



**PAKISTAN  
MEDICAL & DENTAL COUNCIL**

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**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 source 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 16B 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 web site (whichever comes appear earlier).

## ORGANIZATIONS / ACADEMIC ACTIVITIES TO BE ACCREDITED FOR CME/ CDE ACCREDITATION

1	In the first phase, main professional, International, National, Provincial level organizations, PG institutes/ universities will be accredited once they apply for accreditation.
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## RESPONSIBILITIES OF ACCREDITED ORGANIZATIONS

1	The accredited organization will be held responsible for any irregularity while conducting CME/ CDE programs as stand alone or wherever they are collaborating with other organization/ institute.
2	It will be the responsibility of accredited organizations to see that adequate standards are maintained and also ensure that no excessive fee can be charged from the delegates.
3	Fee of Rs 50,000/-will be charged for granting accreditation to it for 5 years. Detailed form with undertaking to follow the rules and regulations in conducting CME/ CDE is available on the website. <i>CME/CDE Guidelines</i> Delegate fee charges should be intimated to PM&DC along with application form granting for CME/ CDE credit points. Reasonable charges per point should be charged. Prior permission from PM&DC will have to be taken in case of higher fee and explanation pertaining to the justification of high charges should be presented before PM&DC. In case any complaint regarding unreasonable delegate registration fee by the accredited organization, PM&DC will take strict action against that organization.
4	Yearly review (Performance Audit) will be done of such organizations by PM&DC. Accreditation can be given maximum for 5 years subject to review every year.
5	List alongwith registration number be submitted to the PM&DC upon completion of the Course/ Workshop/ Seminar, etc. duly attested by the Head of the Institute.

## MODALITIES FOR ACCREDITATION

1	All organizations conducting CME/ CDE Programs at present should approach the Pakistan Medical & Medical Council for accreditation for accreditation.
2	Every branch of the organization/ organization will have to apply separately.
3	The other category will be Universities and PG teaching Institutions recognized by the Pakistan Medical & Dental Council.
4	Organizations fulfilling the criteria can apply through an application available on PM&DC website. After scrutiny and approval of application, PM&DC will inform the organization accordingly and thereafter the approved organization will have to pay the prescribed fee [Rs.50,000] and then will be granted certificate of accreditation for maximum 5 years. Application form is available on the website & can also be submitted online.
5	On receipt of application, PM&DC can seek additional information or may inspect the applying organization before granting approval. There will be a fee prescribed for inspection of institute. For initial accreditation PM&DC can grant recognition on the basis of documents only.

## Purpose of accreditation for conducting CME/ CDE program

1	CME/ CDE programs meant for graduate doctors should have a brief session on national health programs on relevant subjects i.e. community oriented preventive medicine, etc., along with adequate exposure to recent advances, changing modalities of treatment, adequate exposure of consumer protection and medical insurance laws, record keeping, community oriented preventive medicine and medical audit.
2	The Organization should have all the requisite and demonstrated ability to plan and implement CME/ CDE programs to cover the targeted group (General practitioners & specialists, medical teachers (administrative and Vertical National Health Program officials) etc.
3	The organizations should provide the schedule (in detail) of each CME/ CDE activity.
4	Organizations should make arrangements for advance publicity to the targeted group of participants.
5	The methodology of feedback evaluation program by a standard feedback form [of each delegate] duly signed by organizing secretary and observer should be maintained by each organization.

6	The organization should undertake to publish handouts, bring out a brief report of each CME/ CDE and also prepare a list of participants and delegates. The Attendance sheet [with registration numbers] duly signed by organizing secretary and observer should be sent to PM&DC within 15 days of completion of the CME/ CDE Program.
7	The certificate of each CME/ CDE program will be considered relevant to updating the knowledge of the medical/ dental practitioners by way of latest medical advances, National Health Program, and the local needs of the Area/ Zone/ State.
8	Credit points will be granted to CME/ CDE.
9	The organization should evaluate CME/ CDE to indicate the benefits accrued to participants by way of updating of knowledge, upgrading their ability and benefit to the patients.
10	Accreditation shall be for a period of maximum five year. After 5 year renewal will be done for further five year. Accreditation may be cancelled for valid reasons.
11	PM&DC will appoint maximum 2 observers for each CME/ CDE.

**Only for recognized institutions for CME/ CDE**

1	There will be arrangement for online submission of application for CME/ CDE with facility for uploading the data. The certification will preferably be paperless.
2	It will be responsibility of the organization arranging the CME/ CDE to deposit requisite PM&DC dues as prescribed. Clearance of dues will only permit the organization to arrange for accreditation of their CME/ CDE hours.
3	Manual application will have to be made preferably one month in advance. Minimum 15 days in advance application will be required. President/ Accreditation Committee will have powers to waive this time limit in some specific circumstances.

## Guidelines for CME/ CDE

1	Credit hours to be awarded will be the sole discretion of the organization 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 PM&DC. The Council 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 Organization/ Organization will apply to the PM&DC 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 Pakistan Medical & Dental Council, the date & time of the CME/ CDE, at least 15 days in advance, so that the PM&DC can send observers for the CME/ CDE.
5	In the application sent to PM&DC, duration given to each speaker should also be mentioned along with 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 / Organization 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 PM&DC can seek additional information or inspect the applying

	organization before granting accreditation.
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**GUIDELINES FOR CREDIT POINTS**

**One Credit Point is equal to 2 credit hours**

**One Credit Hour is equal to 3 hours session**

**Maximum 6 hours duration per day shall be 2 credit hours is equal to one credit point**

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	Presently many organizations of doctors are organizing international Conference/ CME/ CDE/ workshop in PM&DC.
4	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 points of the CME/ CDE.
5	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 <b>equivalence formula</b> .
6	Medical Officers/ General Practitioners – all the official training programs conducted by Provincial/District department of health (Directorate of Health Services) should be granted credit points. 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 PM&DC to avail points.
7	It will be responsibility of the organization arranging the CME/ CDE to deposit requisite Fee to PM&DC as prescribed.
8	Online/ Manual application will have to be made preferably one month in advance. Minimum 15 days in advance, application will be required. President or members with delegated powers will have power to waive this time in some specific circumstances.
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.

