



**KHYBER MEDICAL UNIVERSITY**



**GUIDELINES FOR  
CONTINUING MEDICAL EDUCATION (CME)  
&  
CONTINUING DENTAL EDUCATION (CDE)**

## INTRODUCTION AND PREAMBLE

**To practice Medicine/ Dentistry in Pakistan, all doctors are required by Law to be registered and to have a license to practice**

Good Medical Practice requires doctors to keep their knowledge and skills up to date throughout their working and to maintain and improve their performance. Continuing Professional Development (CPD) is a key for doctors to meet these professional standards and is one of the sources of information required for appraisal and revalidation/ recertification.

Medical Science is dynamic and it is essential for the doctor to become acquainted with the advances in medicine. Continuing Medical Education (CME)/ Continuing Dental Education (CDE) is an essence of this concept. Tremendous advances are taking place in the field of medical sciences, continuously changing the concept, approach to management and the outcome of several diseases.

The term CPD acknowledges the wide-ranging competencies needed to practice high quality medicine/ dentistry, including medical, managerial, ethical, social and personal skills. CPD therefore incorporates the concept Continuing Medical Education (CME), which generally is taken to refer only to expanding the knowledge and skill required by the doctors.

PM&DC has developed standards and guideline on use of CPD as a mandatory requirement under section 16 B of PM&DC (Amendment) Act 2012 for the renewal of license to practice.

According to which;

*License to practice be given only to those medical/ dental practitioners/ specialists who have completed at least 5 credit hours/ years (for GPs) and 10 credit hours/ year (for specialists) of training of CME. These training shall be conducted by recognized DAI/ professional body.*

Importance of credit hours and updating knowledge of doctors has been globally accepted and also been approved by all the Medical councils. This is necessary as the modern medical science is growing leaps and bounds and the update for any medical doctor is necessary for overall societal betterment. The doctrine of patient "deserves the best" has to be respected.

To establish a robust regulatory framework of compulsory CPD being part of legislation, the Medical/ Dental institutions/ organizations in Pakistan are invited to get registration as accredited organization for CME/ CDE. These accredited organizations shall provide opportunities of continuing professional development to the registered medical/ dental doctors.

Certificate of Continuing Medical Education (CME) of only those DAI/ Institutions will be Entertained which shall be registered with PM&DC.

No renewal of PM&DC registration will be considered without certificate of CME after implementation of these CME/ CPD guidelines. Or once formally disseminated to the institution and advancement and as displayed on the website (whichever comes appear earlier).

### **REQUIREMENT OF CREDIT HOURS FOR RENEWAL**

|    |   |
|----|---|
| 1. | 5 credit hours/years of CME training from a recognized DAI / professional body is mandatory for General Practitioners.  |
| 2. | 10 credit hours/ years of CME training from a recognized DAI/ professional body is mandatory for Specialists  |
| 3. | No carry forward of extra credit points is permissible after 5years.  |
| 4. | For any CME / CDE / Symposium / Conferences of any duration, not more than 4 credit hours will be awarded.  |
| 5. | Renewal cycle of 5 years is from the date of fresh registration or renewal date.  |
| 6. | A criterion for recertification of medical/ dental practitioner license should be established comprising of compulsion of BLS for each candidate aspiring of recertification. |

