

MAHARASHTRA MEDICAL COUNCIL, MUMBAI
New policy for holding the CPDs & Credit Points:

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INTRODUCTION AND PREAMBLE

Medical Science is dynamic and it is essential for the doctor to become acquainted with the advances in medicine. This is in essence the concept of Continuing Professional Development (CPD). 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 rapid pace of these advances makes it mandatory for doctors to keep themselves updated so that they may apply this information to their practice & thus fortify his/her competence and knowledge by keeping abreast with the latest developments in the field.

Importance of credit hours and updating knowledge of doctors has been globally accepted and also been approved by all the state medical councils on February 2012 and already endorsed by Medical council of India. 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.

Multidisciplinary multispecialty CPD's dealing comprehensively with a specific subject will be given due credence for additional credit points. It will be MMC's endeavor to promote such horizontal teaching activities.

ORGANISATIONS/ACADEMIC ACTIVITIES TO BE ACCREDITED FOR C.P.D. ACCREDITATION

1. IN the first phase, only main professional National / State level organization like IMA/specialty associations (API, ASI, FOGSI, IAP etc).
2. Those institutes having DNB Courses will be given limited accreditation to Conduct CPD in their DNB recognized specialties only for a limited period till DNB recognition is valid.
3. As a special case, organizations can be accredited by the MMC President or Accreditation committee on case to case basis. The credit points will be given on program to program basis.
4. Any other CPD in collaborations with MMC accredited association will be permitted on case to case basis to organize CPD with prior permission from MMC. They will have to pay Rs.1000/- only per CPD /Conference/ Workshop.
5. Organizers of CPD will have to submit audited statement of income and expenditure of each CPD. It will mainly be applicable to private hospitals/ associations/private or charitable / medical colleges / Institutes. Main professional associations like IMA, ASI, IAP etc. are exempted from this.
6. No financial transaction either by way of cheque / DD No. or any instrument be affected in the name / account of an individual. All such transactions should be done in the name of the organization which should preferably be a public charitable trust / foundation.

Modalities for accreditation

1. All accredited organizations conducting CPD Programs at present should approach the Maharashtra Medical Council for accreditation as per New guidelines.
2. Every branch of the association/ organization will have to apply separately.
3. The other category will be Medical colleges and teaching Institutions recognized by the Medical council of India.
4. Associations fulfilling the criteria can apply preferably online. After scrutiny and approval of application, MMC will inform the association accordingly and thereafter the approved association will have to pay the prescribed fees [Rs.5000] and then will be granted certificate of accreditation for maximum 5 years. Application form is available on the website (New CPD Guidelines) & can also be submitted online. However, a hard copy to be sent to the council for record purpose.
5. MMC can seek additional information or inspect the applying organization before granting approval. There will be a fee prescribed for inspection of institute.
6. Inspection fees of Rs.15000/- will have to be paid by the association. Inspection form is available on the website. Inspection team should consist Preferably medical teachers from the specialty.
7.
 - a) Inspector will be professor from Government / Corporation / Medical Colleges / Institute.
 - b) Local conveyance plus incidental expenses plus DA will be maximum Rs. 3000/-
 - c) Inspection charges of Rs. 1000/- per institute and for multiple inspections charges maximum Rs. 3000/-

THE RESPONSIBILITIES OF ACCREDITED ORGANISATIONS

1. The accredited organization will be held responsible for any irregularity while conducting CPD 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 fees are charged from the delegates.
3. Fees of Rs. 5000/- will be charged to the association for granting accreditation to it for 5 years. All previously accredited organizations will have to reapply fresh. Detailed new form with undertaking to follow the rules and regulations in conducting CPD's is available on the website. (New CPD Guidelines) Delegate fees charges should be intimated to MMC along with application form granting for CPD credit points. Reasonable charges per point should be charged. Special prior permission from MMC will have to be taken in case of higher fees and explanation pertaining to justification of high charges should be presented before MMC. If there is any complaint regarding unreasonable delegate registration fees by the accredited association, then MMC will take strict action against that association.
4. Yearly review (Performance Audit) will be done of such organizations by MMC. Accreditation can be given maximum for 5 years subject to review every year.
5. Each association will be given a code by MMC and password for individual CPDs for online submission of the participants by official observer. However, a hard copy to be sent to the council with signature of the observer for record purpose.

