TCM Practitioners Board
中医管理委员会

Guide on Compulsory Continuing Professional Education Programme

强制性中医继续教育计划指南

Contents

COMPULSORY CONTINUING PROFESSIONAL EDUCATION (CPE)
FOR REGISTERED TRADITIONAL CHINESE MEDICINE PRACTITIONERS

1 Introduction

The Continuing Professional Education (CPE) Programme for TCM practitioners was first implemented in Jan 2013 on a voluntary basis to enable registered TCM practitioners, i.e. both TCM physicians and acupuncturists, to have updated and relevant professional knowledge and to keep pace with continuous changes in the TCM landscape.

With the enactment of the TCMP (Amendment) Act 2020, the compulsory Continuing Professional Education (CPE) Programme for TCM practitioners will be implemented from 1 Apr 2020 for all registered TCM practitioners to fulfil the compulsory Continuing Professional Education (CPE) requirements.

2 Compulsory CPE Framework

i   CPE Points Requirement

Duration	Minimum CPE Points Requirement	
	Total Points	Core Points (Approved TCM Topics)
2-year PC	50	30 (at least 60% of 50 CPE points)

All TCM practitioners will be required to accumulate 50 CPE points for the renewal of Practising Certificates (PC). Out of the 50 CPE points, at least 30 CPE points (60%) of the total CPE point must be from attending trainings and accredited courses on TCM practice, which core points will be awarded. For participation in professional education activities organised by other accredited medical healthcare establishments, non-core points can be awarded.

ii   Qualifying Period (QP)

To renew PC in 2022, TCM practitioners have 2 years from 1 Apr 2020 till 31 Mar 2022 (i.e. Qualifying Period) to obtain 50 CPE points.   Please refer to the table below for more details.

S/N	Qualifying Period (QP) to obtain 50 CPE points	Online Submission of PC Renewal Application	2-year PC Period
1.	Not applicable (under Voluntary CPE)	1 Apr 2020 to 31 May 2020	1 Jul 2020 to 30 Jun 2022
2.	1 Apr 2020 to 31 Mar 2022	1 Apr 2022 to 31 May 2022	1 Jul 2022 to 30 Jun 2024
3.	Subsequent QPs: 1 Apr 2022 to 31 Mar 2024; 1 Apr 2024 to 31 Mar 2026	1 Apr 2024 to 31 May 2024; 1 Apr 2026 to 31 May 2026	Subsequent PCs: 1 Jul 2024 to 30 Jun 2026; 1 Jul 2026 to 30 Jun 2028; etc

iii   CPE Event Categories

CPE events are grouped into 7 different CPE Event Categories:

Category 1	Types of Event
1A	Local pre-approved events - Short-term structured training, teaching session and case study discussion
1B	Other local pre-approved events – Conference / Seminar / Workshop
1C	Overseas events, events organised by other accredited medical/ para-medical/ healthcare establishments
1D	Local clinical mentorship programme - structured programme organised by accredited CPE event provider, and must have appropriate clinical training base
Category 2	
2A	Publication of books / original papers / editorial works / reviews
Category 3	
3A	Self-directed learning - Self-study (without assessment) - Reading of TCM / medical books/ recognised professional journals, self-study from audio-visual tapes & online education
3B	Self-directed learning - Online education (with assessment)

Each category will be awarded different CPE points. Please refer to **Table A** for more details.

For accredited professional journals under Category 3A, please refer to this list. It is not an exhaustive list and will be updated from time to time.

iv   Submission of CPE Claims

1)   <u>For CPE Event Categories 1A and 1B</u>:
Accredited CPE event providers are to submit event attendance on behalf of TCM practitioners who attended the events within one month of the completion of each CPE event.

2)   <u>For Case Study Discussion under Category 1A</u>:
CPE points can be awarded to TCM practitioners who participated in case study discussion approved by the Board. The participants need to complete assessment questionnaire at the end of each discussion. The accredited CPE event provider organising the case study discussion is responsible for submitting CPE attendance on behalf of TCM practitioners, keeping records of the case discussion, setting the questionnaire and providing reports for audit purposes.

