



**Guidelines on  
Continuing Professional Development (CPD)  
for  
Medical Practitioners  
In Malaysia**

**Malaysian Medical Council**

**17 April 2018**

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## GLOSSARY

1. **Continuing Professional Development (CPD):** It is the range of learning activities through which medical practitioners maintain, develop, update and enhance the knowledge, skills and performance required for safe and appropriate practice.
2. **CPD Qualifying Activities:** A diverse range of learning activities through which medical practitioners update and enhance their knowledge and skills for safe and appropriate practice.
3. **MMC-CPD Grading System:** It is a credit based system used for recording CPD activities, based on the time spent on an activity and the impact it has on the medical practitioner's practice.
4. **CPD credit point:** The unit of measurement related to learning activities
5. **CPD Year:** The CPD diary runs in an annual cycle, the Council has suggested the CPD year runs from 1st July to 30th June each year.
6. **CPD requirements and obligations:** The Council has proposed that medical practitioners obtain a minimum of 20 CPD points per one-CPD year as evidence of continuing professional development.
7. **CPD Providers:** To term is used to describe organizations that provide education and training for health professionals. The term encompasses Medical Societies/ Professional bodies/ Institutions that organize and provide educational activities that assist medical practitioners to meet their CPD requirements.
8. **CPD Programme Review Committees:** Committees established by the Jawatankuasa Pengurusan MMC-CPD to review CPD programmes and ensure the educational activities are of high quality and relevant to the practitioners.
9. **CPD Point Collection Systems:** The systems available include MyCPD, the MMA system and the AMM-CPD system. These systems function in a similar manner and are linked to each other. The systems help medical practitioners record their CPD points, monitor them and generate evidence of their participation i CPD activities.

## **1.0 Jawatankuasa Pengurusan MMC-CPD / (MMC-CPD Committee)**

1. Prof Dato' Dr Kandasami Palayan – **Chairman**

### **Rep . Malaysian Medical Council**

2. Prof Dato Sri Dr Abu Hassan bin Asaari Abdullah – Council member
3. Dr Milton Lum – Council member
4. Dr Fadzilah Hasan – Council member
5. Dato' Dr Zainal Ariffin Bin Omar – Council member

### **Rep.Academy of Family Physicians of Malaysia**

6. Dr Inderjit Singh Ludher
7. Dr Ilham Ameera Ismail

### **Rep. Malaysian Medical Association**

8. Dr Ravindran Naidu
9. Dr Hooi Lai Ngoh

### **Rep. Bahagian Perkembangan Perubatan, KKM**

10. Dr Mohd Fikri bin Ujang
11. Dr Nurul Ainie binti Anwar

### **Rep. Academy of Medicine of Malaysia**

12. Prof Dr Rosmawati binti Mohamed
- 13 Dr Ng Char Hong

### **Rep.Bahagian Kesihatan Awam, KKM**

14. Dr. Haliza binti Abdul Manaf

## **2.0 Terms of Reference of the Jawatankuasa Pengurusan MMC-CPD / (MMC-CPD Committee)**

2.1 To encourage and promote CPD participation among medical practitioners

2.2 To engage and collaborate with Medical associations/Professional bodies / Institutions and the Ministry of Health, Malaysia to ensure a coordinated approach for the collection of evidence of participation in educational activities

2.3 To recommend to the Council on matters related to the administration of CPD programmes, including policies and guidelines that will assist medical practitioners to comply with the mandatory CPD requirements

2.4 To recommend a CPD Grading System for educational activities to accrue CPD points.

2.5 To ensure the Online CPD points Collection Systems are reliable, safe and secure and are aligned to MMC policies and guidelines.

2.6 To ensure the educational activities of the Providers are of high quality and relevant for medical practitioners

### **3.0 Introduction**

The medical profession has not only a legal but a moral duty to promote high standards of patient care. Medical practitioners must be updated and competent throughout their working life by regularly participating in continuing professional development activities. The Medical (Amendment) Act 2012 is an amendment to the Medical Act 1971 and the Medical Regulations 2017 which came into force on 1<sup>st</sup> July 2017 are to replace the Medical Regulations 1974. Pursuant to the Medical Act, practitioners are required to register with the Malaysian Medical Council (MMC) to practise medicine in Malaysia. Section 28 (b) of the Act states that a fully registered medical practitioner who desires to renew his annual practising certificate (APC) amongst other criteria would have to provide evidence of sufficient continuing professional development (CPD) points obtained as determined by the Malaysian Medical Council. Thus, CPD has been made a compulsory requirement for the issuance of the APC. The mandatory CPD for registered medical practitioners aims to assure the public that they are up to date in their knowledge and skills throughout their working life by regularly taking part in activities relevant to their practice.