Factors for grant of accreditation for conducting CPD programs

1. CPD programs meant for graduate doctors should have a brief session on national health programs on relevant subjects along with adequate exposure to recent advances, changing modalities of treatment, adequate exposure of consumer protection and medical insurance laws, record keeping and medical audit.
2. The Organization should have all the requisite and demonstrated ability to plan and implement CPD programs to cover the targeted group (General practitioners & specialists, medical teachers (and Vertical National Health Program officials) etc.
3. The organizations should provide the schedule and transcripts of each C.P.D. 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 association.
6. The organization should undertake to publish handouts, bring out a brief report of each CPD and also prepare a list of participants and delegates. The Attendance sheet [with registration numbers] duly signed by organizing secretary and observer should be maintained by the association. One copy to be sent the council for record purpose.
7. The transcript of each CPD program will be considered relevant to updating the knowledge of the medical 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 CPDs having MMC accredited speakers. Details of the speakers are available on the web site.
9. The organization should evaluate CPD 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. MMC will appoint maximum 2 observers for each CPD.

**Online Submission of applications-
A step towards paperless, hassle free management-**

- 1 There will be arrangement for online submission of application for CPDs with facility for uploading the data. The certification will be paperless. The observer will fill the data for the delegates online against their registration number for specific credit points, for which every observer will be allotted specific code and the password. The credit points will be thus directly deposited with the concerned registration of doctor which can be seen on website with periodical updates. There will be specific code number for program and will be displayed on website under "CPD Program" with details of organizers.
- 2 It will be responsibility of the organization arranging the CPD to deposit requisite MMC dues as prescribed. Clearance of dues will only permit the organization to arrange the next CPD.
- 3 Online/ Manual application will have to be made preferably one month in required. Accreditation committee will have power to waive this time limit in some specific circumstances.

GUIDELINES FOR C.P.D. ACCREDITATION

1. Accreditation/Credit points to be awarded will be the sole discretion of the Maharashtra Medical Council and will depend upon the subject matter, Status of the speaker, Quality of the papers to be presented in the C.P.D./Conference.
2. Any professional organization or body or institution making to hold CPD's should apply for accreditation to the Maharashtra Medical Council. The council on verifying the credentials of the organization will give certificate of accreditations to those bodies to hold CPD's.
3. The officer bearers of the Association/ Organization will apply to the Maharashtra Medical Council on a designed application form. The application should be accompanied by the complete program of the C.P.D./Conference including the names, designation and Country of the speakers and the subject of speech.
4. Accredited bodies which hold regular CPD's will have to inform the Maharashtra Medical Council, the date & time of the CPD, at least 15 days in advance, so that the Maharashtra Medical Council can send observers for the CPD.
5. In the application sent to the Maharashtra Medical Council, duration given to each speaker should also be mentioned along with the topic of the lecturer 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 C.P.D. No certificates should be distributed on the first day at the time of registration for the C.P.D./Conference. The certificates should be distributed/ awarded only on the last day after completion of C.P.D./ 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 C.P.D./Conference for 5 years.
9. In case it is found by the council that the certificate is false then the accreditation certificate of issuing Association / Organization will be cancelled.
10. If required MMC can seek additional information or inspect the applying organization before granting accreditation.
11. In case of collaborative CPD's, held with non-accredited organizations, the application should be made in name of accredited association only, so also registration fees should be collected in name of accredited organization only.

GUIDELINES FOR CREDIT POINTS

1. **ONLINE CPD-** For doctors residing in Maharashtra state up to 33.3 % online CPDs which are approved by the MMC in complete 5 years (Maximum 6 in five years) will be considered. Only doctors residing out of state or out of country will be allowed 100 % online credit points or given equivalence for the CPDs they have attended. Till the time MMC starts its own online CPD program, organizations will be approved to conduct online CPD's on case to case basis by MMC.

2. **OutofState/Country Conferences, Research paper, Books publications-** Equivalence formula - Max 4 points for National Conference held by recognized specialty association like API.ASI.FOGSI etc. maximum 2 points for any other conference or workshop. Maximum 4 points for publishing textbook, 3 for other book on his subject specialty, 2 for original research paper in indexed journals or state, national conferences. Abroad conferences or online credit points are very varied- maximum 3 points can be awarded looking into content and credibility of conference /CPD.

3. **All** medical teachers and PG students in MCI recognized institutes will get Two credit points per six months term. They will have to produce a Certificate to that effect from the institutional head.