3)   <u>For Local Clinical Mentorship Programme under Category 1D</u>:
Trainees under the approved clinical mentorship programme shall fill in a logbook on the clinical mentorship containing the dates and time of clinical training, and the cases seen. Mentor has to certify on the logbook after each training session. The CPE providers have to ensure that the training is properly administered and submit a copy of the logbook

through the online CPE module. CPE points are awarded to mentors and trainees upon submission of attendance by CPE event provider.

4) For Event Categories 1C, 2A, 3A or 3B:
TCM practitioners shall submit online CPE claim applications personally for attending the following CPE events/activities:

(i) Category 1C - Lecture, conference, seminar or workshop held overseas or organised by other accredited medical/para-medical / healthcare establishments
(ii) Category 2A - Publication of books / papers / editorial works / reviews
(iii) Category 3A - Self-directed Learning (self-study without assessment)
(iv) Category 3B - Self-directed Learning (online education with assessment)

All such online claims of CPE points must be supported with relevant supporting documents. Please refer to **Table B.** TCM practitioner will be informed via email when the CPE claim application is approved.

TCM practitioners may refer to the Board's website on the use of the IT CPE system to submit CPE claim.

v   Monitoring of CPE Points

TCM practitioners are advised to monitor their CPE points and to ensure that they meet the CPE requirement before the end of QP. You would need to login to the IT PRS system via the Traditional Chinese Medicine Practitioners (TCMP) Board's website at www.tcmpb.gov.sg under the menu tab [CPE], then select the tab [Monitoring of CPE] to check your CPE points attained.

vi   List of Accredited CPE Events

To search for list of accredited CPE events organised by CPE event providers, please refer to this link, Search Continuing Professional TCM Education (CPE) Events. For event details, TCM practitioners should enquire directly with CPE event providers.

3   Accreditation of CPE Event Provider

i   Requirements of CPE Event Providers

TCM organisations can apply to be accredited as CPE event providers and they are required to fulfill the following requirements: -
1) Event providers must have certain experience in conducting TCM or medical related education and training.
2) Event providers must not participate in the promotion of commercial activities or products at CPE events conducted.
3) Event providers must assume financial and administrative responsibilities for events organised.

Qualified event providers may be granted status as an accredited CPE provider for a period of 2 years. The accredited event provider granted 2-year accreditation is expected to organise and conduct certain minimum hours of CPE events per year during the accreditation period. Non-accredited CPE event providers may apply for approval of CPE events on ad hoc basis.

If TCM organisation is interested to be accredited as CPE event provider, application can be submitted to TCMP Board at CPE Event Provider Accreditation Application.

ii   Application of CPE Event Accreditation

The CPE events organised by CPE event providers must align with the objective of enhancing the TCM professional standards. The CPE events should be relevant to TCM professional practice and it must not involve any commercial activities or promotion of any products. All events must be publicised and open to all TCM practitioners only.

Event provider would need to login to the IT PRS system via the TCMP Board's website at www.tcmpb.gov.sg to submit events at least 2 months before the event start date, for the Board's accreditation.   For event categories 1A Case Study Discussion and 1D Local Clinical Mentorship Programme, event providers need to submit online pre-application forms on the two programmes to the Board for prior approval before submitting the events through the IT PRS system. Attendance records are required to be submitted online within one month after the completion of the events. Please refer to **Table C** for more information.

