Dear Members,

You must know by now that all practising doctors must satisfy certain criteria of compulsory Continuing Medical Education for re-issuance of the Practising Certificate from 1st January 2003. Each doctor – specialist or non-specialist – must log a minimum of 50 CME points over two calendar years, starting 1st January 2003.

This circular is to provide you with information and details of the methods of achieving the 50 CME points and to announce the steps the SOA has taken to ensure every member is able to participate and accumulate these points in the easiest manner. Those in private practice may find it more difficult to attain the required points, so this circular should be helpful to them in particular. However, it is assured that everyone will succeed.

There are essentially 3 major categories providing opportunities to accumulate a possible 68 points each year. One only needs to accumulate a minimum of 25 points each year, but it is advisable to accumulate the points early in case circumstances prevent one from attending CME activities as the year draws to a close. Excess points cannot be carried forward to the next year. The categories are outlined in Annex A but summarised below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Activity</th>
<th>Points claim</th>
<th>Submitted to SMC by</th>
<th>What you must do</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA</td>
<td>Grand Ward Rounds</td>
<td>1 per Round</td>
<td>Department/Hospital</td>
<td>Sign in on CME attendance sheet at venue</td>
</tr>
<tr>
<td>IB</td>
<td>Local meeting, lecture, conference, seminar, workshops, courses</td>
<td>1 per day, 2 per day, 2 per paper presented, Max 12 per event</td>
<td>Organiser</td>
<td>Sign in on CME attendance sheet at venue</td>
</tr>
<tr>
<td>IC</td>
<td>Overseas meeting, lecture, conference, seminar, workshops, courses</td>
<td>1 per day, 2 per day, 2 per paper presented, Max 12 per approved event</td>
<td>YOU</td>
<td>Submit online with password at <a href="http://www.smc-cme.gov.sg/">http://www.smc-cme.gov.sg/</a> or use Annex D to fax to AM (S’pore) or SMA</td>
</tr>
</tbody>
</table>

Maximum claim per calendar year: 25 points

II | Publications | 10 for 1st author in peer reviewed journal, 5 for other author in peer reviewed journal, 4 for 1st author in non-peer reviewed journal, 2 for other author in non-peer reviewed journal | YOU | Submit online with password at http://www.smc-cme.gov.sg/ or use Annex D to fax to AM (S’pore) or SMA |

Maximum claim per calendar year: 20 points

IIIA | Self-study | 1 per paper/journal/tape/ non-verifiable online CME programme | YOU | Submit online with password at http://www.smc-cme.gov.sg/ or use Annex D to fax to AM (S’pore) or SMA |

Maximum claim per calendar year: 5 points

IIIB | Distance-learning with structured and verifiable on-line courses | 1 per module | YOU/Organiser | Submit online with password at http://www.smc-cme.gov.sg/ or use Annex D to fax to AM (S’pore) or SMA |

Maximum claim per calendar year: 18 points

Total possible claim per calendar year: 68 points

CME is a life-long process.....start now!
For surgeons in private practice who have time and those who are in institutional practice, Category I points are the easiest to obtain. One can accumulate 25 points per year by just attending lectures, rounds and conferences of at least 1 hour’s duration. For example, attending the Annual SOA Meeting of 3 days daily will get one 7 points; another 18 attendances at lectures or the SOA Saturday Conferences will achieve the maximum points for Category I. Please note that attending overseas meetings may not entitle one to the same points as a local meeting. Presenting a paper can add 2 more points per paper per meeting. Remember that only for events accredited by the Academy of Medicine, Singapore, can the points be collected. One has to sign in each session on the CME form provided by the organiser. Please check beforehand that CME points are awarded for events that you wish to attend for CME.

It is most difficult to obtain points for Category II that requires publishing a scientific paper. A first author in institutional practice can attain 10 points per publication, but only 2 points can be claimed for being a second author in a non-peer-reviewed journal.

