

Manipur Medical Council, Imphal

A. Guidelines for CME Programme for getting Accreditation

1. Accreditation /Credit Hours to be awarded will be the sole discretion of the Manipur Medical Council and will depend upon the subject matter, status of the speaker and quality of the paper presented in the CME/Workshop /Conference. The accreditation / Credit Hours awarded by the Manipur Medical Council shall be final.
2. Any professional organization or body or institution holding CME's should apply for accreditation to the Manipur Medical Council in the prescribed Proforma of Manipur Medical Council. The Council on verifying the credentials of the organization will give Certificate of Accreditations to those bodies to hold CME's.
3. The office bearers of all Recognized Medical Associations will apply to the Manipur Medical Council. The application should be accompanied by the complete program of the CME/Conference including the names, designation and country of the speakers and the subject of speech.
4. Accredited bodies like IMA/Professional bodies which hold regular CME's will have to inform the Manipur Medical Council, the date and time of the CME ,at least 30 days in advance, so that the Manipur Medical Council can send Member /Observer for the CME.
5. Credit Hours will be based on the composition of the faculty participation, quality and the contents of the subject matter.
6. Recognized Medical Associations/Organizations should strictly issue the Certificate to the delegate who has attended the CME. No Certificate should be distributed on the first day at the time of Registration itself for the CME/Conference. The Certificates should be distributed /awarded only on the last day after completion of CME / Conference/Workshop.
7. Recognized Medical Associations/ Organizations will be duty bound to send the feedback of the delegates and the list of delegates who attended the CME/ Conference. Separate lists for the delegates belonging to State of Manipur and the delegates of other States /foreign countries should be submitted to the Manipur Medical Council.
8. The delegates should enter their Manipur Medical Registration Certificate's registration number and signature and time of reporting during their entry at the venue on first days 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.
9. In case it is found by the Council that the Certificate issued is false, the Accreditation Certificate of such issuing recognized Medical Associations/Organizations shall be cancelled.

B. Organisations/academic activities to be accredited for CME Accreditation:

1. International Conference of professional bodies.
2. National conference of professional bodies.
3. IMA, District level, State level, National level & IMA academy.
4. State Level Conference of National & International organizations.
5. CME /workshop/training programme will be given one credit hour per talk in addition to the credit hours allotted for that particular academic activity.
6. Former members and present members of Manipur Medical Council will be deputed to attend the CME's as observer by the Manipur Medical Council and will be will given certificate of attendance.

C. Guidelines for determining Number of Credit Hours

1. One Guest Lecture by foreign faculty of international repute shall be given one hour.
2. CME/Workshop of minimum duration of three hours i.e. half day duration shall be eligible for one Credit Hour.
3. The duration for one day CME Workshop shall be eligible for 2 Credit Hours
4. The Manipur Medical Council shall recognize International status of conference, if five or more foreign members participating as faculty in such conference, the Credit Hours for delegates who attend such conferences/CME/Workshop will be as follows.,
 - a. One day CME/Workshop/Conference-2 Credit Hours
 - b. Half day CME/Workshop/Conference-One Credit Hour
 - c. 2 days -4 Credit hours.
 - d. 3 days -6 Credit hours

Credit hours are limited to only maximum of 6 Hours for 3 days conference. If the conference continues more than 3 days same 6 hours will be only allotted.

5. Speakers at any Conference/CME/Workshop/Training Programme will be given One Credit Hours in additional to the Credit Hours allotted to delegates for that particular academic activity (For Example 3 days conference $6+1=7$ Credit Hours)
6. Director, Joint Director of Medical Education as Research /Director ,Joint Director of Health Services and Deans of Medical Colleges will be awarded (6) six Credit Hours per year. They will have to produce certificate to Manipur Medical Council regarding their job status at the time of Renewal of Registration.