For clarification, please email to the Board's Secretariat at tcmpb@spb.gov.sg

Table A: CPE Event Categories and CPE Points

Event Category	Types of Event	Participation Role	Criteria	CPE Points	Max. CPE Points
1A Local Pre-approved Events	Short-term structured training, teaching session	Participant	1 to < 2 hours	1	No cap
			2 to 4 hours	2	
			1 day	4	
		Speaker / Instructor*	< 2 hours	2	
			2 to 4 hours	4	
			1 day	6	
	Case study discussion	Participant	2 to 4 hours	2	
1B Other Pre-approved Local Events	Conference/ seminar /workshop	Participant	1 to < 2 hours	1	No cap
			2 to 4 hours	2	
			1 day	4	
			1.5 days	6	
			2 days	8	
			2.5 days	10	
			3 days or more	12	
		Speaker / Instructor*	< 2 hours	2	
			2 to 4 hours	4	
			1 day	6	
			1.5 days	8	
			2 days	10	
			2.5 days	12	
			3 days or more	14	
1C Overseas Events Events organised by other accredited medical / para-medical / healthcare establishments	Lecture/conference/seminar /workshop	Participant	1 to < 2 hours	1	No cap
			2 to 4 hours	2	
			1 day	4	
			1.5 days	6	
			2 days	8	
			2.5 days	10	
			3 days or more	12	
		Speaker / Instructor*	< 2 hours	2	
			2 to 4 hours	4	
			1 day	6	
			1.5 days	8	
			2 days	10	
			2.5 days	12	
			3 days or more	14	
	Short-term training course	Participant	1 to < 2 hours	1	
			2 to 4 hours	2	
			1 day	4	
			1.5 days	6	
			2 days	8	
			2.5 days	10	
			3 days or more	12	
	Post-graduate study	Participant	Per 2 hours	1	
1D Local Clinical Mentorship Programme	Structured programme organised by accredited CPE event provider, and must have appropriate clinical training base	Mentee	Per 2 hours	1	No cap
		Mentor	Per 2 hours	2	

Excluding lectures / clinical instructions for formal TCM educational courses (e.g. Bachelor Degree Course in TCM, Advanced Diploma Course in TCM, Graduate Diploma in Acupuncture Courses for Doctors and Dentists, etc.) In addition, the same speaker/ instructor speaking and presenting the same repeated topic within the 1-year period, will only be awarded 50% of CPE points.

Event Category	Types of Event	Participation Role	Criteria	CPE Points	Max. CPE Points
2A Publication of Books / Papers / Editorial Works / Reviews	Presentation of paper/ poster at local/ overseas conference/ seminar	Presenter	Per paper/ poster	2	No cap
	Publication of paper/ report in recognised professional journal	Main Author/ Subsidiary Author	Per article	2	
	Editorial work / review of TCM professional book / textbook /reference book / recognised professional journals	Chief Editor	Per book/ journal	5	
		Subsidiary Editor	Per book/ journal	2	
		Reviewer	Per book/ journal	2	
	Author of TCM professional book/ textbook/ reference book	Main Author	Per book	10	
		Subsidiary Author	Per book	2	
3A Self-directed Learning	Reading of TCM / medical books / recognised professional journals	Self-directed Learning	Per article	1	**Maximum 30 points for 1 Apr 2022 to 31 Mar 2024**
	Self-study from audio-visual tapes		Per tape		
	Online education (without assessment)		Per online education		
3B Self-directed Learning (with assessment)	Online education (with assessment)	Self-directed Learning	Per module (minimum of 2 hours per module)	2	**Maximum 20 points for 1 Apr 2022 to 31 Mar 2024**

Table B: CPE Claim Submission by TCM Practitioners

Event Category	Types of Event	Documents for Self-claim Application	Attendance Submission
1C Overseas Events Events organised by other accredited medical/ para-medical/ healthcare establishments	Lecture/ conference/ seminar/ workshop	1) Event programme details, (including the programme details, date and time of the programme) 2) Certificate of attendance (including training date, time and whether as participant or speaker)	Attendance and supporting documents must be submitted within one month of event completion, together with the online application for CPE claim
	Short-term training course	1) Course programme details (including the course details, date and time of the course) 2) Certificate of attendance on completion (including training date, time and whether as participant or speaker)	
	Post-graduate study	1) Admission notice 2) Transcript or course progress report 3) Certificate on completion of post-graduate course 4) Post-graduate degree if applicable	
2A Publication of Books/ Papers/ Editorial Works/ Reviews	Presentation of paper/ poster at local/ overseas conference/ seminar	1) Paper/ poster 2) Certificate issued by organiser	
	Publication of paper/ report in recognised professional journal	1) Paper/ report 2) Journal cover/ contents page	
	Editorial work/ review of TCM professional book/ textbook/ reference book/ recognised professional journals	1) Book cover/ Journal cover 2) Contents page	
	Author of TCM professional book/ textbook/ reference book	1) Book cover 2) Contents page	
3A Self-directed Learning	Reading of TCM/ medical books/ recognised professional journals Self-study from audio-visual tapes Online education (without assessment)	1) Book cover/ article/ website link/ certificate of completion 2) Reflection/ summary of article read	
3B Self-directed Learning (with assessment)	Online education (with assessment)	1) Certificate of completion 2) Print screen of assessment results	

