



CONTINUING MEDICAL EDUCATION & CONTINUING PROFESSIONAL DEVELOPMENT | KHYBER MEDICAL UNIVERSITY

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1 DOCUMENT CONTROL

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2 ARTICLE I: INTRODUCTION

Khyber Medical University has been designated by the Pakistan Medical and Dental Council as a CME/CDE provider. Thus, credits issued by KMU shall be accepted nationally which at the same time places great responsibility upon all of us for maintaining this status by strictly complying not only with the policies and standards of PM&DC but also developing a process for the continuing professional development of Allied Health sciences including Nursing, Pharmacy, Physiotherapy, etc.

Health and its related fields have witnessed a sharp increase and turnover in knowledge, skills, practices, and attitudes that it has become necessary for all health professionals to upgrade and keep up with the changing times to ensure safe and efficient delivery of all types of health services.

It thus becomes crucial for a medical university not only to run its degree, diploma and certificate courses to a set standard but also have regular CME/CPD events to improve upon the professional development of the health force of the country.

The first section includes definitions of the terms for better understanding by faculties of KMU and other institutes desirous to participate in the organization of CME/CPD activities. The rest of the document explains the list of activities eligible for CME/CPD Credits and the number of credits awarded to each activity as well as KMU steps for processing and organizing events (Pre-Event, Event and Post-Event).

3 ARTICLE II: DEFINITIONS OF TERMS USED

3.1 General terms

- (i) "University" means Khyber Medical University.
- (ii) PM&DC means Pakistan medical and dental council
- (iii) ACCME means American association of continuing medical education
- (iv) AMA means American Medical Association
- (v) CME/CPD Committee (ANNEX VII)

3.1.1 Accredited provider/CME/CPD provider

An organization accredited by the PM&DC as a provider of continuing medical education in this regard Khyber Medical University (KMU)

3.1.2 CME/CPD Awardee,

Institute/ faculty organizing the event to home credits are awarded.

3.1.3 CME/CPD Activity,

A CME/CPD activity is an educational offering that is planned, implemented, and evaluated in accordance with the KMU Accreditation Criteria and policies. (Terms CME and CPD are used interchangeably)

3.1.4 Directly provided

A directly provided activity is one that is planned, implemented, and evaluated by the accredited provider.

3.1.5 Jointly provided

A jointly provided activity is planned, implemented, and evaluated by the accredited provider and a non-accredited entity.

3.1.6 Solely provided

A solely provided activity is planned and implemented by a non-accredited entity and the evaluation is done by the accredited provider.

3.1.7 KMU CME/CPD Membership

A CME/CPD Membership refers to a structured package of Continuing Professional Development (CPD) services, resources, and privileges extended by an KMU as an accrediting body to affiliated academic or healthcare institutes.

3.1.8 Physician participants

Physician participants are activity participants who are medical doctors.

3.1.9 Other learners

Other learners are non-physician participants. This category continues to include activity participants other than doctors.

3.1.10 CME Credit

A single CME credit amounts to 60 minutes of participation time, rounded to the closest quarter-hour.

3.1.11 Contact hours/Hours of instruction.

Hours of instruction represent the total hours of educational instruction provided. For example, if a 1-day course lasts 8 hours (not including breaks or meals), then the total hours of instruction reported for that course is 8. Hours of instruction shall correspond to the number of credits designated.

3.1.12 Commercial interest

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. A commercial interest is not eligible for accreditation.

3.1.13 Commercial support

Commercial support for a CME activity is monetary or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity.

Advertising and exhibit income is not considered commercial support.

3.1.14 In-Kind commercial support

In-kind contributions are non-monetary resources provided by a commercial interest in support of a CME activity. Examples of in-kind support include equipment, supplies, and facilities.

3.1.15 Other income

Other income includes all income the accredited provider received for its CME activities and CME program that does not fall under commercial support or advertising and exhibit income. The most common examples of other income include activity registration fees, grants from government agencies or independent nonprofit foundations, and allocations from the accredited provider's parent organization or other internal departments to pay for the CME unit's expenses.

3.1.16 Expenses

Expenses are the total cost of goods, services, and facilities allocated to support the accredited provider's CME program. Examples: amounts spent for CME faculty honoraria, and meeting space.