You can add 5 points in Category IIIA annually by reading just 5 issues of an accredited journal such as the J. Bone and Joint Surgery. A significant untapped source of points is in Category IIIB. One can accumulate 25 points per year by just attending the annual SOA Meeting of 3 days daily will get one 7 points; another 18 attendances at lectures or the SOA Saturday Conferences will achieve the maximum points for Category I. Please note that attending overseas meetings may not entitle one to the same points as a local meeting. Presenting a paper can add 2 more points per paper per meeting. Remember that only for events accredited by the Academy of Medicine, Singapore, can the points be collected. One has to sign in each session on the CME form provided by the organiser. Please check beforehand that CME points are awarded for events that you wish to attend for CME.

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SPECIALISTS must submit at least 20% of their points as core points, i.e. from orthopaedic-related activity. One can also submit 100% of their points as core points. Of course, those honorary members who are from other specialties must submit their core points from their own specialties. This means that 40 of 50 points can be obtained from attending non-core (non-orthopaedic) lectures, seminars and conferences.

Other than for Category IA and IB (local events), members must log-in to the SMC-CME website at [http://www.smc-cme.gov.sg/](http://www.smc-cme.gov.sg/) after 1st April 2003 to submit claims. You will first encounter this page:

**Fig. 1**

[Click here to enter the Log-In page](http://www.smc-cme.gov.sg/)

[Click here for answers to your questions](http://www.smc-cme.gov.sg/)

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### ANNEX A

#### SMC CME Credit Requirements (Dec 2002)

<table>
<thead>
<tr>
<th>ACTIVITY CATEGORY</th>
<th>Criteria</th>
<th>Credit Points</th>
<th>Submitted By</th>
</tr>
</thead>
</table>
| **IA**            | - Grand Ward Round  
- Teaching/Tutorial Session | Not less than one hour | 1 | Course Organiser |
| **IB**            | - Local Scientific Meeting  
- Conference  
- Seminar  
- Lecture  
- Workshop  
- GMS Courses(MMed exam, Graduate Diploma, 1 year full-time) | 1 to < 2 hours (1/4 day)  
2 to 4 hours (1/2 day) | 1-12 | Course Organiser |
|                   |          | Maximum claim for attendance at any meeting  
Max claim = Six 1/2 day sessions for any meeting | 1-12 | Course Organiser |
| **IC**            | - Overseas Scientific Meeting  
- Conference  
- Seminar  
- Lecture  
- Workshop (Categories IA + IB + IC: Maximum 25 pts) | 1 to < 2 hours (1/4 day)  
2 to 4 hours (1/2 day) | 1-12 | Medical Practitioner |
|                   |          | Maximum claim for attendance at any meeting  
Max claim = Six 1/2 day sessions for any meeting | 1-12 | Medical Practitioner |
| **II**            | Publication of original papers in health-related journals / Editorial work | Textbook / Refereed Journal (original paper) | Chief Editor/Reviewer/Main Author  
- 1 per original paper  
Subsidiary Editor/Author  
- 5 per original paper | Medical Practitioner |
|                   |          | Non-Refereed Journal (original paper)/CFPS CME Online Programme (per topic) | Chief Editor/Reviewer/ Main Author  
- 4 per original paper  
Subsidiary Editor/Author  
- 2 per original paper | Medical Practitioner |
| **IIIA**          | Self-study (Category IIIA: Maximum 5 pts) | Reading of papers from Refereed Journals  
Self-study from audio-visual tapes  
Online education programmes without self-assessment or with self-assessment which cannot be verified | 1 per paper/ tape | Medical Practitioner |
| **IIIB**          | Distance learning (Category IIIB: Maximum 18 pts) (Categories IIIA + IIIB: Maximum 23 pts) | Distance learning through interactive structured CME course with self-assessment that can be verified | 1 per module or as recommended by AM/CFPS | CPFS and Specialists bodies |
Only through feedback by members can the SOA be actively engaged with the Academy of Medicine – through them the Singapore Medical Council - and in future the College of Orthopaedic Surgeons in the Academy, to expand the means by which you as a busy practising surgeon and SOA member can easily achieve the targets set by SMC for CME. This includes:

i. Expanding the list of approved overseas meetings [Category IC]
ii. Expanding the list of approved refereed journals [Category IIIA]
iii. Producing an on-line distance learning programme on the SOA website [Category IIIB]

