

Guidelines for accreditation of online CMEs/ webinars/ workshops

1. Webinars/ E-CMEs must be conducted under the aegis of an accredited organization or institute (Medical college, teaching and research institute, reputed hospitals or professional bodies like IMA/DMA/API/IAP/ASI/FOGSI etc).
2. The organization/institute/professional body conducting the online event must possess the essential technical infrastructure and IT support to implement the Programme without technical glitches.
3. The organization must apply for credit hours online through DMC website at least two weeks in advance using the online application form (In exceptional circumstances can be condoned by the President).
4. The application form must be accompanied with:
 - a. E-CME/ webinar's complete programme.
 - b. Names, designations, affiliations and country along with brief bio-data of all speakers. The minimum duration given to each speaker should be mentioned along with the topic of the lecture.
 - c. Total hours of the programme.
5. The conducting organization must ensure that all speakers must be of National/ International repute.
6. Webinar/ CME types eligible for credit hours
 - a. Streaming type: YouTube, Zoom, Facebook live, Amazon web services or other similar online platforms.
 - b. Classroom type: Google meet, Zoom, Cisco WebEx or other similar online platforms.
 - c. Training modules: Pre-recorded lectures followed by evaluation (preferable MCQ based)
7. All sessions must be recorded and saved for a minimum of six months and soft copy of the scientific meet must be made available to the Delhi Medical Council within 15 days.
8. Periodic time stamped screenshots must be taken preferable showing the number of attending delegates. (At start, half an hour of start, in every slot of 1 hour, at the end of webinar.)
9. After the webinar, the following documents must be submitted to DMC within 15 days:

- a. Day wise excel sheet of Names, Mobile No., DMC/State Council/MCI registration number of attending doctors
 - b. Periodic time stamped screenshots
10. Credit hours allocation
- a. 60 minutes Programme: 0.5 credit hours
 - b. 2 hours Programme: 1 credit hours
 - c. 3 hours Programme: 1.5 credit hours
 - d. 4-5 hours Programme: 2 credit hours
 - e. Fully day (minimum 6 hours) Programme: 3 credit hours
 - f. Two full day Programme (minimum of 6 hours 1 day): 6 credit hours
- Each speaker will be given 1 credit hours per webinar.
11. Advertisement of any product/drug during the session and in the screening hall is strictly prohibited. There should not be conflict of interest.
12. Allocation of credit hours will be at the discretion of DMC and will depend on the subject matter, quality of online CME and status of speakers.
13. DMC will appoint an observer to verify the conduct and progress of webinar. He/ she can verify the attendance of delegates. The observer and Delhi Medical Council must be provided with the link to attend the webinar at least one week in advance. Observer to submit report within 3 days to Delhi Medical Council.
14. Associations/Organizations should issue to the delegate the certificate only on the last day after closure of C.M.E./conference. Certificates should not be distributed on the first day at the time of registration for the online C.M.E./conference.
15. Organization to pay accreditation fee of Rs.2000/- per CME/Webinar per day to the Delhi Medical Council and may be directly transfer to the account of Delhi Medical Council or submit the draft in favor of "Delhi Medical Council" payable at New Delhi.

Name of Account Holder:	Delhi Medical Council
Bank Account Number:	90682010080824
Bank Name:	Canara Bank, MAMC Campus
IFSC Code:	CNRB0019068

Delhi Medical Council
Proforma for online CME/ Webinar Accreditation
(to be submitted two weeks in advance)

Date _____ (To _____)

1.	Name of Organization
2.	Expected number of delegates
3.	Field of specialty
4.	<p style="text-align: center;">CME details</p> <p>Date:</p> <p>Topic:</p> <p>Online portal used:</p> <p>Details of the scientific programme with duration/ topic/ speaker for each lecture (Attach the programme)</p> <p>Details of speakers, their names, designation, affiliation, brief biodata and country (Attach details separately)</p>
5.	<p>Fee charged for participation in programme - Yes/No</p> <p>If Yes, Provide details</p>
6.	Name and DMC registration number of Chairman Conference/Scientific Chairman/Organizing Secretary
7.	<p>Is the technical expertise for smooth online conduct of webinar/ CME available with the organizing institute</p> <p>Yes/ No</p>
8.	If IT assistance will be taken, provide details of the firm and contact person

Signature
Chairman Conference/Scientific Chairman/Organizing Secretary
Name:- _____
DMC Registration number _____