

Specialist Medical Practitioners Continuing Professional Development (CPD) Policies and Guidelines

1. Introduction

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.

2. Regulatory requirements

Section 14A(1) of the Medical Act states "No person whose name has not been entered into the Register shall practise as a specialist in that specialty."

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 during the year for which the certificate is issued."

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 subregulation (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.

Regulation 29 of the Medical Regulations 2017 state:

- (1) A fully registered medical practitioner may apply to renew his annual practising certificate;
- (2) The provision on the application for an annual practising certificate under regulation 28 shall apply to an application for renewal of the annual practising certificate.

3. MMC-CPD Technical Committee for specialist registered medical practitioners

- i. The Malaysian Medical Council (MMC) has established a MMC-CPD Technical committee for specialist registered medical practitioners (RMPs) to assist MMC in the management of the CPD activities of specialist RMPs.
- ii. The composition of the committee shall be determined by MMC.
- iii. The terms of reference of the committee shall include:
 - a. Recommendation of policies, guidelines and strategies for CPD activities of specialist RMPs
 - b. Delegation of the consolidation of the CPD activities of specialist RMPs to the AMM-CPD Committee
 - c. Liaison with the AMM-CPD committee to ensure proper administration of the specialist RMPs CPD activities
 - d. Establishment of the quality standards for CPD activities
 - e. Consider the grievances of specialist RMPs regarding their CPD points

4. CPD Grading system

- i. All CPD points for the purpose of Annual Practising Certificate (APC) application shall be awarded based on the MMC-CPD Grading System which may be reviewed from time to time.
- ii. The quality standards of educational activities for specialist RMPs shall include:
 - a. Content of at least 50% relevant to the specific field of practice;
 - b. At least 50% of the faculty for the specific educational activity shall have at least 3 years of experience relevant to the specialty;
 - c. The method of delivery must be appropriate and relevant to achieve learning outcomes;
 - d. The mode and venue of educational activity must be appropriate and adequate to achieve the learning outcomes

5. Recording and Consolidation of CPD points

- i. The recording of CPD points can be through any platform or organization.

- ii. The Malaysian Medical Council (MMC) has delegated the task of consolidating data on CPD activities of all specialist registered medical practitioners (RMPs) to the Academy of Medicine of Malaysia (AMM).
- iii. The AMM shall ensure that its IT systems for CPD are linked to the MMC, and that they are aligned with the MMC's CPD requirements.
- iv. The MMC may evaluate the performance of the AMM in their assistance in the management of the CPD activities of specialist RMPs.

6. CPD points for Annual Practising Certificates for specialist RMPs

- i. Specialist RMPs shall be personally responsible for their own learning, identification of their educational needs and recording and monitoring of their CPD points. The CPD activities shall be relevant and applicable to their field of practice;
- ii. All specialist RMPs shall obtain a minimum 20 CPD points per year;
- iii. Of the 100 CPD points obtained over a period of 1 CPD cycle of 5 years, specialist RMPs shall obtain no less than 50 CPD points from their specific fields of specialty and the remainder may be obtained from other than their specific fields of specialty;
- iv. The collection of CPD points for the application for APC in a particular year shall be collected from 1 July to 30 June e.g. CPD points for the application for APC in 2020 shall be collected from 1 July 2018 to 30 June 2019;
- v. The CPD points collections system for specialist RMPs shall be based on an "honour system";
- vi. The number of CPD points to be completed in a CPD cycle may be calculated on a pro rata basis;
- vii. All specialist RMPs shall keep a full record of their CPD activities;
- viii. CPD points shall be submitted by the specialist RMP to the MMC;
- ix. Specialist RMPs may be randomly selected for verification and review of their CPD points.

7. Exemptions from CPD

- i. Specialist RMPs may apply for exemption from the CPD programme because of valid reason(s) which may include:
 - 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.

- ii. All applications shall be supported by appropriate documentation;
- iii. The MMC – CPD Committee shall review the application on a case-by-case basis and make appropriate recommendations to the Council.

8. Academy of Medicine CPD Committee

i. The Academy of Medicine (AMM) shall appoint a CPD committee to assist MMC in the administration of the CPD activities of all specialist RMPs. The composition of the AMM-CPD committee shall be determined by the Council of the AMM;

AMM-CPD committee

- ii. The terms of reference of the AMM-CPD committee shall include:
 - a. Establish a CPD Secretariat to monitor and maintain an online system to assist in the administration of the CPD activities of specialist RMPs;
 - b. Ensure proper monitoring and tracking of CPD points of specialist RMPs;
 - c. Ensure that the online CPD system of Specialist RMPs is aligned to the renewal of APCs;
 - d. Establish review committees to ensure the educational activities for specialist RMPs are aligned to the quality standards of the MMC-CPD Technical Committee for specialist RMPs.

AMM-CPD review committees

- iii. The AMM-CPD review committees' roles are to:
 - a. Be specialty- specific, with members experienced in the subject area;
 - b. Review the educational activities conducted by specialty organizations, societies, teaching institutions and the formal recognition of the educational event. Formal recognition of the educational activities will help specialist RMPs to appreciate the activities that are likely to be of sufficient quality and free from bias or competing interest;
- iv. The terms of reference of the AMM-CPD review committees shall include:
 - a. Recommend the "core" educational activities of the specialties, with the guidance from Colleges (and its Chapters) of the AMM and medical specialty societies;
 - b. Evaluate the educational activity of providers using the MMC standards with regards to its suitability and allocation of CPD points;
 - c. Review and award CPD points for external CPD educational activities including overseas programmes;
 - d. Maintain and make available a list of reviewed CPD activities of all the medical specialties;

e. Allocate the CPD points, ensure target participants benefit from the educational activity, ensure there is minimal bias and conflicts of interest of interest. The following aspects of the educational activity shall be considered in the award of CPD points:

- The content of the CPD activity and the extent of its relevance to the specialty
- The expertise and experience of the faculty
- The method of delivery and the quality of the facility
- The provider complies with MMC's CPD requirements;
- Ensure a fair and transparent review system open to scrutiny

9. Recommendations to MMC

i. There is no provision in the Medical Act or Medical Regulations for time-limited registration of a specialist or specific professional development points for specialist RMPs.

ii. As such, the MMC is requested to consider and decide on the following legal issues:

- a. Whether the registration of a specialist RMP can be time-limited e.g. 5 years;
- b. If so,
 - Whether CPD points can be a mandatory requirement for renewal of registration;
 - Whether a specialist's name can be removed from the Specialist Registration Division of the Medical Register if he does not have the required CPD points; and
- c. If a registered medical practitioner does not have the required CPD points for the Annual Practising Certificate and its renewal, what actions are available to the MMC.

Organizational Structure for MMC-CPD System

The MMC through its CPD Committee regulates the CPD system within the prescribed framework for specialist registered medical practitioners and Non-specialist registered medical practitioners

Organizational Structure for MMC-CPD System