Table C: Application of Event Accreditation by CPE Event Providers

Event Category	Types of Event	Documents for Event Application	Attendance Submission
1A Local Pre-approved Events	Short-term structured training, teaching /tutorial session	1) Event programme details^ 2) Information on speakers@	Attendance records* to be submitted online by CPE event provider to the Board within one month after the completion of the CPE event
	Case study discussion	1) Pre-application form* 2) Records of discussion e.g. discussion slides/ notes of discussion	
1B Other Pre-approved Local Events	Conference /seminar/ workshop	1) Event programme details^ 2) Information on speakers@	
1D Local Clinical Mentorship Programme	Structured programme organised by accredited CPE event provider, and must have appropriate clinical training base	1) Pre-application form* 2) Logbook records of clinical training#	

^   Please furnish information on CPE event title, venue, date, targeted participants, fees charged, programme timetable showing session start and end time, speaker, topics and content of each session, etc

\#   For the essential information to be recorded in the Logbook, please refer to Logbook information list

@   Speakers/instructors would need to fulfil the following requirements:
   1) Speakers / instructors must be supported by CPE event providers.
   2) Speakers / instructors on TCM subjects must hold the necessary skills, knowledge and experience in TCM accepted by the Board, e.g.
      i.   10 years of full-time practice as TCM practitioners, with teaching experience; or
      ii.   10 years of experience in TCM education / research; or
      iii.   Hold senior academic appointments recognised by the Board; or
      iv.   Have outstanding clinical practice experience or skills and hold prominent academic position in certain area(s) of TCM practice.

 *   Attendance must be taken at each session of the event. The attendance record should include full name in English and Chinese, TCM Registration no., and signature of the participants, date and time of event, reporting time of participants etc. Provider must keep attendance record of each event for at least 2 years.

强制性中医继续教育计划

1 简介

卫生部和中医管理委员会于 2013 年正式推出了中医继续教育计划，当时是一项自愿性计划，目的在于鼓励注册中医执业者（包括注册中医师和注册针灸师）持续提升自身的专业知识，确保所有中医执业者"与时并进"，为广大市民提供优质的传统中医药服务。

根据《中医注册法令 2020》修订版强制性中医继续教育计划将于 2020 年 4 月 1 日生效，所有注册中医执业者均须符合强制性中医继续教育计划的规定，才能够更新执业准证（Practising Certificate)。

2 强制性中医继续教育的构架

i CPE 学分要求

时间	最低 CPE 学分要求	
	总学分	核心学分 (批准的中医药课题)
2 年 执业准证	50	30 (核心 CPE 学分必须占 CPE 学分总数的至少 60％)

注册中医师需要于两年内累积 50 CPE 学分才能更新执业准证。在 50 CPE 学分中，至少 30 CPE 学分（60％）须来自受认证的中医课程，其余 20 分可取自相关的批准课题。注册中医师必须参加已认证的中医课程才可获得 CPE 学分。核心 CPE 学分必须占 CPE 学分总数的至少 60％。参加其他认可的医疗机构所举办的项目，可获得非核心学分。

ii 有效时期（Qualifying Period 简称：QP）

中医师必须从有效时期 2020 年 4 月 1 日至 2022 年 3 月 31 日积累 50 CPE 学分。才能在 2022 年更新执业准证(执业准证有效时期 2022 年 7 月 1 日至 2024 年 6 月 30 日)。 有关更多详细信息，请参阅照表。