The guidelines are to assist medical practitioners fulfil their mandatory CPD requirements.

### **4.0 Definition**

**Variety of Definitions have been given, including:**

‘Continuing professional development (CPD) is the range of learning activities through which medical practitioners maintain, develop, update and enhance their knowledge, skills and performance required for safe and appropriate practice in their relevant specialties’.

‘CPD is vital for the performance of the medical practitioner. It covers the development of his knowledge, skills, attitudes and behaviours across all areas of his professional practice. It includes both formal and informal learning activities’.

In a broader sense, most definitions suggest CPD as a continuous ongoing process, building on the initial education of the medical practitioner to ensure his competence is up to date to provide high standards of patient care. The educational activities are self-directed and practice based, tailored to the needs of the individual practitioner.

## **5.0 Objective of the Guidelines**

The purpose of the guidelines is to advise medical practitioners on the requirements for CPD and to provide guidance on the processes to follow to comply with the mandatory CPD requirements.

## **6.0 Regulatory Mandate**

### **6.1 Section 20(1) and 20(2) of the Medical Act state:**

- (1) "Any fully registered person who desires to practise as a medical practitioner after the thirty-first day of December of any year and who produces evidence of having satisfied any requirements or restrictions stipulated by the Council shall, not later than the first day of December of that year, make an application in the prescribed form, produce evidence of professional indemnity cover and pay the prescribed fee for a certificate to practise as a medical practitioner during the ensuing year".
- (2) "Upon such application and payment, the Registrar shall issue a certificate (to be styled "annual practising certificate" with terms and conditions determined by the Council) authorizing the applicant to practise as a medical practitioner.

### **6.2 Regulation 28(1) and 28(2) of the Medical Regulations 2017 state:**

- (1) A fully registered medical practitioner who desires to practice as a medical practitioner shall apply to the Council for an annual practising certificate in Form 14 and pay the fee as prescribed in the Second Schedule.
- (2) An application under sub regulation (1) shall be accompanied by-
  - (a) a Professional Indemnity Cover;
  - (b) the evidence of sufficient continuing professional development points obtained as determined by the Council; and
  - (c) any other documents or certificates as determined by the Council.

### **6.3 CPD Requirements for APC**

- 6.3.1 Medical practitioners are required to obtain a minimum of 20 CPD points per CPD year for the renewal of the APC
- 6.3.2 The collection of CPD points for the application of APC for a CPD year shall be from 1st July to 30<sup>th</sup> June, e.g. CPD points for the application of APC for 2020 shall be from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019.
- 6.3.3 There is no maximum limit to the number of CPD points a medical practitioner may obtain in the given CPD year.
- 6.3.4 Extra CPD points earned in a CPD year cannot be carried over to the ensuing year.

## **7.0 CPD Credit Point System**

7.1 The credit point based system is a mechanism for recording CPD, based on time spent on an educational activity.

7.2 Although CPD belongs to the individual, there is a need for organized collection of evidence of the appropriate educational activities. To facilitate this, the Council in consultation with the Ministry of Health, the Malaysian Medical Association and the Academy of Medicine of Malaysia has developed a MMC-CPD Grading System.

7.3 The MMC-CPD Grading System has nine categories (A1 to A9) of CPD activities in which the medical practitioner is able to accrue his credit points.

7.4 All CPD points for the purpose of APC application shall be awarded based on the MMC-CPD Grading system.

## **8.0 Planning your CPD**

8.1 Medical practitioners shall take responsibility for their learning and professional development.

8.2 Medical practitioners shall identify their educational needs and properly plan the CPD activities to be undertaken in advance.

8.3 Medical practitioners are encouraged to undertake CPD activities that are relevant to their field of practice and will support their professional development.

8.4 Medical Practitioners are advised to attend CPD activities that have been approved by CPD review committees

## **9.0 How to record and maintain credit points of CPD Educational Activities**

9.1 Medical practitioners may use any of the following systems that are approved by the Council to record their CPD points

- a) The MyCPD system of the Ministry Of Health
- b) The Malaysian Medical Association (MMA) system
- c) The Academy of Medicine of Malaysia (AMM) system (for medical specialists only)

9.2 The record should accurately reflect the CPD activities of the medical practitioner.

9.3 The CPD Point Collection Systems shall be efficiently administered, safe and secure

9.4 The CPD year runs from 1st July to 30th June of the following year.

9.5 It is the individual medical practitioner's responsibility to keep record of all CPD activities undertaken, and monitor them from time to time.