4 ARTICLE III: CME POLICIES OF ACCME & AMA (COMMERCIAL AND FINANCIAL)

The university aims to comply with the existing policies of the ACCME and American Medical Association (AMA). The policies on commercial and financial interests are presented here.

4.1 Commercial Interest

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

The ACCME holds accredited providers accountable for ensuring the independence of CME. To ensure independence, it is essential for providers to understand how the ACCME defines a commercial interest. This definition sets the standard for determining organizations' eligibility for CME accreditation, as well as their eligibility to participate in joint provider ship and collaborative relationships with accredited providers.

4.2 Financial relationship and conflict of interest

Financial Relationship: Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. **Conflict of Interest:** Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

4.3 Disclosure of financial relationships to the accredited provider

Individuals need to disclose relationships with a commercial interest if both (a) the relationship is financial and occurred within the past 12 months and (b) the individual has the opportunity to affect the content of CME about the products or services of that commercial interest. The ACCME requires CME providers to ensure that those in control of content disclose to the provider all relevant financial relationships.

4.4 ACCME definition of a commercial support

Commercial Support is financial, or in-kind, contributions given by a commercial interest which is used to pay all or part of the costs of a CME activity.

When there is commercial support there must be a written agreement that is signed by the commercial interest and the accredited provider prior to the activity taking place. An accredited provider can fulfill the expectation on adopting an agreement between an accredited provider and a commercial supporter and indicating in writing their acceptance of the terms and conditions specified and the amount of commercial support they will receive.

4.5 Commercial support and acknowledgements

The provider's acknowledgment of commercial support may state the name, mission, and areas of clinical involvement of an ACCME-defined commercial interest but may not include corporate logos and slogans. This policy requires to disclose to learners the source of commercial support and to utilize commercial support in accordance to following standards laid down by ACCME:

4.5.1 Standard 1: Independence of CME activity in relation to:

- (i) Identification of CME needs
- (ii) Determination of educational objectives
- (iii) Selection and presentation of content
- (iv) Selection of all persons and organizations that will be in a position to control the content of the CME activity
- (v) Selection of educational methods
- (vi) Evaluation of the activity

A commercial interest (organization) cannot take the role of non-accredited partner in a joint provider relationship.

4.5.2 Standard 2: Resolution of personal conflict of interest

- (i) Everyone in a position to control the content of a CME activity has disclosed all relevant financial relationships with any commercial interest (in any amount occurring in the past 12 months that create a conflict of interest)
- (ii) An individual refusing to disclose any relevant financial relationships will be disqualified to participate in a CME activity in any position of control.
- (iii) The provider must resolve all conflicts of interest prior to the delivery of a CME activity.

4.5.3 Standard 3: Appropriate use of commercial support

- (i) The provider must make all decisions regarding the disposition and disbursement of commercial support.

- (ii) A provider will not accept advice or services concerning teachers, authors or participants or other education matters, including content from a commercial interest (organization) as conditions for contributing funds or services.
- (iii) All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.
- (iv) The terms, conditions and purposes of the commercial support must be documented in a written agreement between the commercial organization and the provider and its educational partner(s)
- (v) The agreement must specify the commercial interest that is the source of commercial support.
- (vi) The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers, and authors.
- (vii) All payments to be made should be guided by the laid down policy.
- (viii) Social events or meals at CME activities cannot compete with or take precedence over the educational events.
- (ix) The provider will not use commercial support for travel, lodging, honoraria, and all personal expenses for non-teacher or non-author participant of a CME activity. However, the provider may use the commercial support to pay for travelling, lodging, honoraria for bona fide employees and volunteers of the provider, joint provider or educational partner.
- (x) The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

4.5.4 Standard 4: Appropriate management of associated commercial promotion

- (i) Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
- (ii) Product promotion material or product specific advertisement of any type is prohibited including placement of CME activities on a website owned or controlled by a commercial interest.
- (iii) Advertising of any type is also prohibited within the educational content of a CME activity. The representatives of a commercial interest will not be allowed to engage in sale and promotional activities during the CME activity.
 - Educational materials of a CME activity such as slides, abstracts and handouts cannot contain any advertising including corporate logo, trade name or a product group message.
 - The non-CME elements of an activity such as schedules and content descriptions may include product promotion material or product specific information.
 - A provider cannot use a commercial interest (organization) as an agent for providing CME activity.