4. **Medical Officers-All** the official training programs conducted by DHS will be granted credit points as per prescribed norms. DHS should inform prior the details of training programs well in advance to MMC to avail points.

5. It will be responsibility of the organization arranging the CPD to deposit the requisite MMC dues as prescribed. Clearance of dues will only permit the organization to arrange the next CPD.

6. Online / preferred 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 limit in some specific circumstances.

7. For a CPD /Workshop/Conference, of 3 hours duration of teaching only and 3 speakers will get **1 credit point**. Having 6 hours duration of teaching only and 6 speakers will get **2 credit points**. Maximum 4 credit points to be granted for one conference.

Exemptions from credit points

All the below mentioned categories of exemption and doctors after completing 65 years of age are exempted from credit points but renewal is mandatory.

ALL EXEMPTED CATEGORIES WILL HAVE TO DO RENEWAL OF REGISTRATION.

1. Ministers
2. Indian Administrative Services Officers (I.A.S)
3. Vice Chancellor of Health University
4. Dean of Medical College
5. Director of Medical Education & Research
6. Director Health Sciences.
7. Doctors working with Armed Forces.
8. In special cases, chairman MMC on recommendation of MMC member, can give rebate or exemption from credit points.

Details of 65 years Exemptions Criteria

Doctors after completing 65 years will be exempted from credit hours but Renewal is mandatory. Doctors will have to attend till they complete 65 Years of age. e. g. A doctor born in March 1950 will have to attend CPDs till March 2015.

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/CPD's/Workshops.

Sr. No.		Credit Points
1]	Publication of Medical Text Book	
	Author / Editor of Published Medical Text Book	4 Points
	1st Author	2 Points
	2nd Author	
	Author of Chapter Published in Medical Text Book	
2]	1st Author	2 Points
	2nd Author	1 Point

Sr. No.		Credit Points
1]	Papers Published in International / National indexed Journals	
	Original article	
	1st Author	4 Points
	2nd and 3rd Author	2 Points
	Case Report	
2]	1st Author	2 Points
	2nd and 3rd Author	1 Point

Sr. No.	Participation In International/National Conferences	Credit Points
1)	Guest Speaker in International /National Conferences	4 Points
2)	Paper Presentation (Oral / Poster) in International /National Conferences	2 Points
3)	Participation in International Conference as Delegate	2 Points
4)	National Conference organized by accredited National Professional Association	4 Points
5]	Outside CPD /Symposia organized by recognized professional bodies.	2 Points

Continuing Professional Development (C.P.D.) which will not be accredited:

1	The C.P.D.'s organized by a drug/ equipment company for promotion of the drug / equipment will not be entertained/ considered.
2	C.P.D.'s organized by the individual nursing homes/ Hospitals/ persons for marketing purposes shall not be credited.
3	C.P.D. organized for self-promotion/ advertisement will not be accredited.
4	Credit points will not be given to live operative workshop performed by foreign faculties unless they obtain provisional registration from Medical Council of India.

ADMINISTRATIVE EXPENSES TO BE PAID TO THE MMC

1	MMC will symbolically share the revenue out of the CPDs as per number of delegates and credit points as administrative expenses.
2	For any CPD organized by the accredited organization will pay Rs.10/- per credit point per delegate as administrative expenses to MMC.
3	The “CPD fund” so generated will be utilized for all the registered medical practitioners to enable them to present their research work in recognized and reputed international conferences and other educational activities as decided by the council. The modalities and extent of funding will be decided separately. At present, there is no state funding for this purpose.

CPD COMMITTEE

Maharashtra Medical Council will have an Accreditation Committee who will monitor, control and audit the CPD. IMA will help for smooth decentralized implementation of CPD's.

IMA/professional bodies will form a state level/district level standing CPD committees to provide speakers & observers for CPD's. They will also cooperate in overseeing proper conduct of CPDs in accordance to MMC norms.

All the IMA/professional bodies CPD Committees/observers will have to submit an undertaking to MMC regarding proper conduct of CPD's.