9.6 With regards to CPD points claimed, all credit points shall be claimed in the correct category (A1 to A9 –see appendix A).

9.7 Medical practitioners may choose any one of the CPD point collection systems to record their CPD points. However, they are advised to stay with a single system to maintain their record keeping and avoid duplication of credit points claimed.

9.8 Credit points are claimed for the correct events on the correct dates. Credit points are claimed for the right CPD year. The correct number of credits are claimed for each event.

9.9 Medical Practitioners are encouraged to keep records of their CPD activity (eg certificates, programmes) and produce them if randomly selected for audit.

9.10 It is the responsibility of the medical practitioners to submit the collected CPD points (minimum of 20 points) to the MMC Secretariat for their application for APC.

### **10.0 Audit of CPD points**

10.1 While the CPD system is based on trust, the CPD points submitted for consideration of APC may be audited.

10.2 The purpose of the audit exercise is to ensure that the total CPD points submitted for renewal of APC meets the mandatory requirement.

10.3 Medical practitioners who are selected for audit of their CPD data shall be notified and requested to submit documents to support their CPD activities.

### **11.0 Exemption from CPD activities**

11.1 Medical practitioners may apply to the MMC-CPD committee for exemption from the CPD activities with a valid reason(s) which includes:

- a. carer's leave;
- b. personal hardship;
- c. long service leave/sabbatical;
- d. parental leave;
- e. sick leave;
- f. other significant absence from practice;
- g. any other valid reason.

11.2 All applications shall be supported by appropriate documentation;

11.3 The MMC-CPD Committee shall review the application on a case-by-case basis and make appropriate recommendations to the Council.



## APPENDIX A

### Malaysian Medical Council – Continuing Professional Development MMC-CPD Grading System Scoring Schedule

Updated 24.12.14 and finalised on the 30.1.15 (Edited on the 5. 5.16) (Reedited on the 4.4. 2018 )

| Category  | CPD Activity Description   | Credit Points                            | Additional Criteria Required   |
|-----------|--|--|--|
| <b>A1</b> | <b>Medical Congress</b>  |  |  |
|           | (Local/International)  | Maximum points per Congress is 20 points | A congress should:<br>a. Be conducted over full days, a full day being 5 – 8 hours.<br>b. Involve speakers of international standing.<br>c. Contain plenary lecturers/symposia.<br>d. Allow presentation of free communication/poster, etc |
|           | a. 5-8 hours (full day)  | 8  |  |
|           | b. 2 full days   | 16                                       |  |
|           | c. 3 or more full days   | 20                                       |  |
| <b>A2</b> | <b>Scientific Meetings</b>   |  |  |
|           | Academy / Universities / Colleges / Association / Institutions   | Maximum points per Meeting is 20 points  |  |
|           | a. 1- 2 hours  | 2  |  |
|           | b. 2-4 hours (1/2day)  | 4  |  |
|           | c. 5-8 hours (full day)  | 8  |  |
|           | d. 2 Full days   | 16                                       |  |
|           | e. 3 or more full days   | 20                                       |  |
| <b>A3</b> | <b>Workshops/Course/ study tour</b>  |  |  |
|           | Includes hands-on & skills courses   |  | For professional attachment, credit points are awarded to participants from outside the place of work, e.g. Tertiary Hospitals, University Hospitals.  |
|           | a. Half day (2-4 hours)  | 4  |  |
|           | b. Full day (5-8 hours)  | 6  |  |
|           | c. 2 Full days   | 10                                       |  |
|           | d. 3 or more full days   | 15                                       |  |
|           | e. Skills accredited courses by specific disciplines (e.g. ALS, PALS, NRP, MTLs)   | 20                                       |  |
|           | f. Study tour  | 5  |  |
| <b>A4</b> | <b>CME session/ other professional activities</b>  |  |  |
|           | Topic seminar, Forum, Lectures, Formal Ward rounds (teaching rounds), Clinic attendance, Hospital clinical meeting, Video presentation, Medical video conferencing, Morbidity and mortality reviews, Epidemiological reviews |  | For ward rounds and clinic attendance credit points are awarded to participants from outside own hospital/ establishment, .eg. Private practitioners, verified by the CPD Chairman.  |
|           | a. Organising Chairman for a Scientific meeting  | 5 pts/ meeting                           |  |
|           | b. Topic seminar   | 1 point/hr                               |  |
|           | c. Forum   | 1 point/hr                               |  |