### EXEMPTION FROM CREDIT POINTS

#### CME/ CDE which will not be accredited

1	The CME/ CDE organized solely by a drug / equipment company for promotion of the drug/ equipment will not be entertained /considered.
2	Credit shall not be given to Live Operative Workshop (LOW) performed by foreign faculties in Pakistan unless they obtain temporary registration from PM&DC.

#### CME/ CDE Committees

1	PM&DC 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	These committee will help for smooth decentralized implementation of CME/ CDE
3	PM&DC will form a Central level and provincial levels CME/ CDE Committee.

### **GUIDELINES FOR THE CREDIT POINTS RENEWAL / RETENSION**

#### **SPECIALTY DISTRIBUTION (Which specialty doctor can attend with subject CME/CDE)**

<b>S#.</b>	<b>Particulars</b>	<b>Specialty CME/ CDE</b>
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, Gyane. Sub Specialty Radiology & Imaging
7.	Multi-specialty CME/ CDE	BLS, ACLS, Any specialty or general practitioner



**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/ CDE/ Workshops.**

<b>Particulars</b>	<b>Credit Points</b>
On provision of certificate of CME	
1. Participation In International/National Conferences	
a. Guest Speaker in International /National Conferences	4 Credit point
b. Paper Presentation (Oral / Poster) in International/ National Conferences	2 Credit point
c. Participation in International Conference as Delegate	2 Credit points
d. National Conference organized by Recognized accredited National Professional Organization	2 Credit points
e. Outside CME/ CDE/ Symposia organized by recognized professional bodies.	2 Credit points

**One Credit Point is equal to 2 credit hours**

**One credit hours is equal to 3 hours Session**

**Maximum 6 hours duration per day shall be 2 credit hours is equal to one credit point**

**Requirement of Credit Points 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 5 years.
4	For any CME/ CDE/ Symposium/ Conferences of any duration, not more than 4 credit points 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

**Speakers & Observers for CME/ CDE**

1	President PM&DC / CME/ CDE committee may appoint observers in consultation who will be having specialty knowledge of the concerned subject. Stay & Transport to be borne by the organizers
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## **Speakers for CME/ CDE**

### **Guidelines for Organization**

#### **Observer for CME/ CDE**

- a) PM&DC may nominal maximum 2 observers for each CME/ CDE.
- b) Observers will be now in consultation with the CME/ CDE committee.
- 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.
- h) PM&DC Senior official/ preferably can also be appointed as one of the observer as recommended by President PM&DC.

## Application for obtaining Accreditation by PM&DC

To,

The Registrar,  
Pakistan Medical and Dental Council,  
Islamabad.

**Subject: ISSUE OF CERTIFICATE OF ACCREDITATION**

Sir,

Our organization regularly conducts CME/ CDE programs/ workshops/ seminars for updating knowledge of doctors and we have demonstrated ability to plan and above programs to cover the targeted doctors. Brief details of our organization are as below:

Name of the Organization / / / : \_\_\_\_\_

Address: \_\_\_\_\_

Any other? (Detail about the organization)

I request to issue certificate of accreditation to our organization / / /. We hereby agree to follow the rules prescribed by PM&DC to conduct CME/ CDE.

Thanking you

Regards

Signature/ stamp of office bearer

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

### Note!

- Application to be sent on official letter head.
- A bank draft of Rs. 50,000/- will be payable to PM&DC.
- Recognition will be granted upon letter of approval received by PM&DC.
- For recognition all proforma organized need to be produced certificate of registration from office of the Registration Societies.

To,

**The Registrar,  
Pakistan Medical and Dental Council,  
Islamabad.**

**SUBJECT: PROVISION OF INFORMATION BEFORE START OF THE CME/ CDE PROGRAMS**

Sir,

It gives us great pleasure to inform you that we are going to start the CME/ CDE programs/ workshops/ seminars for updating the knowledge of the doctors as per detail given below:-

- \* Name of the organization: \_\_\_\_\_.
- \* Registration No of the organization allotted by PM&DC: \_\_\_\_\_.
- \* Postal Address of the organization: \_\_\_\_\_.
- \* Number of Faculty Members/ Tutors: \_\_\_\_\_ (List attached).
- \* Number of participant doctors: \_\_\_\_\_ (List attached).
- \* Duration of the Program: From \_\_\_\_\_ To \_\_\_\_\_.
- \* Nature of Programs offered (Kindly Tick) CME/ CDE \_\_\_\_\_ or both \_\_\_\_\_.
- \* Programs specified for (Kindly Tick) GPs/ Admin \_\_\_\_\_ Specialists \_\_\_\_\_.
- \* Please specify specialty \_\_\_\_\_.
- \* Total number of credit hours offered: \_\_\_\_\_ (program attached).

With Best Regards,

Name/ Signature/ Stamp of the Organization

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