



Regulations of Continuing Medical Education and Professional Developing Activities

I. Introduction:

Saudi Commission For Health Specialties is keen on activating its role in collaboration with various health sectors to promote the health services in the Kingdom of Saudi Arabia in compliance with the rapid developments in the medical fields. Thus, the regulation of the Continuing Medical Education and Professional Developing programs have been approved in an attempt to measure up to the level of health services provided in developed countries by:

Ensuring that the medical practitioners are continuously updated in relation to their perspective fields; ascertaining that their performance is of the highest levels; and verifying that they maintain that level of performance.

The Commission has obligated medical practitioners to have the minimum hours of the CME/PD as part of their professional responsibilities and as a requirement for obtaining their medical license. This program is the only means through which they can acquire and update their knowledge, furthering their education, and improve the technical skills they have acquired. All of which would ensure that a distinctive care is being offered for the individual and community. Being the only authorized party to approve the activities of the CME/PD in the Kingdom, the Commission attempts to develop directives that could set up a mechanism for licensing the parties presenting and approving the said activities in accordance with the tasks stated in its Basic System issued under the Royal Decree **No. R/2 dated 6/2/1413H** – with respect to the setting up of Health Principles & Criteria for practicing medical professions. The Commission is also responsible for approving the activities undertaken by the CME/PD in the Kingdom activities such as seminars, symposiums, medical conferences and establishing scientific associations for health specialties.

II. Goals:

- a) To verify that the medical practitioners are pursuing their studies in the program of CME/PD so as to improve and develop their skills.
- b) To be up-to-date with scientific and technical developments that take place in the health services and the means through which they are provided.
- c) To determine authorities entitled to offer activities related to CME/PD in accordance with quality and assurance terms and conditions
- d) To ensure the quality of the activities related to CME/PD that are offered to medical practitioners.

III. Professional Development Programs, definition and categories:

Following is the terminologies along with their definitions :-

- **Lecture:** A review of a set of theoretical data related to certain health matters (areas) that would help in developing the general professional skills of the practitioner.
- **General Workshop:-** A practical training in certain areas for the purpose of upgrading the general skills of health practitioners. The training would be conducted by a specialized trainer and/or a group of lecturers/ specialized trainers.
- **Specialized Workshop:-** A specialized practical training in a specific area for a certain category (group) of practitioners in that area. The training would be conducted by a specialized trainer and/or a group of specialized trainers in that area. The aim of this training is to upgrade and develop the trainees' skills in that area.
- **Seminar:** - A group of lectures on a certain topic. That activity is organized by a committee which would invite a group of specialized lecturers to present it within certain period.
- **Conference:-** An open scientific meeting which calls for papers on topics related to the conference to be presented by specialized and professional experts. It is announced in advance and has an international nature (aspect) if foreign participants are involved in organizing or presenting, such as scientific associations, universities, or health organizations from outside the Kingdom. A committee would be formulated for reviewing the papers and nominating the presenters.
- **Regular Activities:** - A number of regular activities that are carried out within the medical institution for its staff; lectures, workshops or field trips. They are conducted usually by the members of that department, such as morning report, grand round, journal club etc.

IV. Parties Organizing the Activities of CME/PD:

a) Parties Entitled to Offer Continuing Medical Education and Professional Developing Programs can be divided as follows:-

- 1- Parties that are entitled to present all types of programs of CME/PD such as Universities, Medical and other Health, Science Colleges, Government Health Sectors, Teaching Hospitals accredited by the Commission , Private Hospitals, and the Scientific & Medical Association.
- 2- Parties that are entitled to present lectures, general workshops, regular activities and short seminars, such as Governmental Health Institutes, Private Health Institutes licensed by the Commission , Governmental Health Centers, Centers being licensed by the Commission to provide continuous medical education and scientific & health clubs.

b) Parties not entitled to offer CME/PD programs are as follows:-

- 1- Medical companies and organizations such as medical equipment companies and pharmaceutical companies.
- 2- All educational sectors that are not specialized in the health areas.

V. Accrediting Parties to Carry out Activities related to Continuing Medical Education and Professional Developing:

a) Accrediting Parties to carry out the activities of CME/PD:-

- 1- Scientific, professional and medical associations
- 2- Medical and Health science Colleges at Public and Private Universities
- 3- Universities and teaching science Hospitals accredited by the Commission for training on the programs for Saudi Specialty Degree.
Government Sectors providing health services
- 5- Private Health Institutes and Centers licensed by the Commission

b) All other Parties interested in offering educational activities should obtain prior accreditations from the Commission.

c) **Terms for accrediting CME/PD programs providers are as follows:**

- 1- **The applicant should establish a special department for CME/PD responsible for presenting the programs to the Commission.**
- 2- **Accreditation application forms should be filled out to indicate the size of institution, types of specialties etc....**
- 3- **Set fees for accreditation(license) should be paid**
- 4- **The organizing party should prove the attendance of those benefiting from the activities by registering their names, filling-in the evaluation forms of lecturer and activity on the Commission's website, or any other means so as to confirm the attendance. The Commission has the right to request the roster of attendants at any time.**
- 5- **No certificates should be issued to any body not attending – only those attendants are qualified for the certificate.**
- 6- **The organizing party should indicate the Commission's approval for offering the activity, showing the number of accredited hours in all advertisements and attendance certificates.**