GUIDELINES FOR THE CREDIT POINTS RENEWAL

SPECIALTY DISTRIBUTION (Which specialty doctor can attend which subject CPD)

Sr. No.	Particulars Specialty	CPD
1	General Practitioners	Any CPD
2	Pre-clinical	Anatomy, Physiology, Bio-chemistry etc. Pathology
3	Para-clinical	/Micro-Biology/ Forensic Medicine/PSM
4	Surgical	Gen.Surg. Orthopedic, ENT, Ophtology Surgical Super Specialty Anesthesia, Radiology & Imaging
5	medical	Gen.Medicine, Pulmonary Medicine, TB, Psychiatry Skin, Pediatric Anesthesia, Radiology Medical Super specialty
6	Gynaec	Obst.Gyn., Gynecology Gen.Surg. Gen.Medicine, Anesthesia, Gyane.Sub Specialty Radiology & Imaging Any specialty or general practitioner.
7	Multispecialty CPD	

Requirement of Credit Points for Renewal

1. 6 credit points per year are mandatory and minimum 30 credit points for renewal of registration 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 CPDs of the specialty concerned.

3. Renewal cycle of 5 years is from the date of fresh registration or renewal date. In majority of RMP's, it is from 1st March to 28th Feb of next year.

4. For a CPD/workshop/conference, of 3 hours duration of teaching only and 3 speakers will get **1 credit point**.

Having 6 hours duration of teaching only and 6 speakers will get **2 credit points**.

Maximum 4 credit points to be granted for one conference.

5. For any CPD/Symposium/Conferences of any duration, not more than 4 credit points will be awarded.

Speakers & Observers for CPD

Database of accredited speakers will be created to avoid unnecessary repetitive paperwork. MMC will invite applications in a prescribed format from RMP's. Applications and criteria are available on the website.

Observers for CPD- Other than MMC members, observers are desirable for CPDs. Specific format, criteria, duties & regulations for working and appointment are formulated and are available on the website (New CPD Guidelines). The accreditation committee will appoint observers in consultation with IMA/Professional Bodies who will be having specialty knowledge of the concerned subject. Stay & Transport to be borne by the organizers.

MMC members can attend any CPD to oversee the conduct of CPD with prior information to the organization and report to MMC their observation. There will be no registration fee for any MMC member for any conference & observer for that specific conference. Database of observers will be created.

Speakers for CPD

1. MMC will give credit points only to CPDs having MMC approved speakers.
2. Speakers will have to apply to MMC with a nominal fee of Rs 100 only to get approval, in prescribed format available online.
3. A database of all approved speakers will be made & displayed on MMC Website.
4. Criteria for approval of speakers-
 - A) MBBS- 10yrs of professional standing (private practice)
 - B) PG (MCI recognized)- 5 yrs of professional standing
 - C) Super specialist- 3 yrs of professional standing
 - D) Medical teachers- All approved PG teachers of MCI recognized degrees
 - E) All Deans, Civil surgeons, DHO, DTO.
 - F) For foreign faculty, prior permission of MMC will be necessary.
 - G) In special cases, chairman MMC can grant approval on recommendation of MMC member on case to case basis.
5. Separate category of specialty speakers is created for non-medical convenient speakers. Accreditation of such speaker's form and details available on website.

Observer for CPD

1. MMC will appoint maximum 2 observers for each CPD.
2. Observers will be appointed in consultation with the nearest district/ state IMA/Professional Bodies CPD committee.
3. One Observer should as far as possible be from the concerned specialty of CPD.
4. The organization hosting the CPD will have to make the observers as Hon. Delegate and arrange for hospitality including local transport & stay wherever required.
5. Observers will have to authenticate the attendance sheet, Feedback forms & Excel sheet (Summary of CPD) & mail it to MMC office.
6. Observers will have to maintain highest **standards of decorum** and they will have to ensure that the CPD is conducted properly and as per prescribed norms and there is no false attendance and that excess fees are not charged.
7. Observer will be paid honorarium of Rs.500/- per day per CPD by organizing association.
8. Observers will be entitled for 1 extra point plus the concerned CPD points.
9. If no observer is sent by MMC, the organizers should approach the nearest district IMA branch for appointment of observer.

Appendix 1

Application for obtaining Accreditation from Maharashtra Medical Council.