|           |   |   |                                |   |
|-----------|---|---|--------------------------------|---|
|           | d.  | Lectures (postgraduate lectures are not eligible for CPD points)  | 1 point/hr                     |   |
|           | e.  | Ward rounds   | 1 point/hr                     |   |
|           | f.  | Clinic attendance   | 1 point/hr                     |   |
|           | g.  | Hospital clinical meeting   | 1 point/hr                     |   |
|           | h.  | Video presentation  | 1 point/hr                     |   |
|           | i.  | Medical video conferencing  | 1 point/hr                     |   |
|           | j.  | Morbidity and mortality reviews   | 1 point/hr                     |   |
|           | k.  | Epidemiological reviews   | 1 point/hr                     |   |
| <b>A5</b> | <b>Presentation at meetings</b>   |   |                                |   |
|           |   | Plenary Lecture/long paper/free paper/short paper/poster/ Other lectures, Hospital Clinical meeting, CME sessions, Public Medical talks |                                | These credit points are in addition to full delegate attendance at congresses, scientific meetings or workshops. Otherwise only credit points for presentation are attainable.                |
|           | a.  | Free paper/ short paper/ poster   | 10                             |   |
|           | b.  | Plenary lecture / long paper  | 10                             |   |
|           | c.  | Lecture presentation  | 5                              |   |
|           | d.  | Hospital clinical meeting   | 5                              |   |
|           | e.  | CME session   | 5                              |   |
|           | f.  | Public medical talk   | 5                              |   |
| <b>A6</b> | <b>Publications of original articles in journal/ chapters in book / reports &amp; Important role in journal</b> |   |                                |   |
|           |   | Publication of original articles in journal /chapters in books/ reports   |                                | An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system.<br>*Note: All whose name is in the paper will be given the points.  |
|           | a.  | Indexed/peer reviewed journal (authors)   | 20                             |   |
|           | b.  | Non-indexed journal (authors)   | 10                             |   |
|           | c.  | Chapters in book (authors)  | 10 per chapter                 |   |
|           | d.  | Reports e.g. Technical reports, working papers etc.   | 10                             |   |
|           |   | Editor, Member of Editorial Board, Referee/Reviewer   |                                | Pertaining to production of journals, special reports, bulletins, newsletters etc.  |
|           | a.  | Editor  | 10                             |   |
|           | b.  | Member of Editorial Board   | 5                              |   |
|           | c.  | Referee/reviewer (per article)  | 5                              |   |
| <b>A7</b> | <b>Self-study/group study/distance learning</b>   |   |                                |   |
|           |   | Reading scientific papers from indexed journals, organised group discussion under accredited co-coordinator                             | 1point per paper or session    | Documented evidence (with verification) needs to be produced e.g.<br>a. Self study - Self administered MCQ.<br>b. Documented evidence in the form of synopsis / evidence table.               |
| <b>A8</b> | <b>CME Online</b>   |   |                                |   |
|           |   |   | 1 point per article or session | The CPD Board is ultimately responsible for accreditation of the providers.   |
| <b>A9</b> | <b>Special interest training courses (Short training courses/Fellowship /Attachment)</b>                        |   |                                |   |
|           |   |   |                                | These should be<br>a. Conducted by relevant recognised authorities - local or international.<br>b. Verified by the CPD committee.<br>c. Points are given only once, on completion of studies. |
|           | a.  | >3 - 6 months   | 20                             |   |
|           | b.  | >6 months - 1 year  | 30                             |   |

For all activities, certificates of attendance, certified attendance lists or other evidence of verification are required.

*The draft of the guidelines were prepared by the MMC-CPD committee comprising of Dr P Kandasami (Chairperson), Dr Milton Lum, Dr Abu Hassan Asaari Abdullah, Dr Ravi Naidu, Dr Hooi Lai Ngoh, Dr.Fadzilah Hasan , Dr Rosmawati bt Mohamed, Dr Ng Char Hong , Dr I S Ludher, Dr Ilham Ameera Ismail , Dr Mohd Fikri Ujang , Dr Nurul Ainie bt Anwar and Dr Haliza bt Abd Manaf.*

*The MMC is grateful for the secretarial support provided by Dr Mathyvani Umapathy, Dr Khairil Ashraf, Puan Tulasi Subramaniam and Puan Nurul Aini bt Mohd Taib.*