4.5.5 Standard 5: Content and format without commercial bias

- (i) A CME activity must promote improvements and quality in healthcare and not in a specific proprietary business interest of a commercial interest.
- (ii) Presentations must give a balanced view or therapeutic options by using generic names or by using several available trade names.

4.5.6 Standard 6: Disclosure relevant to potential commercial bias

- (i) An individual must disclose to learners any relevant financial relationship(s)
- (ii) If there is no relevant financial relationship(s) that must also be disclosed to the learners
- (iii) The source of all support from a commercial interest including nature of the in-kind support
- (iv) Disclosure statements should never include a corporate logo, trade name or a product group message.
- (v) The provider must disclose the above information to the learners prior to the beginning of a CME activity.

5 ARTICLE IV: Aim & Objectives

The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

The CME/CPD activities shall be conducted based on the regulations, standards and criteria set by the PMDC.

5.1 Aim

The main aim of CME/CPD activities is to reduce the Professional Practice Gap, (the difference between present treatment success rates and those thought to be achievable using best practice guidelines). These may also go beyond patient care (Leadership, informatics etc.)

5.2 Objectives

The Objectives of the Continuing Medical Education are as follows:

- (i) To facilitate life-long learning among physicians so that their practices may reflect the best medical care for their patients.
- (ii) The goal of CME is to help participants to enhance their performance in practice
- (iii) To enable participants to improve upon their knowledge, skills, and attitudes in practicing their professional duties.
- (iv) To establish a system of continuous professional development

6 ARTICLE V: Types of activities

- i. The CME/CPD program may include a large range of activities that can be divided into groups according to range and extent. However, each activity should be based on defined needs and have specific measurable objectives.
- ii. The range of CPD activities should cover all current and important subjects of national priority (based on national needs).

- iii. Each CPD activity should identify and define a broad or specific group of audience to whom it may have value. For example, a workshop on communication skills may be of interest for a broad range of audiences while a lecture on a specific procedure in Gynae may be of interest for gynaecologists only.
- iv. Participation in these activities may be at various levels and may carry different weightage for the award of CPD points. For example, a person may present his research, another one may chair a sessions and yet another one may simply attend the session.

CME/CPD activities may include but are not limited to the following.

6.1 Live Synchronous activities

- (i) **A live activity** occurs at a specific time as scheduled.
 - Participation may be in person or remotely as is the case with teleconferences or live Internet webinars.
 - These may be offered through a variety of delivery mechanisms; examples include, but are not limited to,
 - a. National, regional, or local conferences
 - b. Seminars, symposium, lectures
 - c. Workshops
 - d. Short courses
 - e. Regularly scheduled events,
 - f. Enduring
- (ii) **Virtual (live) activity** is an online course available via the Internet at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that.
- (iii) **Regularly scheduled series (RSS)** are multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly. Examples include Seminar series, morbidity, and mortality conferences, contact sessions, modules etc. Similarly an internet live activity when presented on multiple occasions, each event is counted as one activity. Example: webcast.

6.2 Enduring materials

An enduring material is a certified CME activity that endures over a specified time. These include print, audio, video, and Internet materials, such as monographs, podcasts, CD-ROMs, DVDs, archived webinars, as well as other web-based activities.

6.2.1 Details to be provided are as follows:

- (i) Disclose principal speakers and their credentials, contributor support, medium or combination of media used.
- (ii) Clear instructions to the learner on how to successfully complete the activity to earn credit as well as the minimum performance level for successful completion of the activity.
- (iii) Duration to complete the educational activity.

- (iv) Provide access to supplemental materials to reinforce and clarify specific information and appropriate bibliographic sources to allow further study.
- (v) Registration and attendance record and verify participation.
- (vi) Assessment of the learner that measures achievement of the educational purpose and/or objective(s) of the activity with an established minimum performance level.
- (vii) Evaluation at least once every three years, or more frequently if indicated by new scientific developments. (Findings from the evaluation process must be used by the planning committee and departmental administration to revise, update, or plan future versions of the enduring material.
- (viii) Date of original version, most recent review or update and termination date. Providers of enduring materials must communicate the above information to participants so that they are aware of this information prior to starting the educational activity.