## GUIDELINES FOR CME/CDE

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| 1.  | Credit hours to be awarded will be the sole discretion of the Khyber Medical University and will depend upon the subject matter, Status of the speaker, Quality of the papers to be presented in the CME/ CDE/ Conference.   |
| 2.  | Any professional organization or body or institution making to hold CME/ CDE should apply for accreditation to the Khyber Medical University. The CME Committee on verifying the credentials of the organization will give certificate of accreditations to those bodies to hold CME/CDE.  |
| 3.  | The office bearers of the Association / Organization will apply to the Khyber Medical University on a designed application form. The application should be accompanied by the Complete program of the CME/ CDE /Conference including the names, designation and Country of the speakers and the subject of speech.                                       |
| 4.  | Accredited bodies which hold regular CME/CDE will have to inform Khyber Medical University, the date & time of the CME/CDE, at least 15 days in advance, so that the University can send observers for the CME/CDE.  |
| 5.  | In the application sent to Khyber Medical University, duration given to each speaker should also be mentioned alongwith the topic of the lecture 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 CME/ CDE. No certificates should be distributed on the first day at the time of registration for the CME/ CDE/ Conference. The certificates should be distributed/ awarded only on the last day after completion of CME/CDE/Conference/ Workshop. |
| 8.  | Associations/ Organizations will be duty bound to maintain the feedback of the delegates and the list of the delegates who have attended the CME/ CDE/Conference for 5 years. In case it is found by the Council that the certificate is false then the accreditation certificate of issuing Organization / Association will be cancelled.               |
| 9.  | Associations/ Organizations will be duty bound to maintain the feedback of the delegates and the list of the delegates who have attended the CME/ CDE/ Conference for 5 years.   |
| 10. | In case it is found by the Council that the certificate is false then the accreditation certificate of issuing Association / Organization will be cancelled.   |
| 11. | If required Khyber Medical University can seek additional information or inspect the applying  |

## GUIDELINES FOR CREDIT HOURS

One Credit Hour is equal to 3 hours session

Maximum 6 hours duration per day shall be 2 credit hours.

|    |   |
|----|---|
| 1. | CME/ CDE workshop of minimum three hours duration shall be eligible for maximum of one credit hour.   |
| 2. | CME/ CDE workshop of six hour duration shall be eligible for two credit hours.  |
| 3. | Speaker at any conference/ CME / CDE /workshop / training program will be given one credit hour per lecture given. If they attend the whole CME/ CDE as a delegate, then they will be given the approved credit hours of the CME/ CDE.  |
| 4. | The doctors may attend the international CME/ CDE Conference held overseas as delegates. On the production of the certificate of attendance.CME/ CDE credit hours will be given as per equivalence formula.   |
| 5. | Medical Officers/ General Practitioners - all the official training programs conducted by Provincial/District department of health (Directorate of Health Services) should be granted credit hours. All relevant departments should apply for recognition as per PM&DC rules and then shall inform about the details of training programs well in advance to Khyber Medical University to avail points. |
| 6. | It will be responsibility of the organization arranging the CME/ CDE to deposit requisite Fee to Khyber Medical University as prescribed.   |
| 7. | Online/ Manual application will have to be made preferably one month in advance. Minimum 15 days in advance, application will be required.  |
| 9. | The institutions should be responsible for deciding/ designating credit hours for each activity as the degree of engagement of candidates varies with the type of activity e.g. lecture, workshop. The level of competency achieved in one hour session for a skill training workshop is different from the one achieved through a one hour seminar.  |

## CME / CDE COMMITTEES

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| 1. | Khyber Medical University will have an Accreditation Committee who will monitor, control and audit the CME/CDE. They will also cooperate in overseeing proper conduct of CME/CDE in accordance to PM&DC Rules. |
| 2. | The committee will help for smooth decentralized implementation of CME/ CDE  |
| 3. | PM&DC will form a Central level and provincial levels CME / CDE Committee.   |

## KHYBER MEDICAL UNIVERSITY COMMITTEE FOR CME / CDE

|    |                                 |
|----|---------------------------------|
| 1. | Controller of Examinations, KMU |
| 2. | Director, AA&QA, KMU.           |
| 3. | Director, IBMS, KMU.            |
| 4. | Director, IPH&SS, KMU.          |
| 5. | Principal, KIMS, KMU.           |
| 6. | Principal, KIDS, KMU.           |
| 7. | Coordinator, IHPE&R, KMU.       |
| 8. | Co-opted member                 |

| KHYBER MEDICAL UNIVERSITY FEE FOR CME / CDE                      |              |
|--|--------------|
| Institutional Registration Fee per activity of two credit hours: | Rs. 10,000/- |
| Additional Fee per one credit hour:                              | Rs. 5,000/-  |

