



EFI CME /CPD point allocation guidelines

This is a list of examples of activities that attract CPD points. Activities are classified into four categories: Education, Clinical, Professional and Academic

Participation in CME/CPD activities and points obtained, should be evenly spread across the different categories.

Category	Activity	Points
1) Education	e.g attendance at a local journal club or similar	1 point/ meeting
	e.g attendance at scientific meeting, congress or symposium e.g. EFI or local H&I conference	1 point/ hour of lectures, teaching session, debates etc.
	e.g. completion of ESHI or ETHIQ diploma	40 points
	e.g. completion of on-line training course	10 points
	e.g. developing learning materials, webinars, updating curricula	Maximum of 10 points / year
2) Clinical	e.g. attendance at clinical meetings (e.g. multidisciplinary team meetings) where required to input H&I input	1 point/ meeting
	e.g. validation of new equipment or techniques	2-8 points at the discretion of the CPD manager
	e.g. being trained in new techniques	1-4 points at the discretion of the CPD manager
	e.g. other assessed technical or scientific procedure (e.g. proficiency testing) (regardless of sample numbers - NOT per sample if samples are batched)	3 points/ procedure
	e.g. evaluation of kits from alternative supplier (Note does not include routine validation procedures e.g. batch release)	2-20 points divided between team members
	e.g. formal presentation of clinical cases for review	1 point / case
3) Professional	e.g. performing lab accreditation inspection/ audit in another lab	2 points/ visit
	e.g. preparation for accreditation inspection at local lab	2 points/ inspection



	e.g. participation in EFI Committees	3 points/ meeting
	e.g. other EFI positions e.g. newsletter editorial board	4 points/ year
	e.g. writing SOPs	1 point/ SOP
	e.g. Health and Safety Officer or Quality Manager	3 points/ year
	e.g. reflective notes (could also be under other categories depending on subject)	1 point/ reflective note
	e.g. writing Newsletter review / meeting report	2 points/ review
	e.g. participation in quality improvement projects	Up to 5 points / project
	e.g. Supervisor of ETHIQ trainee	3 points / student per year
4) Academic	e.g. lecturing at all levels (BSc, MSc, medical)	2 points/ lecture
	e.g. presenting abstract (talk or poster) at a scientific meeting	2 points/ abstract
	e.g. supervising a MSc, PhD or MD project	3 points/ student per year
	e.g. author on peer reviewed paper	5 points/ paper first author 3 points/ paper other author
	e.g. author of a review article	Up to 6 points per article
	e.g. author / co-author of chapter of a book	4 points / chapter
	e.g. author / co-author of a book	Up to 30 credits per book
	e.g. reviewing a paper	2 points /paper
	e.g. reviewing conference abstracts	1 point /hour. Up to 5 points per year
	e.g. journal club presentation	3 points/ presentation (include preparation time)
	e.g. examiner for an academic thesis such as MSc	3 points/ thesis examination
	e.g. examiner for academic thesis such as PhD	



		5 points / thesis examination
	e.g. examiner for ESHI diploma	2 points/ examination
	e.g. author of examination questions: multi choice question / short answer question essay question	2 points 4 points
	e.g. application for research grant/to ethics committee	2 points/ application