



المجلس الطبي السوداني
Sudan Medical Council

**Sudan Continuing Medical Education Committee
Central Administration & Registration Office**

Continuing Medical Education Points Registration Logbook

Personal data

Name
Specialty
Main place of work
Date of start of registration
SMC registration number
Promotion applied for
Telephone Number
Address
E- Mail

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Instruction for users

1. It is the Doctor responsibility to maintain an accurate and complete record of information required to submit and to keep an updated logbook.
2. This CME Points Registration Logbook summary, together with the evidence of achievement, must be reviewed by the Central Administration & Registration Office (**CARO**) at the completion of the specified period for promotion, to verify the recorded information.
3. Failure to comply with this requirement may result in the non-accreditation of credit points towards specialist promotion.
4. Continuing medical education (**CME**) has two types of activities_
 - a. Continuing Professional Development activities, which will carry 30% of the number of points acceptable for promotion.
 - b. On-the-job activities, which are the usual routine activities, carried by the professional while he/she is carrying out his/her duties. These will carry 70% of the number of points acceptable for promotion.
5. Each type has a subcategory of activities, with a minimum and a maximum number of credit points to be considered. (See the web site for more details).
6. Each certificate of achievement should be from an accredited **APIC** by the **SCMEC**, for providing CME&CPD activities.

Credit Point Requirements

1. Specialist:

- The total number of credit points to be acquired in the three-year cycle will have to be established (600 credit points – 200 per year). This may be reached by combining the credits accumulated based on activities falling solely within Category 1, or by a combination of those included under Category 1 and those in Category 2. However, Category 2 activities may be cited for credit only up to a maximum of 40% of the total requirement e.g. 240 credit points.
- Doctors are required to obtain a minimum of 120 credit points per year. However, if only 120 credits were obtained each year, one will not be able to fulfil the 3-year cycle requirement.
- Applications that report credit points gained based on Category 2 activities need to be accompanied by a signed statement from the CME organizer authenticating the validity of the information.

2. Senior Specialist:

- The total number of credit points to be acquired in the five-year cycle will have to be established (1000 credit points – 200 per year). This may be reached by combining the credits accumulated based on activities falling solely within Category 1, or by a combination of those included under Category 1 and those in Category 2. However, Category 2 activities may be cited for credit only up to a maximum of 40% of the total requirement e.g. 400 credit points.
- Doctors are required to obtain a minimum of 120 credit points per year. However, if only 120 credits were obtained each year, one will not be able to fulfil the 3-year cycle requirement.
- Applications that report credit points gained based on Category 2 activities need to be accompanied by a signed statement from the CME organizer authenticating the validity of the information.

Credit points allocation for CME categories

The activities are classified into six subcategories with credit points allocated for every hour of educational activity as follows:

Category		Percentage	Credit points /year	
			Maximum	Minimum
1	Educational development, teaching & research	10	20	12
2	Group learning activities	10	20	12
3	Self-assessment programs	5	10	6
4	Structured learning projects	10	20	12
5	Practice review & appraisal	5	10	6
6	Other learning activities	60	120	72
	Total	100	200	132

Category 1: Educational development, teaching & research

Activity	Date	Name	Signature
Supervision of research			
Refereed publication (Internal)			
Refereed publication (External)			
Non-refereed publication			
Book			

Activity	Date	Name	Signature
Book chapter			
Solicited Report			
submitted report			
Intern (teaching and training)			
Undergraduate (teaching and training)			
Postgraduate (teaching and training)			

Activity	Date	Name	Signature
Undergraduate examination (Internal)			
Undergraduate examination (External)			
Postgraduate examination (Internal)			
Postgraduate examination (External)			
Nurse/Midwife/Technician (teaching and training)			

Category 2: Group learning activities

Activity	Date	Name	Signature
Organizing event			
Participation (paper)			
Audience			
Lecture (Internal)			
Lecture (External)			
Chairperson/moderator/facilitator (teaching and training)or			

Category 3: Self-assessment programs

Activity	Date	Name	Signature
Digital literacy			

Category 4: Structured learning projects

Activity	Date	Name	Signature
Degrees & diplomas			
New skills			
Specialty/Sub-specialty			
Audit			

Category 5: Practice review & appraisal

Activity	Date	Name	Signature
Establishing institution			
Setting up service			
Writing protocol			
Writing procedure			
Writing manual			

Writing guideline			
Discovered procedure			
Developed product			

Joint clinic			
Joint club			

Others			
Imaging report			
Lab. Report			

Autopsy report			
Years of hardship service			
Years of service			
Executive office			
Standing committee			
Ad hoc committee			
Consultant job			

Consolidation sheet
“For official use only”

Category		Credit points attained
1	Educational development, teaching & research	
2	Group learning activities	
3	Self-assessment programs	
4	Structured learning projects	
5	Practice review & appraisal	
6	Other learning activities	
	Total	