*Note: Waiver of fee in special cases as per recommendation of CME/CDE committee*

### SPECIALTY DISTRIBUTION (WHICH SPECIALTY DOCTOR CAN ATTEND WITH SUBJECT CME / CDE)

| S # | PARTICULARS                           | SPECIALTY CME / CDE   |
|-----|---------------------------------------|---|
| 1.  | General Practitioners /Administration | Any Clinical CME / CDE, BLS, ACLS   |
| 2.  | Pre-clinical                          | Anatomy, Physiology, Bio-chemistry, Pharmacology, etc.  |
| 3.  | Para-clinical                         | Pathology / Micro-Biology / Community Health Sciences, Dental materials, Dental Pathology, etc. |
| 4.  | Surgical                              | Surgical and Allied discipline (medical /dental).   |
| 5.  | Medical                               | Medicine and Allied discipline (medical / dental), Paediatrics.                                 |
| 6.  | Gynae / Obst.                         | Gynae, Gen. Surg, Gen. Medicine, Anaesthesia, Gynae. Sub-Specialty Radiology & Imaging          |
| 7.  | Multi-specialty CME / CDE             | BLS, ACLS, Any specialty or general practitioner, Medical Education / Research                  |

**SPEAKERS FOR CME /CDE**  
**GUIDE LINES FOR ORGANIZATION OFFERING CME / CDE**

**OBSERVER FOR CME / CDE**

- a) Khyber Medical University may nominate maximum 2 observers for each CME/ CDE.
- b) Observers will be in consultation with the CME/ CDEcommittee.
- c) One Observer should as far as possible be from the concerned specialty of CME/ CDE.
- d) The organization hosting the CME/ CDE will have to make the observers as Hon. Delegate and arrange for hospitality including transport &stay wherever required.
- e) Observers will have to authenticate the attendance sheet, Feedback forms & Excel sheet (Summary of CME/ CDE) & submit it to PM&DC secretariat.
- f) Observers will have to maintain highest standards of decorum and they will have to ensure that the CME/ CDE is conducted properly and as per prescribed norms and there is no false attendance and that excess fees is not charged.
- g) Observers will be entitled for 1 extra point plus the concerned CME/ CDE points.

To,

The Director,  
Academics, Admissions & Quality Assurance,  
Khyber Medical University,  
Peshawar

Subject: **ISSUE OF CERTIFICATE OF CME / CDE**

Sir,

We plan to offer the CME / CDE programs / workshops / seminars for updating knowledge of doctors as per detail given below:-

- Name of the Institutions / Organization: \_\_\_\_\_
- Postal Address of the Institutions / Organization: \_\_\_\_\_  
\_\_\_\_\_
- Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Details of Programs (Learning Outcome/ Assessments / Feedback: \_\_\_\_\_  
\_\_\_\_\_ (Details attached)
- Name & Designation of Focal Person: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Email Address: \_\_\_\_\_
- Details of Faculty Members / Tutors / Resource Persons: \_\_\_\_\_ (List attached)
- Number of Participants Doctors: \_\_\_\_\_ (List attached)
- Registration fee: \_\_\_\_\_
- Duration of the program: From: \_\_\_\_\_ to: \_\_\_\_\_
- Nature of Program Offered (Kindly Tick): CME \_\_\_\_\_ CDE \_\_\_\_\_ or Both \_\_\_\_\_
- Programs specified for (Kindly Tick) GPs / Admin : \_\_\_\_\_ Specialists \_\_\_\_\_
- Please specify specialty \_\_\_\_\_
- Total number of credit hours claimed: \_\_\_\_\_ (Program attached)

With Best Regards,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Stamp of the Organization