> g. Research | <input type="checkbox"/> h. Attachment | <input type="checkbox"/> i. Training |
| <input type="checkbox"/> j. Publications | <input type="checkbox"/> k. Presentations | <input type="checkbox"/> l. Study Tours |
| <input type="checkbox"/> m. Assignments | <input type="checkbox"/> n. Online CME | <input type="checkbox"/> o. Others: |

2. Agenda – CME brochure [name of resource against topics & time allocated](Download the sample Agenda document for submission of online proposal)

- Venue:
- Duration of CME Activity:
- Date:

3. Title of CME/ Objectives of Proposed CME Activity:

4. Participants:

- Number:
- Category/ Levels:

5. Methodologies:

- | | | |
|---|--|--|
| <input type="checkbox"/> a. Lectures | <input type="checkbox"/> b. Practical | <input type="checkbox"/> c. Demonstrations |
| <input type="checkbox"/> d. Tutorial | <input type="checkbox"/> e. Case-Conference | <input type="checkbox"/> f. Role play |
| <input type="checkbox"/> g. Peer review | <input type="checkbox"/> h. Problem-based learning | <input type="checkbox"/> i. Others |

6. Participant Category

- No. of participants

7. CME Organizer/ Applicant:

- Applicant Name
- Applicant Email:

8. SUBMIT

APPENDIX – II

CME Approval Notice

1. Your CME ID:
2. Approved CME credit for participants:
3. CME credit for resource:
4. Remarks: Please submit signed list of participants along with BMHC registration no. clearly mentioned at the end of activity. This will facilitate in awarding CME credits into respective accounts. You may email the participant list to:

APPENDIX – III

DECLARATION FORM

(To be used by medical & health professionals not in full time clinical practice)

To

The Registrar General
Bhutan Medical and Health Council
Thimphu

Fax No. 00975-2-331576

Dear Sir,

I hereby declare that:

1. I am currently not in active clinical practice and have not regular patient contact.
2. I undertake to fulfill the following requirement of the Council:
 - (i). Lowered CME requirement of 15 credits in 5 years for renewal of registration; or
 - (ii). A supervised Clinical attachment for a minimum of 3 months to be eligible for active clinical practice.

Signature :

Name:

BMHC R. No:Tel No. :

Email:

Date:

(For official use only)

Decision of Council:

1. Approved :
2. Not approved :

Verified by:

Date:

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APPENDIX – IV

CME credit certificate



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BHUTAN MEDICAL AND HEALTH COUNCIL
Autonomous Government Agency**



Continuing Medical Education Credit Certificate

Name: _____ BMHC.Reg.no. _____

Has successfully completed the following activity : _____

Date : From _____ to _____

Signature of Principal Resource Person:

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ISBN 978-99936-846-5-7
Printed at Kuensel

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