VI. Mechanism for Accrediting (Licensing) Continuing Medical Education and Professional Developing:

Activities carried out in the Kingdom are of two types:

- 1 **Activities such as Lectures, Workshops (general – specialized), seminars and conferences. To be accredited (licensed) the following should be satisfied:**
 - a) **The party offering the activity should be recognized and accredited (licensed) by the Commission to offer continuous CME/PD programs.**
 - b) **The activity should be supervised by the medical education department at the hospital or a specialized scientific association to oversee and verify the issuance of attendance certificates and the quality of the activity.**
 - c) **Each scientific activity must have clear documented, specific educational goals.**
 - d) **The type of audience undertaking such activities should be determined in accordance with the set goals.**

- e) The presenter (lecturer) should not be less than first specialist for doctors and of expertise related to the field of the activity so as to achieve the set goals.**
- f) The program should be detailed in English when presented to the Commission – containing the activity’s schedule, the title of lecture, the name of the speaker and his brief CV. Local speakers must have valid professional registration from SCFHS**
- g) The medical education department within the organizing party should be responsible for the issuance of attendance certificates that contain the number and date of license as well as the number of the accredited hours. The Commission shall not accept any certificate issued for the program by**
- h) an entity other than that department.**

2- Regular Activities – The following must be satisfied for accrediting such activities:

- a) The party carrying out the regular activities should be accredited (licensed) and recognized by the Commission to offer that activity.
 - b) Each scientific activity should have clear documented, specific educational goals.
 - c) The type of audience attending such activities should be determined in accordance with the set goals.
 - d) The minimum rate for accrediting the activities hours is one hour for each activity.
 - e) The program should be detailed in English when presented to the Commission – containing the activity’s schedule, the title of each lecture, the name of the lecturer and his CV enclosed with a copy of the professional registration card of the lecturer if he is from the Kingdom and his CV if he is visiting from outside the Kingdom.
 - f) The medical education department within the organizing party is responsible for the issuance of attendance certificates that contain the number and date of license as well as the number of the accredited hours. The Commission shall not accept any certificate issued for the program by an entity other than that department.
- 3- The Commission accredits the activities of the CME/PD that are held abroad if the organizing party adheres to all the terms.**
- 4- The activities held abroad shall be accepted if accredited by the Commission or any other international organizations.**
- 5- Activities carried out through internet – if accredited by the Commission or any international organization specialized in licensing the activities of CME/PD.**

VII. Methods for calculating the credit` hours of CME/PD activities for the attendants and lecturers:-

a) Attendance:

The hours of the CME/PD shall be calculated for the attendants on the following bases: every hour the audience actually attends a lecture would be tallied as one hour of attendance.

b) Lecturers:

The hours of the medical education & continuous professional development shall be doubled for lecturers, i.e. every hour the lecturer presents would be tallied as 2 hours except for workshops which should be tallied as is.

VIII. Methods for calculating the hours of CME/PD program:

- 1- Each educational hour would be tallied as one hour whether the program is a series of lectures or one scientific seminar.
- 2- For each counted hour of training in general skills (general workshops) would be considered as $\frac{1}{2}$ an hour. For example, workshops on communication skills and workshops on ethics of health profession, quality management etc. While the specialized workshops intended for specific group of audience, it would be considered as one hour for each counted hour.
- 3- For any lecture to be accredited (approved), the maximum hours should be one hour whether it is within an integrated program or independent.
- 4- For any program to be accredited, the maximum number of hours is 30 hours.
- 5- The programs being offered periodically at various places and different times such as - (CPR, ACLS, ATLS, EBM) – the same number and date of approval should be used provided that program remains intact with no changes.
- 6- The discussion sessions, break times, prayer times and examination hours shall not be considered as part of the hours.
- 7- No programs would be accredited retrospectively, i.e. backdated.
- 8- Educational activities targeting the public and those that are not directly relevant to health care professions shall not be considered or accredited.
- 9- The department of CME/PD would review the presented programs according to the specialty and, if necessary, seek professional reviewers to evaluate the program.

IX. Required Hours of CME/PD by the medical practitioner when applying for renewal of professional registration:

a) **Required hours of CME/PD by the medical practitioner when applying for a renewal of registration:**

Category	Average hours per year	Required Hours		Details
		3 years	5 years	
Doctors and Dentists	30	90 hour	150 hour	<p>Maximum of (10) hours per year for the regular activities.</p> <p>Maximum of (10) hours per year for developing the general skills.</p> <p>Minimum of (12) hours for seminars, conferences and specialized workshops, including the activities approved via internet.</p> <p>(10) hours for the self-activities such as specialized reading, writing and viewing scientific documentations related to the specialty.</p>
Pharmacists	20	60 hours	100 hours	<p>Maximum of (7) hours per year for regular activities.</p> <p>Maximum of (7) hours per year for developing general skills.</p> <p>Minimum of (7) hours for seminars, conferences and specialist workshops, including the activities approved via internet.</p> <p>(5) hours for the self-activities such as specialized reading, writing and viewing scientific documentations related to the specialty.</p>