S/N	有效时期（Qualifying Period 简称：QP）累积 50 CPE 学分	网站提交执业准证更新申请日期	执业准证更新有效时期
1	**无强制性 CPE 学分要求**	2020 年 4 月 1 日至 2020 年 5 月 31 日	2020 年 7 月 1 日至 2022 年 6 月 30 日
2	2020 年 4 月 1 日至 2022 年 3 月 31 日	2022 年 4 月 1 日至 2022 年 5 月 31 日	2022 年 7 月 1 日至 2024 年 6 月 30 日
3	2022 年 4 月 1 日至 2024 年 3 月 31 日； 2024 年 4 月 1 日至 2026 年 3 月 31 日 依此类推	2024 年 4 月 1 日至 2024 年 5 月 31 日； 2026 年 4 月 1 日至 2026 年 5 月 31 日	2024 年 7 月 1 日至 2026 年 6 月 30 日； 2026 年 7 月 1 日至 2028 年 6 月 30 日

iii 强制性中医继续教育的项目类型

中医继续教育项目共有 7 个类型:

项目类别	项目类型
1A	本地预先批准的活动-短期规划培训，教学课程，和病案研究讨论
1B	本地预先批准的活动-讲座，学术会议，研讨会，工作坊
1C	海外活动、或由其他经认可的医疗机构所举办的活动- 讲座，学术会议，研讨会，工作坊，短期培训课程
1D	本地师带徒计划-由认可的CPE活动举办机构所提供的规划课程，并且必须有适当的临床培训基地
项目类别	项目类型
2A	出版书籍/论文/编辑工作/评论
项目类别	项目类型
3A	自我进修,自行学习(无自我评估)-阅读中医药书籍（认可专业刊物),视听录像带进行自习,网上课程
3B	自我进修 (包含评估测验)-通过受认可CPE课程举办机构所提供的网上课程

中医执业者参与每一个类型的项目都可获得不同的 CPE 学分。

有关 3A 类别的认可专业期刊，请看列表。该认可专业期刊并非详尽无遗，将会不时更新。

iv CPE 学分的呈报

1) **1A,1B 类别项目的呈报**：
经认证的举办机构将在培训项目结束后的一个月内代中医执业者呈报出席记录以获取学分。

2) **1A 类别项目-病案研究讨论:**
参加病案研究讨论的中医执业者可获得的 CPE 学分。 在每一次的病案研究讨论完毕后，参加者需填写问卷表完成评估报告。 举办病案研究讨论的举办机构需呈交参加者出席记录，设定问卷,和保留病案研究讨论笔录或讨论的相关记录,以便提供给管委审计。

3) **1D 类别项目-本地师带徒计划:**
学徒或实习生需填写日志簿,记录临床训练的日期和时间,看过临床案例的数目。在每一次的训练过后，学徒的评估报告需要有导师的签名和项目举办机构的验证。项目举办机构需要确保在师带徒计划顺利完成后登入PRS提交日志簿。在项目举办机构提交出席记录后导师和学徒才可领取CPE学分。

4) **1C，2A，3A or 3B 类别项目的呈报**：
中医执业者若参加以下类别的项目，需要自行上网申提交呈报以获取 CPE 学分：
(i) 1C 类别项目－国外讲座、学术会议研讨会、工作坊；或其他经认可的医疗机构所举办的活动
(ii) 2A 类别项目－中医药学术著作/专业课本(作者) ／在认可的专业期刊发表论文／编辑或审阅工作
(iii) 3A 类别项目－自我进修(无自我评估)
(iv) 3B 类别项目－自我进修(包含评估测验)

上网申报时，必须连同有关的支持证件一起上载呈交。 有关呈报 CPE 学分所需要的支持证件详情，请参阅**表 B**。 学分申请在获得批准后，管委会通过电子邮件通知。

中医执业者可登录管委会的网站阅读关于如何使用中医继续教育的电脑系统提交呈报 **CPE** 学分。

v   查看 CPE 学分

中医执业者要不时的登录管委会的网站 www.tcmpb.gov.sg，选择标签［**CPE**］，再选择［**Monitoring of CPE**］查看 **CPE** 学分是否达到在有效时期内积累 50 CPE 学分的要求。

vi   CPE 项目信息

有关认证的举办机构所举办的批准 CPE 项目，请到管委会的网站［中医继续教育］查询。中医执业者可直接向举办机构了解 **CPE** 项目的细节。

3   CPE 举办机构的认证

i   CPE 举办机构的要求

中医组织/团体要申请成为管委认证的 CPE 举办机构，需要符合以下的要求:-

1) 举办机构必须具有一定的中医药类的办学和培训经验
2) 举办机构不能在项目进行中进行商业活动及推销任何产品
3) 举办机构在提供 CPE 项目时必须承担财务和行政责任