APPLICATION FOR OBTAINING ACCREDITATION

To,
THE REGISTRAR,
Maharashtra Medical Council
Anand Complex, 2nd Floor,
Sane Guruji Marg, Arthur Road Naka,
Mumbai 400 011.
Website - <http://maharashtramedicalcouncil.in>

Sub. : Issue of Certificate of accreditation

Sir,

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

Name & Address of organization / Association / Institute : _____ _____ _____

Branch : Parent Organization (State or National)

Registration & Date with Charity Commissioner

Report of last Audit (Attested xerox copies audited report)

Statement of CMEs/ Conferences held in last one year

Names of President / Dean _____ Mobile : _____ Fax : _____ Email : _____

Name of Secretary _____ Mobile : _____ Fax : _____ Email : _____

MCI/ DNB recognition letter(Xerox copy to be attested)
(For teaching institutes)

Bank Account Details : Name of Bank _____ Branch _____ Account No. _____

Pan Card No.

Any Other Details

I request you to issue certificate of accreditation to our institute / association / Organization We hereby agree to follow the rules and regulations as prescribed by Maharashtra Medical Council from time to time to conduct CMEs
Thanking you,

Yours truly,

Signature of Office Bearer

Name _____
Official Stamp

Note :

- 1) Application should be made from official email of organisation / Association / Institute.
- 2) If online facility is not available Please send a Demand Draft of Rs.5000/- (Rupees Five Thousand only) in favour of Registrar, Maharashtra Medical Council, Payable at Mumbai of any Nationalised Bank after receiving approval letter of Accreditation from Maharashtra Medical Council.
- 3) Hardcopy of application of accreditation along with necessary required documents should be send to mmc within 15 days of online application

Appendix 2

Application for Accredited Speaker

To,

THE REGISTRAR,
Maharashtra Medical Council
Anand Complex, 2nd Floor,
Sane Guruji Marg, Arthur Road Naka,
Mumbai -400 011.
Website - <http://maharashtramedicalcouncil.in>

Sub.: Regarding Accredited Speaker

Sir/Madam,

I hereby request you to grant me approval as speaker.

Name: _____		
Address.: _____		
Date of Birth: _____		
Tel.No.(Resi.): _____		
Mobile No.: _____		
Email: _____		
Registration No./State/Country: _____		Registration Date: _____
Last Renewal date: _____		
Qualification	Year of Passing	University
Degree		
PG		
Other		

- 1) Teaching Experience (in years): _____
- 2) Professional Standing (in years): _____
- 3) Total Number of Research Papers: _____
- 4) Specialty: _____
- 5) Membership of Professional Association: _____

The above furnished information is true and the I have not been penalized by Maharashtra Medical Council in past.

Sign of applicant

Countersign of head of Institute
(for teachers)/IMA President
(for private practitioners) with seal

Kindly attach the following photo copies / scan copies with application.

1. Registration certificate
2. Renewal proof
3. Degree / PG Certificate
4. Teaching experience certificate
5. Demand Draft of Rs.100/- / (Rupees One Hundred Only) At Par Cheque payable to "Maharashtra Medical Council"/ Online Payment.

Appendix 3

FORMAT OF CERTIFICATE FOR DELEGATES

**Name of organization
(Organizing CPD / Workshops/ Seminars Conferences)**

Code no.- _____

Type of CPD-Clinical/Paraclinical/Surgery/Medicine/Gynaecology/Multispeciality

This is to certify that

Dr. _____

has participated as delegate in _____

***(CPD Programmes / Workshops / Seminars /
Conferences) held on the Date/Month/Year.***

Maharashtra Medical Council has granted _____ Credit hours for delegates.

**Signature & Name of
Org. Secretary**

**Signatures & Name of
Org. Chairman**

Appendix 4

FORMAT OF CERTIFICATE FOR FACULTY

**Name of organization
(Organizing CPD / Workshops/ Seminars Conferences)**

code no.- _____

Type of CPD-Clinical/Paraclinical/Surgery/Medicine/Gynaecology/Multispeciality

This is to certify that

Dr. _____

has participated as faculty member in _____

***(CPD Programmes / Workshops / Seminars /
Conferences) held on the Date/Month/Year.***

Maharashtra Medical Council has granted one Credit hour for this speaker.

**Signature & Name of
Org. Secretary**

**Signatures & Name of
Org. Chairman**

Appendix 5

FORMAT OF CERTIFICATE FOR PG STUDENTS

This is to certify that

Dr. _____

is First/Second/Third year resident in the department of

at _____ Medical
College _____.

He is working as PG student from _____
to _____.

He is eligible for getting _____ credit hours as per Maharashtra
Medical Council norms.

Director/Dean/Medical Superintendent