

**GUIDE LINES FOR CONDUCTING AND APPROVING CONTINUING MEDICAL
EDUCATION IN MODERN MEDICINE IN THE STATE OF KERALA**

(Amended)

I. Preamble

The changing demographic profile of our country is necessarily accompanied by changing disease patterns, increasing levels of education and health awareness, incurring more expenditure on health by individuals as well as Government. While the doctors to population ratio has been steadily improving due to the exponential growth of Medical Institutions of higher learning, the rapid pace of technological and scientific advances, and the looming threat of new diseases clearly mandate a system of continuing medical education to keep the medical personnel current in terms of knowledge and skills, thereby enhancing Medical Education and health care system to a global model. Hence Continuing Medical Education is a felt need to update the knowledge of all doctors. Imparting new knowledge and skills in medicine to the profession in a systematic manner is possible only through Continuing Medical Education Programme. Medical Council of India has given directions to all State Councils to comply with the introduction of CME Programme.

II. Duration of Continuing Medical Education Programme

Keeping this view in mind 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 Travancore-Cochin Medical Councils.

For the doctors who are registered upto 31-12-2008, all programmes attended by them after their registration will be considered for their first time renewal. The doctors who register from 1-1-2009 have to produce accredited CME certificates within 5 years of their registration for renewal.

III. Organizations/Institutions competent to conduct Continuing Medical Education Programme

To regulate and standardize the programmes and to avoid exploitation by non-accredited agencies it is decided that the programmes organized/sponsored/funded by the following organizations/ institutions are approved by the Travancore-Cochin Medical Councils for CME accreditation.

- 1) *Academic Departments of all Government and approved private Medical Colleges in the State.*
- 2) *Department of Health Services*
- 3) *Indian Medical Association – National/State/Zonal.*

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- 4) *All recognized and registered Specialist organizations of Modern Medicine (should produce a copy of the Registration Certificate along with the application for accreditation of CME Programme.*
- 5) *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.*
- 6) *Any other approved organization/association at the discretion of the Travancore- Cochin Medical Councils.*
- 7) *Local Branches of Indian Medical Association, if it is a full day programme (minimum 4 hours).*

The merit of the programme will be assessed and the programme conducted or solely sponsored by Pharma firms and other companies will not be accredited. The programme notice/brochure containing propaganda materials of Pharma and other companies will not be accepted for accreditation of the CME programmes by the Travancore-Cochin Medical Councils.

IV. Procedures to be followed

- 1) Request by the Organizing Secretary with Programme notice, credentials of speakers, actual time for each speaker, subject, venue, registration amount and number of participants expected, should be submitted to the Registrar, Travancore-Cochin Medical Councils, at least three weeks before the commencement of the Programme. Brochure, if not ready, can be submitted later. If any other programmes are included along with the Scientific programme, that should be clearly mentioned in the brochure. Late submissions will not be considered at all and submission after the scheduled programme will not be accepted.
- 2) One day CME Programme conducted for less than four hours a day will not be considered for allotting credit hours. However, allotment of credit hours will be solely at the discretion of the Travancore-Cochin Medical Councils based on the merit of the scientific programme. In the case of conferences for more than one day, a maximum credit of four hours on first day and two hours on subsequent days will be allotted. If associations are conducting CMEs with Scientific Programmes two full days the credit for single day will be four hours, but the total credit for the conference will be six hours only. For training or workshop sponsored Government Organisations maximum of two hours credit per day will be given, but the maximum total credit for the workshop will be limited to six hours.

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Single Topic Training for more than 1 day will be considered separately for allotting credit hours. For training workshop in Government maximum credit for full day (five hours) will be two hours. Quiz Programmes, free paper presentation, case discussions and panel discussion without proper topic and panelists will not be considered for allotting credit hours.

- 3) The participants should be limited to 200 for one day CME Programmes and if bigger halls are arranged for more participants double screens should be arranged at 2 levels for proper view. Certificates with the accredited hours should be issued only at the closure of the session. If the programme is scheduled for more than one day, the certificates should be issued only at the last hour of the day and the persons to whom the certificates were issued on the first day should be given only with the hours allotted for the first day. The certificates should not be issued at the beginning of the programme along with the kit or dispatched later or issued blank. The certificate should contain the credit hours allotted and the number and date of the letter from Travancore-Cochin Medical Councils sanctioning the credit hours.
- 4) The delegates should enter their Travancore-Cochin Medical Councils registration number and signature and time of reporting during their entry at the venue on the first day itself. No registration should be allowed on any of the subsequent days of the programme. Attendance should be marked in person on all days. The registration has to be finished before the beginning of the Scientific Programme.
- 5) After the programme, a short report of the programme, with the exact time schedule of speeches and a list of participants attended with their Travancore-Cochin Medical Councils registration number and signature should reach the Registrar, Travancore-Cochin Medical Councils within ten days. This should accompany a specimen copy of the certificate issued by the Organisers. The Organizing Secretary will be responsible for the authenticity of the data which will be counter-checked at the time of renewal of registration.

V. Funding for the Continuing Medical Education Programme

If the programme is organized by a National/State/Zonal professional association a sum of Rs.10,000/- will be sanctioned from the Travancore-Cochin Medical Councils which will be placed in the Council for approval and disbursed on production of bills in duplicate with attendance etc. by the Secretary of the association for the amount sanctioned. No funding from the Travancore-Cochin Medical Councils will be allowed if financial assistance is received for the programme from any other Government source. Private Medical Colleges alone conducting CME without association with any National/State/Zonal bodies are not eligible for any financial assistance.