6.2.2 Guidelines for Contributors of Enduring Material

- a. Product specific advertising of any type is prohibited in enduring materials
- b. Contributors must be acknowledged; however, acknowledgement must be placed only at the beginning of the enduring material
- c. The university acknowledgment may state name of the institution, mission, areas of involvement of the institution, corporate logos and slogans, if they are not product promotional in nature

7 ARTICLE VI: CME Credits

- (i) **The hours** of instruction represent the total credits of the educational instruction provided. *For example*, if a 1-day course lasts 8 hours (not including breaks or meals), then the total hours of instruction reported for that course is 8 Hours and shall correspond to the number of credits designated.
- (ii) **Credit designation** for each live activity is determined by measuring formal interaction time between faculty and the audience; 60 minutes of participation in a certified live activity equals one CME Credit hour. If a designated activity is of 15 minute or 0.25 credit increments; the accredited CME shall be round to the nearest quarter hour.
- (iii) **The time** for simultaneous certified sessions within a live activity can only be counted once toward the designated maximum.
- (iv) **Faculty credit:** Accredited CME providers may also award CME to faculty to recognize the learning associated with the preparation and teaching of an original presentation at the CME activity. They may be awarded credit based on a 2:1 ratio to presentation time. For example, faculty may be awarded 2 CME credit hours for a one-hour presentation. Credit may only be claimed once for an original presentation; credit may not be claimed for subsequent presentations of the same material.
- (v) **Each RSS is one activity:** The cumulative number of hours for all sessions within a series equals the number of hours for that activity and each learner is counted as a participant for

each session he/she attends in the series. For example: Academic seminars are planned for the entire year as 1 series. Participants meet weekly during the year for 1 hour each week. It shall be reported as 1 activity with 52 hours of instruction. If 20 physicians participated in each session, total physician participants would be 1,040 (20 physicians per session multiplied by 52 sessions) for that single activity.

In a certificate course, master class or a diploma each contact session shall be calculated similarly for the activity.

(vi) **Credit designation for each enduring material** shall be determined by a mechanism developed in consideration of the estimate of the amount of time a participant will take to complete the activity to achieve its purpose and/or learning objectives (e.g. the average time it takes a small sample group of the target audience to complete the material); credit is designated in 15 minute or 0.25 credit increments.

Credit shall be awarded only to participants who meet at least the minimum performance level on the assessment as established by the KMU CME cell.

8 ARTICLE VII Standard operating procedures (SOPs) for award of CME CREDITS

The following standard operating procedures are to be observed for planning, processing, and conducting a live educational activity for the award of CME credits.

(i) **The prescribed 'Pre-Application Request Form'** for a CME activity must be submitted to the CME Unit KMU at least two weeks before the proposed dates of the activity along with all prescribed enclosures (**ANNEX I**). For ease we have added the online link for submission. <https://forms.gle/jWXXkvZGHJHyFdhcdA>

(ii) The objectives, content and schedule of the activity including hours of instruction by each speaker/facilitator/ instructor are to be submitted with the 'Pre-Application request'.

(iii) All planners, organizers and speakers/facilitators are to submit the prescribed **'Disclosure Form' (ANNEX II)**

(iv) Upon completion of the activity the prescribed **'Post-Activity Form' (ANNEX V)** has to be submitted within two weeks to the CME Unit along with duly signed Attendance Sheet (**ANNEX III**) and an Evaluation report of the activity on the basis of the prescribed **'Feedback Form' (ANNEX IV)** or any other tool of assessment used such as pre and posttests.

(v) The CME unit will determine the credits/hours for the activity and shall issue e-certificates to the participants of the activity after having received the attendance on the prescribed sheet from the organizer.

(vi) In case of a **collaborative effort** a detailed proposal should accompany the 'Pre-Application Request Form' and should include:

- a. Name of the organizers
- b. Name of focal person of KMU department/faculty
- c. Name of focal person and institute collaborating with the KMU for the activity
- d. List of speakers (name, contact info, institute, and designation)

- e. Complete schedule (minute-to-minute program)
 - f. Proposed Registration Fee
- (vii) The CME activity shall be designated a registration number,

KMU REG 07/CME-X-Y/PM&DC

Where X would be the serial number of the activity

Where Y would be the year

For example, in case of serial number 07 and year 2023

It would be **KMU REG 07/CME-07-23/PM&DC**

The proposal shall be scrutinized by the CME cell for identification of any commercial interest or conflict of interest. If any conflict of interest is identified the proposal will be sent to the CME Committee for resolution of the conflict.