举办机构在认证申请被批准后的两年有效期内，每一年所举办的项目总时数和举办的华语/英语/双语的项目必须达到管委会的要求。非认证的举办机构可向管委会申请临时批准举办 CPE 项目。 欲申请成为管委认证的 CPE 举办机构的中医组织机构，请向管委会提交 CPE 举办机构的认证申请表格。

ii   CPE 举办项目的要求

举办机构所开办的项目必须与中医管理委员会提升中医执业者专业水平的宗旨相符合。所举办中医项目的主题应该与相关中医专业有关。举办机构在项目进行过程中不能从事商业活动及推销任何产品。所举办的项目必须公开及开放给所有注册的中医执业者参加。

举办机构需要至少在两个月前登录管委会的网站 www.tcmpb.gov.sg 提交所要举办的 CPE 项目以让管委认证，得到管委的认证后，才可举办项目。 类别项目 1A 病案研究讨论和 1D 本地师带徒计划，举办机构需提交预先申请表格。得到管委的批准后才登录管委会的网站 www.tcmpb.gov.sg 提交申请并附上支持文件等详情，请参阅**表 C**。

如果有疑问或想了解更多的信息,请电邮与管委会秘书处联系: tcmpb@spb.gov.sg

表A: CPE 项目类型和 CPE 学分

项目类别	项目类型	参与角色	评分标准	CPE 学分	CPE 学分顶限
1A 本地预先批准的活动	短期/规划培训/教学课程	参与者	1小时至少过2小时	1	无顶限
			2小时至少过4小时	2	
			1天	4	
		演讲者/讲师[1]	少过 2 小时	2	
			2 小时至少过 4 小时	4	
			1天	6	
	病案研究讨论	参与者	2小时至少过4小时	2	
1B 本地预先批准的活动	讲座/学术会议/研讨会/工作坊	参与者	1小时至少过2小时	1	无顶限
			2小时至少过4小时	2	
			1天	4	
			1.5天	6	
			2天	8	
			2.5天	10	
			3天或以上	12	
		主讲者/讲师[1]	少过 2 小时	2	
			2 小时至少过 4 小时	4	
			1天	6	
			1.5天	8	
			2天	10	
			2.5天	12	
			3天或以上	14	
1C 海外项目 或由其他经认可的医疗组织/辅助医疗/医疗保健机构所举办的项目	讲座/学术会议/研讨会/工作坊	参与者	1小时至少过2小时	1	无顶限
			2小时至少过4小时	2	
			1天	4	
			1.5天	6	
			2天	8	
			2.5天	10	
			3天或以上	12	
		主讲者/讲师[1]	少过 2 小时	2	
			2 小时至少过 4 小时	4	
			1天	6	
			1.5天	8	
			2天	10	
			2.5天	12	
			3天或以上	14	

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[1] 不包括讲师/临床导师在正规中医院授校课程，例如中医学士学位课程、中医高级文凭课程、针灸毕业文凭课程等。此外，同一个主讲者/讲师，如果在一年内不断的重复同样的一个讲座话题，他只可得到 50% CPE 学分。

项目类别	项目类型	参与角色	评分标准	CPE 学分	CPE 学分顶限
	短期培训课程	参与者	1小时至少过2小时	1	
			2小时至少过4小时	2	
			1天	4	
			1.5天	6	
			2天	8	
			2.5天	10	
			3天或以上	12	
	学士后课程	参与者	每2小时	1	
1D 本地师带徒计划	由认可的CPE活动举办机构所提供的规划课程，并且必须有适当的临床培训基地	受指导者	每2小时	1	无顶限
		导师	每2小时	2	
2A 出版书籍/论文/编辑工作/评论	在本地/海外的学术会议/研讨会发表论文/展示壁报	发表论文者	每篇论文/壁报	2	无顶限
	在认可的专业期刊上刊登论文/报告	作者/附属作者	每篇文章	2	
	为中医药专业书籍/教科书/参考书/受认可的专业期刊担任编辑工作	主编	每本书/杂志	5	
		副编辑	每本书/杂志	2	
		审阅者	每本书/杂志	2	
	撰写中医专业书籍/教科书/参考书	作者	每本书	10	
		第二作者	每本书	2	
3A 自我进修	阅读中医药书籍/认可专业刊物	自我进修	每篇文章	1	2022年4月1日至2024年3月31日**最多30分**
	视听录像带进行自习		每个磁带		
	网上课程(无评估测验)		每个网上课程		
3B 自我进修 (包含评估测验)	通过受认可CPE课程举办机构所提供的网上课程（包含评估测验）	自我进修	每个课程单元 (每个课程单元至少2小时)	2	2022年4月1日至2024年3月31日**最多20分**