7. Doctors working as Medical Teachers can claim (6) six Credit Hours per year on producing certificate from their Head of Institution indicating that, they are taking Undergraduate /Postgraduate classes and are engaged in Post graduate research work.
8. Doctors doing Post Graduate Courses e.g. Diploma /PG /Super Specialty /CPS etc., from recognized /Reputed Institutions will get (4) four Credit Hours per year of the duration of the Courses., e.g. 1st year (4) four Credit Hours, 2nd year (4) four Credit Hours, 3rd year (4) four Credit Hours
9. The Doctors who attend the International CME/Conferences held in overseas as delegates on production of the certificates of attendance thereof will get (6) Credit Hours.
10. Any paper published in index National /International Medical Journal will entitle the Author /Co-Author (3) three Credit Hours per paper
11. Any chapter published in a text book or update book published by professional bodies will entitle the Author (5) five Credit Hours
12. Paper presentation in a CME/Workshop/Conference per presentation will be entitled to (1) one Credit Hour.
13. Credit Hour Certificate of CME/Workshop/International Conference will be signed by the President and Registrar, Manipur Medical Council.
14. It is the responsibility of the organizer to give a list of Participants who have attend CME/Workshop/Conference Video Conference conducted by the Government Conference on Public Health/ University sponsored programme on Medical Education would be awarded (1) one Credit Hour to the medical fraternity attended the Video Conference.
15. The organization like IMA/professional bodes who hold regular monthly meeting will issue a CME credit certificate at the end of every year to its members specifically stating how many credit hours were acquired by each members of that year. These certificates will be issued by the Manipur Medical Council on production of Attendance Certificate.

D. Continued Medical Education which will not be accredited

1. The CME organized by a Drug/equipment company for promotion of the drug /equipment will not be entertained /considered.
2. CME organized by the individual nursing home/hospitals/persons for self promotion/advertisement/marketing purposes shall not be credited
3. CME organized by non-registered professional body will not be credited.
4. Credit hours will not be given to live operative workshop performed by foreign faculties unless they obtain provisional registration from Medical Council of India.

E. Categories of CME

- Category-1** Formal and structured learning opportunities offered at International or National or State level by recognised educational or scientific institutions or professional bodies.
- Congress or Conference should
- a. Be conducted for not less than 3 full days, a full day being 5-8 hours.
 - b. Involve speakers of international standing
 - c. Contain plenary lectures/symposia
 - d. Allow presentations of free communications of posters.
- Category 2** Activities conducted with a local or regional participant ground in mind such as conferences, seminars or symposia organized by recognised educational institutions.
- Category 3** Workshops and Courses
- Category 4**
- a. Hands on Training on models and skills Lab workshops.
 - b. Operative procedures relay live to a group of practitioners may be considered for registration as CME only if the Council is provided with information on the learning objectives, content area and also as to how the observers are to be guided during the session.
- Category-5** First Aid Courses on Basic Life Support (BLS) /Advance Trauma & Life Support (ATLS) /Pediatric Life Support (PLS)

F. Requirement of Credit Points for Renewal

1. Six (6) credit points per year are mandatory and minimum 30 credit points for renewal of registration (in 5 years) is mandatory. Exemption from this rule in special circumstances can be given by chairman on recommendation of MMC member. No carry forward of extra credit points is permissible.
2. It is desirable that minimum 50% should be from CME's of the specialty concerned.
3. Renewal cycle of 5 years is from the date of fresh registration or renewal date. In majority of Registered Medical Practitioners, it is from 1st April to 31 March of next year.

G. Fee for application for granting accreditation of conference/CME /workshop

- a) State level Rs. 5000
- b) Regional level Rs. 15000
- c) National level Rs. 30000
- d) International Level Rs. 50000

H. Application for granting accreditation to Manipur Medical Council should give the following details;

- a) Name of the conference/CME/Workshop
- b) Name of the organizer
- c) State/Regional/National/International level
- d) Date and duration
- e) Copy of the final programme
- f) List and details of the national/international speakers
- g) List of the participants
- h) Details of the venue
- i) Details of the main sponsors (public/private)

The application should be addressed to;

The Registrar
Manipur Medical Council
Directorate of Health Services
Lamphelpat -795004