(ix) After scrutiny the proposal will be sent to the competent authority for final approval of:

- a. Conducting the activity on the proposed date
- b. Application Processing /registration Fee

(x) Upon completion of the activity the prescribed '**Post-Activity Form**' must be submitted within two weeks to the CME Unit along with duly signed Attendance Sheet and Evaluation report of the activity based on the prescribed 'Feedback Form' or any other tool of assessment used such as pre and post-tests.

(xi) The **format of the CME certificate** shall have the KMU logo as well as the signature of the Director Academic & Admissions. The template is attached as **ANNEX VI**.

- Each certificate shall have a clear serial number placed in the top left corner.
- E-certificates shall be issued after having received the attendance on the prescribed sheet from the organizer.
- In case hard copies are required all certificates shall be marked with serial number and submitted for signatures at-least 10 days before the activity.
- In case any verification is required, the certificate issued shall be cross checked with activity details and attendance sheet submitted.

9 ARTICLE VIII CPD Member Offer to Institutes

A **CPD Member Offer** refers to a structured package of Continuing Professional Development (CPD) services, resources, and privileges extended by KMU as an accrediting body to affiliated academic or healthcare institutes. The offer enables institutions to formally participate in CPD programming, host accredited activities, and support the professional growth of their faculty and staff.

9.1 Purpose

To establish a standardized framework institutional membership for categorizing, approving, and operationalizing academic and professional development activities—including certificate courses, recurring modules, masterclasses, and diplomas—under KMU's Continuing Professional

Development (CPD) and academic innovation mandate. It aims to promote lifelong learning, academic innovation, and professional excellence across the health and education sectors

9.2 Scope of Membership

Affiliated institutes granted CPD membership shall be eligible to:

- Host CME/CPD-certified workshops and training sessions
- Launch co-branded certificate, diploma, and fellowship programs
- Access KMU's academic oversight, certification authority, and CPD credit validation
- Utilize standardized templates, digital portals, and observer support
- Participate in faculty development and strategic planning initiatives

9.3 Activity Categories and Definitions

Type	Definition	Duration	Mode of Verification	CPD Credits	Approval Level
CME/CPD Workshops		Half day/Full day	Registration / attendance/ Certificate	3/6	CPD Cell
Certificate Course	Short-term, skill-focused training	1-2 months	Registration / attendances / Certificate	30/week	CPD Cell
Extended Courses	Certificate Courses with modules	3-6 months	Registration / attendances / Certificate	5-10/Module	Academic Council
Recurring Course	Periodic modular offering	Variable	attendance	Cumulative	CPD + Academic Council
Masterclass	Expert-led, high-impact session	1-2 days	Registration / attendances / Certificate	1/day	CPD Cell
Diploma /Fellowships	Extended, competency-based program	6-12 months	Registration / attendances / Certificate	10-30	Academic Council
Seminar	Interactive, topic-specific session	1-3 days	Registration / attendances / Certificate	0.5-1/day	CPD Cell
Online Micro-Course	Asynchronous digital module	1-4 weeks	Registration / Certificate	1	CPD Cell + IT Cell
Clinical Attachment	Supervised clinical exposure	1-4 weeks	Acceptance Letter/ attendances / Certificate	Based on hours	Clinical Affairs + CPD
Self-directed learning/ Asynchronous learning	Study/MOOC/C course	Self-paced	Reflection verified by mentor	cumulative	CPD cell

9.4 Financial Framework

9.4.1 1. Fee Structure Guidelines

	Activity Type	Suggested Fee Range (PKR)	Revenue Sharing
1	Certificate Course	5,000–15,000	70% Member / 30% CPD
2	Recurring Course	3,000–10,000 per cycle	60% Member / 40% CPD
3	Masterclass	2,000–5,000	50% Member / 50% CPD
4	Diploma Program	25,000–75,000	60% Member / 40% CPD
5	Workshop/Seminar	1,000–3,000	80% Member / 20% CPD
6	Online Micro-Course	1,500–4,000	70% Member / 30% CPD
7	Clinical Attachment	10,000–20,000	60% Clinical Unit / 40% CPD

Note: Fee ranges are indicative and subject to revision based on market benchmarking, resource intensity, and strategic priorities.

