



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



	e.g. examiner for ESHI diploma	5 points / thesis 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