表 B: 注册中医执业者呈报 CPE 学分所需的支持证件

项目类别	项目类型	呈报者	必须上网上载的支持证件	提交截止日期
1C 海外项目 或由其他经认可的医疗组织/辅助医疗/医疗保健机构所举办的项目	讲座/学术会议/研讨会/工作坊	中医师	1) 项目程序表(包括日期、时间及项目细节) 2) 出席证明书(包括出席日期、时间及参与角色)	支持证件必须在项目结束后的一个月内随网上申报表一起上载提交
	短期培训课程	中医师	1) 课程程序表(包括日期、时间及课程细节) 2) 培训单位的评估报告(包括培训日期、时间和内容)	
	学士后课程	中医师	1) 录取通知书 2) 考试成绩单或课程进展报告 3) 结业或毕业证书	
2A 出版书籍/论文/编辑工作/评论	在本地/海外的学术会议/研讨会发表论文/展示壁报	中医师	1) 论文/壁报 2) 主办机构发出的宣读论文/展示壁报证明书	
	在认可的专业期刊上刊登论文/报告		1) 论文/报告 2) 期刊的封面/目录页	
	为中医药专业书籍/教科书/参考书/受认可的专业期刊担任编辑工作		1) 著作/课本/书本/期刊的封面 2) 目录页	
	撰写中医专业书籍/教科书/参考书		1) 著作/课本/书本的封面 2) 目录页	
3A 自我进修	阅读中医药书籍/认可专业刊物书籍/认可专业刊物 视听录像带进行自习 网上课程(无评估测验)	中医师	1) 课本/书本的封面/网业地址/完成证书 2) 文章读后感/文章内容摘要	
3B 自我进修 (包含评估测验)	通过受认可 CPE 课程举办机构所提供的网上课程 (包含评估测验)	中医师	1) 参加课程证书 2) 评估结果或成绩报告	

表C：项目举办机构呈报 CPE 学分所需的支持证件

项目类别	项目类型	必须上网上载的支持证件	提交截止日期
1A 本地预先批准的活动	短期规划培训/教学课程	1) 课程简介^ 2) 讲师简历@	出席记录表*应该在项目结束后的一个月内提交
	病案研究讨论	提案申请表格 讨论的笔例/会议纪要	
1B 本地预先批准的活动	讲座/学术会议/研讨会/工作坊	1) 课程简介^ 2) 讲师简历@	
1D 本地师带徒计划	由认可的CPE活动举办机构所提供的规划课程，并且必须有适当的临床培训基地	提案申请表格 1) 课程日志本# 2) 导师简历证书	

^ 请提供以下信息：项目标题，地点，日期，时间，项目对象，项目收费，时间表的详细分类：各时段的开始与结束时间，讲导师的项目话题 等等。

课程日志本所需要的基本信息。

@ 讲导师必须符合以下的要求：
1) 举办机构必须声明支持 CPE 项目的讲导师。
2) CPE 项目的中医讲导师必须品行端正、医德良好、无不良记录，并持有管委会认可的相关技术，知识和工作经验/资历，例如：
   i. 全职行医至少 10 年及拥有丰富的教学经验；或
   ii. 具有至少 10 年中医药教育、科研工作经验/资历者；或
   iii. 拥有管委会认可的高级职称；或
   iv. 有独特的中医临床经验或技术专长及在本学科领域内拥有杰出的学术职务。

* 每一项目的举办都必须有出席记录。出席记录应包括参加者的中英文姓名、中医注册号码、签名、报到的日期和时间等。举办机构必须妥善保存项目出席记录至少两年。