

## STANDARD OPERATING PROCEDURES

Continuing Medical Education (CME) / Continuing Dental Education (CDE) /
Continuing Professional Education (CPE) / Continuing Professional Development (CPD)
Activity Approval

## UNIVERSITY OF HEALTH SCIENSCES LAHORE

Plan for a CME/CDE/CPE/CPD Activity



Apply through UHS Online Application System available at UHS website 3 weeks before activity. No applications submitted other than online system (by hand or through emails) shall be accepted.

Application recieved and printed by CME/CDE/CPE/CPD Coordinator of UHS



#### CME/CDE/CPD Coordinator of UHS shall be responsible for:

- 1. Affirmation of completeness of documents submitted with application (Incomplete applications, not fulfilling the checklist on website, shall not be entertained)
  - 2. Verification of registration status of CME/CDE/CPE/CPD Centre
    - 3. Calcualtion of CME/CDE/CPE/CPD Hours for the activity
  - 4. Forward the application with all required documents to CME/CDE/CPE/CPD Committee



#### CME/CDE/CPE/CPD Committee of UHS shall be responsible for:

- 1. Approval of CME/CDE/CPE/CPD activity, filed by applicant, in compliance with PMDC regulations\*

  2. Nomination of Activity Evaluation Monitors
  - \*http://umdc.tuf.edu.pk/admin/PDF/PMDC%20guidelines%20for%20CME.pdf



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### **CME/CDE/CPE/CPD Coordinator of UHS shall:**

- 1. Notify approval of activity to the applicant
- 2. Send a sample of approved CME/CDE/CPE/CPD Activity certificate to the applicant
- 3. Send the name and contact details of Activity Monitor to the applicant
- Send approval record of CME/CDE/CPE/CPD
   Activity with list of facilitator(s) and/or participants to PMDC
- Get the certificates, submitted by applicant, signed by the Vice Chancellor of UHS or his/her Nominee
- 6. Keep the record of (a) attendance of participants and facilitator(s) of each day of activity, (b) CD of event photographs and (c) short report / proceedings submitted by Applicant.



#### **CME/CDE/CPE/CPD Activity Applicant shall:**

- 1. Prepare activity certificates according to sample provided by UHS
- 2. Submit certificates signed by Chairman/Convener of activity to CME/CDE/CPE/CPD Coordinator of UHS for signing by Vice Chancellor of UHS or his/her Nominee along with (a) attendance of participants and facilitator(s) of each day of activity, (b) CD of event photographs and (c) short report / one page of event proceedings.
- 3. Collect signed certificates from CME/CDE/CPE/CPD Coordinator of UHS.
- 4. Mange transport and facilitation of Activity Monitor on the day(s) of activity.