Nurses	15	45 hours for specialists and consultants	75 hours for specialists and consultants	<p>Maximum of (5) hours per year for regular activities.</p> <p>Maximum of (5) hours per year for developing the general skills.</p> <p>Minimum of (5) hours for seminars, conferences and specialized workshops, including the activities approved via internet.</p> <p>(5) Hours for the self-activities such as specialized reading, writing and viewing scientific documentations related to the specialty.</p>
Other Applied Medical Professions	10-20	30 hours for technicians. 60 hours for specialists and consultants	50 hours for technicians. 100 hours for specialists and consultants	<p>Maximum of (5) hours per year for regular activities.</p> <p>Maximum of (5) hours per year for developing the general skills.</p> <p>Minimum of (5) hours for seminars, conferences and specialized workshops, including the activities approved via internet.</p> <p>(5) hours for the self-activities such as specialized reading, writing and viewing scientific documentations related to the specialty.</p>
Technicians	10	30 for all categories	50 for all categories	

- b) Categories excluded from the CME/PD hours are all medical assistants such as opticians, health administrative technician, medical records technician, medical secretariat, medical equipment technician, health observation and environmental technician).

X. Application Procedures for Approving CME/PD Program:

- a) Completing the application form prepared by the Commission. Incomplete applications shall not be accepted/ considered.
- b) Sending a detailed program attached with the list of speakers. If the program offers periodical lectures, whether weekly or monthly, the lectures schedule of next six months should be included. The schedule should indicate the name of the lecturer, title and date of lecture.
- c) Attaching the brief CVs of the lecturers in addition to the application for accreditation – indicating their expertise in the subject they are presenting.

- d) **Attaching copy of the professional registration card of the lecturer/trainee if he is working in the Kingdom of Saudi Arabia.**
- e) **Submitting the application inclusive of a covering letter signed by the authorized person within two weeks.**
- f) **Payment of the fees in accordance with the hours. A certified cheque to the Commission or to be deposited in its account No. (2360121269901) at Riyadh Bank – and attaching the deposit receipt.**

XI. Fees:-

a) **Fees for accrediting continuous education for health care professionals program providers:**

- 1- For parties associated with the Commission according to training agreement, the fees shall be included within the charges stated in this agreement.
- 2- For Private Health Institutes licensed by the Commission, the fees shall be included within the annual supervision fees collected from these institutes.
- 3- For Private Medical Centers licensed by the Commission to offer the CME/PD programs, fees for **SR10000** shall be paid annually for supervising the program.
- 4- For parties that have no training agreement with the Commission , fees in the amount of **SR15000** shall be paid once for evaluating the institute and accrediting it as a center offering CME/PD programs. The accreditation expires after **4** years. Accreditation is then renewable where new fees are to be paid.
- 5- Medical scientific professional associations that are officially licensed shall pay a **SR15000** fees once. The accreditation expires after **4** years. Accreditation is then renewable where new fees are to be paid.

b) Fees for Approving the Activity:

- 1- The regular activities are approved free of any charge.
- 2- Other activities offered by all parties shall be require a payment of **SR50.-** per hour – minimum limit is **SR200.-** and maximum limit is **SR1500.**

XII. Restrictions and Instructions:

- 1- The applicant shall carry out the approved activity based on the scientific program submitted to the Commission and which has already been approved.
- 2- The approval by the Commission for any continuous medical teaching activity shall not be considered as a permit for conducting the activity. The organizing party shall apply for a permit from the respective authorities to hold the conference or activity.
- 3- The logo of **SCFHS** along with the license number, license date and the approved number of hours of the program should be indicated in all bulletins, pamphlets and advertisements of the programs as well as on the attendance certificate.
- 4- An accurate system of attendance and absence should be observed. The registration forms should be submitted to the Commission if instructed to do so.
- 5- All parties interested in offering CME/PD programs to be accredited, should send it to the commission in advance.
- 6- Advance payment of fees paid does not obligate the Commission to approve/accredit or license the program according to the hours required by the applicant.
- 7- The applicant should allocate the time and venue of the program.
- 8- The targeted category of people attending the programs should be determined. The goals of the program should be indicated.
- 9- Accreditation is granted for each certificate separately.

- 10-If the program is offered frequently, the parties benefiting from attending the program shall be entitled to attend the program once only.
- 11-The Commission is entitled to approve the hours according to its own system. It has the right to reject the hours that are not in accordance with its terms and conditions.
- 12-The Commission has the right to reject incomplete applications or the applications submitted during or after the activity.
- 13-The Commission has the right to suspend the approval of the programs submitted by parties that do not adhere to its terms & conditions, parties that delay the payment of the fees, or parties whose permit has expired.
- 14-If the Commission uncovers any offence such as exaggeration of the total number of the hours granted to the medical practitioners by the authorities approving this program; giving attendance certificate for those who have been absent; or changing the venue of the program after being approved, the Commission shall take the appropriate actions towards this matter.