9.5 Financial Model for Member Institutes

9.5.1 CME/CPD Workshops (Annual Validity)

	Details	Fee (PKR)
Package		
Option 1	30 Workshops/year	250,000
Option 2	15 Workshops/year	175,000

9.5.2 Short Certificate Courses (1–2 Months)

Option	Details	Fee (PKR)
Per Activity	Single course	25,000
Annual Package	5 courses/year	100,000

9.5.3 Extended Courses (3–6 Months)

Package	Details	Fee (PKR)
3 Courses	Modular offering	115,000
5 Courses	Expanded offering	175,000

9.5.4 Diplomas & Fellowships (6–12 Months)

Option	Details	Fee Structure
Revenue Share	10% of total revenue	Variable
Per Participant	Fixed fee	5,000
Registration	Per activity	50,000

Note: Financial flexibility allows partners to choose between revenue-sharing or fixed-fee models based on scale and sustainability.

All packages are valid for 12 months and include academic vetting, certification, and CPD credit validation.

9.6 Budgeting and Cost Recovery

- **Direct Costs:** Faculty honoraria, venue, materials, digital platform fees
- **Indirect Costs:** Administrative overhead, certificate printing, observer logistics
- **Surplus Utilization:** Reinvestment into faculty development, digital infrastructure, and CPD expansion

9.7 Waivers and Subsidies

- Institutes may apply for partial fee waivers for underserved regions or priority thematic areas (e.g., oncology, digital health)
- Subsidized slots may be reserved for KMU faculty/staff under internal development schemes

9.8 Financial Reporting

- Each activity must submit a post-event financial summary to the CPD Directorate within 15 days
- Annual audits will be conducted to ensure transparency and compliance

9.9 Member Privileges

- **Fast-track approval** of CPD activities and certificate templates
- **Access to KMU CPD Portal** for digital submission and tracking
- **Observer support** for quality assurance and compliance
- **Faculty development slots** in KMU-led CPD masterclasses
- **Visibility** in KMU's CPD registry and annual reports

9.10 Institutional Responsibilities

- Submit activity proposals at least 2 weeks in advance
- Ensure compliance with CPD documentation and branding standards
- Share attendance sheets and financial summaries post-activity
- Facilitate KMU observer access and reporting
- Maintain transparency in participant enrollment and fee collection

9.11 Strategic Value

This integrated membership and collaboration model supports:

- KMU's leadership in lifelong learning and professional excellence
- Partner institutes' capacity to deliver globally benchmarked programs aligning with national health priorities
- Participants' access to affordable, accredited, and career-relevant education
- Financial sustainability of CPD and academic innovation initiatives
- Equitable access to high-quality professional development
- Transparent governance and institutional accountability

Stakeholder	Strategic Gains
KMU	Strengthens CME/CPD leadership, expands certified portfolio, enhances brand visibility
Collaborating Institute	Gains academic legitimacy, leverages KMU certification, manages operational execution and faculty
Participants	Access to affordable, accredited, and globally benchmarked programs with CPD recognition

9.12 Policy Provisions

- **Curriculum Approval:** All activities must submit a curriculum outline, learning objectives, and assessment plan for review.

- **Faculty Eligibility:** Lead instructors must hold relevant qualifications and CPD certification where applicable.
- **Documentation:** Attendance sheets, feedback forms, and certificate templates must be submitted post-activity.
- **Accreditation Validity:** CPD credits are valid for 3 years and may be used toward professional revalidation.
- **Digital Integration:** All approved activities must be logged in the KMU CPD portal for tracking and audit.



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ANNEX I PRE-ACTIVITY FORM FOR INITIATING A TRAINING ACTIVITY

<https://forms.gle/jWXKvZGHJHyFdhdA>

(To be submitted 8 weeks prior to the activity)

- Name of the Institution / Organization: _____
- Name & Designation of Organizer/Planner/Focal Person: _____

- Phone # _____ Email Address: _____
- Postal Address of the Institutions/ Organization: _____

Details of Activity:

- Title of the Activity: _____
- Nature of activity: i. Conference ii. Seminar iii. Workshop iv. Any other _____
- Duration (Teaching Hours): _____ hrs, Days: _____
- Venue: _____
- Expected Number of Participants: _____
- Nature of Program Offered (Tick): CME _____ CPD _____ or Both _____
- Details of Program (Learning Outcome/ Assessments): _____ (Details attached).
- Details of the program (Dates): From: _____ to: _____
- Programs specified for (Tick) Doctors: _____ PGs: _____ UGs: _____ Nurses: _____ Physiotherapists: _____
Paramedics: _____ Others (Please mention): _____

