

GUIDELINES FOR CONDUCTION OF CME PROGRAMME AND ACCREDITATION OF CME HOURS FRAMED BY THE COMMITTEE FOR THE PURPOSE FORMED BY THE WEST BENGAL MEDICAL COUNCIL

● **ELIGIBILITY FOR CONDUCTION CME PROGRAMME**

CME Conference would be organized by National Body or International body and other organization or body of Medical fraternity registered under Society Act 1960 .

● **PROCEDURE FOR APPLICATION BY THE ORGANISING BODY**

The application should be made addressed to the Registrar, West Bengal Medical Council at least one month before the conference with the following information:

1. Name of the Organization conducting CME programme;
2. Address;
3. Society Registration Number with evidence;
4. Venue of the Conference;
5. Date of the Conference;
6. Name of the Faculty with detailed qualification and experience;
7. Expected number of attending delegates;
8. Topics to be discussed in the Conference;
9. Detailed programme schedule mentioning time, subject and name of the Speaker.
10. Exercise to be covered in the Conference;
11. Expected number of hours;
12. Name of the Organizing Chairman;
13. Name of the Organizing Secretary; and
14. Methodology to be adopted by the Organisation viz. Lecture / workshop / hands – on training / discussion / audio - visual presentation etc.

After completion of the Conference, total course content, programme in digital form along with Xerox copy of attendance of delegates and faculty members to be furnished to the Council .

● **PROCEDURE FOR CREDITING CME HOURS**

Time mentioned for the following in the programme would not be counted for crediting CME hours :

- a) Welcome / Inauguration Ceremony
- b) Welcome by President
- c) Interaction of the Speaker
- d) Tea/Coffee break
- e) Lunch break
- f) Quiz contest, Debate
- g) Paper servicing
- h) Competition
- i) Question etc.

It is mandatory to include deliberation on Medical Ethics not less than 30 Minutes in order to be eligible for application for credit hours.
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● **PAYMENT OF FEES BY THE ORGANIZING BODY**

The Organizing body will deposit Rs.100/- per delegate per day of CME to the Council prior to holding of the Conference. No refund will be made for unused certificates. Revision of Fees and non-refund for unused certificates have been decided in the Meeting of the Council held on 8th April 2016.. **The fees to be deposited by Cash/Cheque/ Demand Draft within 2.30 PM on any working day. In case of payment by cheque/demand draft, it should be drawn in the name of West Bengal Medical Council.**

● **FORMAT OF THE CERTIFICATE FOR CREDIT HOURS**

The Certificate will bear following particulars

- a) Name of the Organization conducting programme
- b) Name of the programme
- c) CME programme accredited by the West Bengal Medical Council mentioning the reference number and hours of C.M.E.
- d) No name of the Pharmaceutical Company would be shown on the Certificate .

ONLY DELEGATES ARE ELIGIBLE FOR CREDIT HOURS, NOT FACULTIES

FORMAT OF THE CERTIFICATE WILL BE PROVIDED LATER ON FOR YOUR PRINTING OF THE CERTIFICATE
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● **SUPERVISION :**

Two authorized representatives of the West Bengal Medical Council will be present in the Conference with Honorary Registration .

Foreign Faculties, attending Surgical Workshop without temporary permission of Medical Council of India, are not permissible. Foreign faculties as lecturers / speakers in the Conference need not to have such permission but a Declaration in this respect to be submitted by the Organizing Body.