

Hong Kong Society of Critical Care Medicine Regulations of Nomination to Attend Continuous Medical Education (CME) Activities

1. The applicant must be a paid member of the Hong Kong Society of Critical Care Medicine (hereinafter called “the Society”) in the current membership period. The membership period of the Society is a bi-yearly interval, starting from 1st of January to 31st of December of the next calendar year. Members have to renew their membership with the society before they can apply for sponsorship nomination and not later than 6 months after the commencement of the current membership period. An administration fee of HKD 100 will be charged on top of the membership fee for payment after 6 months.
2. One has to be a member of the Society for at least three months before he/she is eligible for CME nomination. New members, in contrast to those who renew their memberships, are excluded from this regulation.
3. Sponsorship letter from external sponsoring organisation must reach the Secretary of the Society at least 10 days before the coming Selection Subcommittee Meeting (the 3rd Tuesday of each month). The Selection Subcommittee consists of four members: the Society’s Chairman, Secretary, Treasurer and one elected council member of the Society. A minimum of 2 members is required for the committee to convene.
4. Upon receipt of sponsorship details from the external sponsoring organisation, call for application of CME sponsorship will then be displayed on the Society website (www.hkscm.org) for not shorter than 5 days. The sponsorship is open for application to all members.
5. The Society will not accept sponsorship offer from any external organisation if the first day of the CME activity is less than 1 week away from the Selection Subcommittee Meeting day. The closing date of application is the day before the coming Selection Subcommittee Meeting. Members should make applications directly to the Secretary of the Society by mail/ hand only. Application forms are available at the website of the Society. The date of application should be within the paid year of membership.

6. At the Selection Subcommittee meeting, the most appropriate candidate will be nominated as recipient of the sponsorship. A scoring system (see appendix) will be used to assist the selection process. The Subcommittee's decision is final.
7. A letter of nomination will be sent to the successful applicant and the sponsoring organisation after the Subcommittee meeting and at least 5 days before the first day of the CME activity. The Society will not involve herself in any monetary transactions.
8. A handling charge of HKD 500 will be applicable for sponsorships of CME activities outside Hong Kong SAR. For CME activities in Hong Kong, a handling charge of HKD 100 will be charged. A crossed cheque for the application fee together with the application form should be submitted. Unpaid application will be considered void. For applicants that are not selected, the cheque for handling charge will be returned.
9. The external sponsoring organization is required to arrange registration or other expenses for the successful applicant directly. Reimbursement to the applicant from the sponsoring organization is not acceptable. The Society will in no circumstances be involved in monetary transactions involved in the sponsorship.
10. Successful applicants should seek approval from the Chief of Service of his/her department and the Hospital Authority (Hospital Services Department in case of Civil servant) for acceptance of sponsorship for attending the CME activity. Each member can be nominated for at most 4 times each year, only one of which can be overseas CME activity outside the Hong Kong SAR.

Appendix
HKSCCM Scoring System for Sponsorship Nomination

<u>Category</u>		<u>SCORE</u>
I.	Has not been nominated in last 2 years	30
	Has not been nominated this year	20
	Has been nominated this year	10
	Has been nominated 4 times this year	Not eligible
	For Meeting outside HKSAR: Has been nominated one Meeting outside HKSAR this year	Not eligible
II.	Relevant to the Specialty / Sub-specialty of applicant	20
III.	Chairman of organizing committee of the function	20
	Chairman of Sub-committee of the function	20
	Member of organizing committee of the function	15
IV.	Presenting a paper	20
	Poster presentation	15
	Total Score	

1. The Hong Kong Society of Critical Care Medicine would accord points according to the Scoring System. The decision would be taken as final.
2. Maximum marks would be scored in each of the four categories to give the final overall score.
3. In case of tie, the Society has reserved the right to make the final selection.
4. If a successful candidate decides to withdraw from the function, he/she will be regarded as having been nominated in future selection exercise.

**Application for Hong Kong Society of Critical Care Medicine
Nomination to attend CME activities**

Name: _____ **Department:** _____
Hospital: _____ **Title:** _____
E-mail: _____
Conference/ Workshop: _____
Date: _____ **Place:** _____

Please circle the appropriate score:

<u>Category</u>		<u>SCORE</u>
I.	Has not been nominated in last 2 years	30
	Has not been nominated this year	20
	Has been nominated this year	10
	Has been nominated 4 times this year	NOT ELIGIBLE
	For CME activity outside HKSAR : Has been nominated one CME activity outside HKSAR this year	NOT ELIGIBLE
II.	Relevant to the Specialty / Sub-specialty	20
III.	Chairman of organizing committee of the function	20
	Chairman of Sub-committee of the function	20
	Member of organizing committee of the function	15
IV.	Presenting a paper	20
	Poster presentation	15
	Total Score	

I am a paid member of HKSCCM of the current membership period - Yes/No (please circle)

I vouch for the accuracy of the above score and understand that nomination is void in case of false score.

Signature: _____ Date: _____

Please return by hand or mail to:
 Dr. Kenny Chan, Honorary Secretary,
 Hong Kong Society of Critical Care Medicine
 Associate Consultant, Intensive Care Unit, Pamela Youde Nethersole Eastern Hospital