Description of Activity:

1. Objectives, Schedule, Name, qualification of Presenters/Facilitators (Attach CVs of the planners/speakers), Reading Material (abstract/outline of presentations/handouts), 3. Evaluation Form to ascertain change in competence/performance/patient outcomes (attach sample)

Post Activity Documents Required:

- A Post Activity report to be submitted to the Academics section, KMU within one week of completion of activity and duly filled feedback forms.
- Attendance sheet of the participants along with their Email address (required for the issuance of CME credits.)

UNDERTAKING:

The requesting institution for CME activity undertakes to ensure that all standards will be strictly followed. A detailed guideline for this purpose is provided separately.

Name: _____

Signature: _____

Stamp: _____

Dated: _____



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ANNEX II DISCLOSURE FORM FOR ORGANIZER / PLANNER

ACTIVITY DATE: _____

VENUE OF ACTIVITY: _____

ACTIVITY TITLE _____

I solemnly affirm: **DISCLOSURE.**

I do not have a financial relationship since last 24 months with any ineligible company nor does the educational activity being organized has any financial relationship with such company. (ineligible company means an entity whose primary business is producing, marketing, re-selling or distributing healthcare goods or services consumed by, or used on patients and there are no conflicts of interest to disclose).

OR

In case of any financial relationship please state the specific nature of such relationship: (Cash or kind. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of amount).

• Name of the organization of financial relationship: _____

• Exact nature of the relationship:

Owner _____ Employee _____ Any Other _____

• Duration of relationship: _____

• Terms & conditions of the relationship (attach copy of agreement)

All persons involved in organization of the activity to submit the following statement.

The content and presentations of the CME activity do not include any material for promotion and marketing of any product.

Name: _____

Designation: _____

Institution: _____

CNIC No.: _____ E-mail: _____

Cell No.: _____ Signature: _____



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ANNEX III ATTENDANCE SHEET (SEPARATE FOR EACH CATEGORY AND EACH DAY)

PARTICIPANT, FACILITATOR / INSTRUCTOR, SPEAKER

Activity _____ Venue _____

Duration _____ Date _____

S.No	NAME	PMD C/CNIC	CELL NO.	EMAIL	TOTAL HOUR S	SIGN ATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Add additional paper if needed



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ANNEX IV POST-ACTIVITY FORM FOR A TRAINING ACTIVITY (To be submitted 01 week after the activity)

- Title: _____
- Date: _____
- Initiating department/ faculty: _____
- Institution: _____
- Venue of activity: _____
- Actual number of participants: _____
- Duration (hours): _____
- The attendance sheets enclosed should include the following details:

1. SPEAKER/FACILITATOR Name _____

PMDC/PNC _____ E-mail _____ Cell _____

2. PARTICIPANTS Name _____

PMDC/PNC _____ E-mail _____ Cell _____

Date

Signature



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ANNEX V FEEDBACK FORM

Activity Title: _____

Venue: _____ Date: _____

Instructions: This form is to seek your input regarding the effectiveness of this Activity. For each of the statements below please check the most appropriate response in your experience

	Strongly agree				Strongly disagree
1. The content was as described in publicity materials	1	2	3	4	5
2. The objective of the activity was achieved	1	2	3	4	5
3. I recommend this workshop to colleagues	1	2	3	4	5
4. The activity improved my knowledge/skills	1	2	3	4	5
5. I would be interested in attending a follow-up workshop	1	2	3	4	5

Future Needs

6. Please describe the top two topics you would like to learn more about:

Topic 1: _____

Topic 2: _____

Thank you!

Please return this form to the instructor or coordinator at the end of the workshop.