The SOA is setting up an on-line distance learning website for you to collect up to 18 core points per year from the comfort of your home or office, or through any computer with Internet access. This entails going through a series of slides in a specific topic, and answering a set of multiple-choice questions. To be a verifiable distance learning programme, SOA must design this to be testable, with an approved pass-mark. A similar programme for GP by the College of Family Physicians Singapore have set the pass-mark at 60%. We are in the process of on-line testing and will in future link the results directly to SMC so you need not submit it yourself.

In summary, it is actually a simple matter for any SOA member to accumulate enough compulsory CME points to ensure recertification in any given two years. The main purpose is to maintain currency in medical knowledge whether core or non-core. You can choose to have up to 20 of the 25 points per year to be in non-core activities, but having core knowledge in your specialty is much more relevant as orthopaedics continue to expand rapidly.

We hope that you will send us the feedback form or feel free to write to the Ex-Co to register your concerns, desires and suggestions so as to make CME a routine part of your professional life.

**IMPORTANT DETAILS TO REMEMBER**

a. Think ‘CME is compulsory!’ from now on. Your practice depends on it!
b. Remember to sign-in on-site when you attend any Category IA and IB CME events. Check that CME points [core or non-core] are awarded at talks, courses and meetings. All 25 points for the year can be from Cat IA and IB events. All but 5 points can be from non-Core events. This is the easiest way to collect your CME points, but entails putting aside enough time to attend the events.
c. Log-in to the SMC website after attending any Category IC (overseas) event, when you have a paper published, or if you have read a journal. Please remember that non-sanctioned overseas meetings are only awarded 2 points.
d. In the near future you can log-in your Category IIIB points for taking the on-line CME programme on the SOA website.
e. If you have no email/internet access, you should start one and learn how to access websites. For those who do not wish to claim Category IC, II, IIIA and IIIB points the paperless way you can make copies of Annex D, fill in your details and send it to the Academy of Medicine or the Singapore Medical Association, provided you are a paid-up member of either. This form can also be found on pages 52-53 in the green SMC Guide for Doctors and CME Organisers dated January 2002.
Each Category Claim will bring you to a specific page for you to enter details of the CME activity. Just fill in the blanks presented to you. For Category IC (overseas scientific event), some meetings are pre-approved as shown below (Fig.4). The maximum claimable is 12 points per approved overseas event (usually 2 points for others):

Category II (Fig.5) is for claiming CME points when you publish a paper or participate in a non-verifiable distance-learning programme. For a publication, you can receive as much as 10 CME points for being a main author, a chief editor or reviewer of a refereed journal, or as little as 2 points for being a subsidiary editor or second author in a non-refereed journal. The maximum that can be claimed per year is 20 points.

SMC will e-mail you to acknowledge receipt of a claim after verifying from the Academy of Medicine for Core points, so try not to submit late in December as points may not be logged in and cannot be carried forward to the next year. To check on your current or previous year’s CME points, go to the Main Menu (Fig.1) after logging in. Click on the desired year, and click “Generate” and a similar “Personal Report” page (Fig.7) will appear:

Click on approved list of journals under this specialty Currently:
- Arthroscopy
- ASEAN Orthopaedic Journal
- Clinical Orth Related Res
- Injury
- JBJS [Br] and [Am]
- J Hand Surg [Br] and [Am]
- J Orth Research
- J Orth Trauma
- J Paediatric Orth
- Orth Clinics of North Am Spine

See Annex B to list others you feel should be pre-approved