ANNEX VI

CERTIFICATE
TEMPLATE

LOGO OF INSTITUTE

رَبِّهِمْ لِيْ حِكْمًا
kmu

TEXT

REGISTRATION CODE BY KMU

THIS ACKNOWLEDGES THAT

Name

HAS SUCCESSFULLY COMPLETED THE

TEXT

Date

Name
Organiser 1

Name
Organiser 2/Facilitator

Name
Director Academics
& Admissions, KMU

ANNEX VII CME/CPD COMMITTEE



KHYBER MEDICAL UNIVERSITY

KMU ROAD PHASE-V, HAYATABAD,
KHYBER PAKHTUNKHWA, PESHAWAR, PAKISTAN
Exchange Ph #: 091-9217703, 9217696-97, Fax #: 091-9217704

No. KMU/SA&A/2023/CME&CPD/ 3114
Date: 15/08/2023

NOTIFICATION

The competent authority is pleased to constitute a Committee for Continuing Medical Education / Continuing Professional Development (CME/CPD) comprising of the following members to analyze and streamline the activities taking place for availing CME/CPD hours:

Composition:

1. Director, (Academics & Admissions), KMU	Chairman
2. Dean, Faculty of Basic Medical Sciences or his/her representative	Member
3. Director, ORIC or his/her representative	Member
4. Director, KMU-IHPE&R	Member
5. Director, KMU-INS or his/her representative	Member
6. Dr. Abdul Jalil Khan, KMU-IPH&SS	Co-opted Member
7. Additional Director (Academics), KMU	Member
8. Deputy Director (Academics), KMU	Secretary

Terms of References:

- The committee will monitor, control and audit the CME/CPD according to PM&DC rules.
- The Committee will help for smooth decentralized implementation of CME/CPD.
- The Committee will nominate maximum 02 observers for each CME/CPD.

This is issued with the approval of the Vice Chancellor.


REGISTRAR

Copy for information to:

1. Director Academics & Admissions, KMU
2. Treasurer, KMU
3. The Concerned members
4. SPS to Vice Chancellor, KMU
5. Office Record

ANNEX VIII Memorandum of Understanding (MoU) Template

Between Khyber Medical University (KMU) and [Collaborating Institute/Organization]

1. Title

Memorandum of Understanding for Strategic Collaboration on CPD Activities

2. Parties

This MoU is entered into by:

- **Khyber Medical University (KMU)**, through its Directorate of CPD
- **[Collaborating Institute/Organization Name]**, hereafter referred to as “Partner”

3. Scope

- Joint organization of CME/CPD workshops
- Co-development of certificate, diploma, and fellowship programs
- Academic oversight and certification by KMU
- Revenue sharing and operational execution by Partner

4. Duration

Valid for one year from the date of signing, renewable upon mutual agreement.

5. Branding and Certification

All activities shall be co-branded. Certificates shall bear KMU’s seal and CPD accreditation number.

6. Financial Terms

As per approved packages or negotiated terms (see Annex C). Revenue share and fixed fees apply.

7. Termination

Either party may terminate with 30 days’ written notice. Ongoing activities must be completed or transitioned.

8. Dispute Resolution

Matters shall be resolved amicably or escalated to KMU’s Academic Council if needed.

9. Signatories

KMU Representative:

Name: _____

Designation: _____

Signature: _____

Date: _____

Partner Representative:

Name: _____

Designation: _____

Signature: _____

Date: _____

Annex B: CPD Activity Proposal Form

Section	Details
Title of Activity	_____
Type	<input type="checkbox"/> Workshop <input type="checkbox"/> Certificate Course <input type="checkbox"/> Diploma <input type="checkbox"/> Fellowship <input type="checkbox"/> Other _____
Duration	_____
Proposed Dates	_____
Venue / Platform	_____
Lead Faculty	_____
Learning Objectives	_____
Target Audience	_____
Expected Participants	_____
CPD Credit Request	_____
Budget Summary	_____
Branding & Certification	<input type="checkbox"/> KMU Co-branded <input type="checkbox"/> Partner-only
Digital Submission	<input type="checkbox"/> Yes <input type="checkbox"/> No
Observer Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submitted By	Name: _____ Designation: _____ Date: _____

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Annex C: Financial Proforma Template

Activity Type	Units	Fee per Unit (PKR)	Total (PKR)
CME/CPD Workshop	—	—	—
Certificate Course	—	—	—
Extended Course	—	—	—
Diploma/Fellowship	—	—	—
Registration Fee	—	—	—
Faculty Honoraria	—	—	—
Venue/Logistics	—	—	—
Digital Platform	—	—	—
Printing/Certificates	—	—	—
KMU Share (Fixed or % Based)	—	—	—
Partner Share	—	—	—
Total Budget	—	—	PKR _____

Attach supporting documents if applicable (e.g., quotations, previous activity reports).